



Edjoin On-line Application Attachment Information

Dear Applicant:

Thank you for your interest in employment with the Clovis Unified School District. In order to consider your application for employment, you will need to provide the attachments listed below with your Edjoin application on-line. Below are some guidelines and resources to assist you with submitting your documentation on Edjoin in the appropriate format.

Guidelines

1. Before you submit your Edjoin application, you should have all of your attachments scanned and converted to PDF files.
2. Documents that you have in a Word file format should be converted to a PDF file in order to add them to your profile on Edjoin. PDF is the preferred format.
3. Documents that you have in hard copy (i.e., transcripts, letters of recommendation, etc.) need to be scanned to a PDF file.
4. Documents can only be 1MB per file. Your library of attachments may not exceed 12MB.
5. Once your documents are scanned and attached to your Edjoin profile, they will become part of your library and may be attached to future applications. You must select your attachments for each application that you submit.
6. If you submit your application without the attachments, you will need to “withdraw” the application from your profile, then follow the steps to attach your documents and resubmit your application. You must resubmit all of your documents prior to the closing date of the posting.

Resources

If you do not have your own scanner, below are some resources you may use to convert your hard copy documents to PDF format:

1. If you are student at a university or college, the library or campus book store may provide scanning services.
2. Various local print shops provide scanning service, (i.e., Kinko’s, Office Max, etc.)

Converting Word or other format documents to PDF:

1. Free software is available online to convert Word or other format documents to a PDF file.
<http://www.freepdfconvert.com/>
2. If you have the current version of Word 2007, you are able to convert the document to PDF using the “create PDF” feature under the Acrobat tab.
3. CUSD Employees only: If you have a Xerox code, you can use the e-mail feature on the Xerox machine to send a PDF file of your document to your e-mail address.

Edjoin Application Attachments:

The following documents are required attachments for on-line applications:

<p>Certificated Positions:</p> <ul style="list-style-type: none"> • Resume • Philosophy Statement • Transcripts • Credential(s) • 3 Letters for Recommendation • CSET and CBEST Test passage • RICA (if applicable) 	<p>Classified Positions:</p> <ul style="list-style-type: none"> *Resume *Letter(s) of Recommendation Paraprofessional NCLB compliance (if applicable) Transcripts (if applicable) *These documents are recommended, but optional unless specified on the job posting.
---	---

Note: Due to the volume of applications, we are not able to scan documents for you, however we will be happy to keep your hard copy on file in the Human Resources Department. Please note that hard copy documents will not be considered for paper screening purposes.