APPLICATION TIPS CHECKLIST

Use this checklist to help you successfully and easily complete an online application through Edjoin.org.

POINTS TO REMEMBER
☐ Read the information page before applying, especially review:
  • Job Description
  • Application Deadline
  • Requirements/Qualifications
  • Comments and Other Information
☐ All sections of the application must be completed before submitting.
☐ Incomplete applications will be screened out.
☐ The section titled "Your Record of Experience" must demonstrate the type and years of experience required for position applying for.
☐ A resume will NOT be accepted in-lieu of a completed application.
☐ Do not assume that HR knows your experience.

COMPLETING YOUR APPLICATION

PERSONAL INFORMATION (Do not assume that HR knows who you are)
☐ Make sure to complete ALL personal information
  • First Name
  • Last Name
  • Middle Initial
  • Mailing Address
  • Home/Work/Cell Phone Numbers
  • Email Address

ABOUT YOU
☐ If position asks for a second language, i.e. Spanish, please ensure that the language section is complete.
☐ Ethnicity, race and gender sections are not necessary.

ADDITIONAL QUESTIONS
☐ These supplemental questions MUST be answered. Make sure to read each question carefully and answer honestly.

RECORD OF EDUCATIONAL AND PROFESSIONAL PREPARATION
☐ Most position within LUSD require at least a High School Diploma. Make sure to complete this section and ensure that you check either “Graduated” or “GED”.
☐ List all college courses you have taken. Also list any certificates you have received that will qualify you for the position you are applying for.

RECORD OF WORK EXPERIENCE
☐ This is the most important part of the application process. It is essential that you list ALL employment beginning with your most recent position.

PROFESSIONAL REFERENCES
☐ Any Professional References listed should be individuals who have worked with you or around you.
  • Past supervisors
  • Current supervisors
• Coworkers – past and present
• Professional Colleagues
• Teachers
• Classmates
• Anyone who can speak to your work ethic

GUIDANCE AND GOOD PRACTICE

☐ Update your application on a regular basis.
☐ If you are a current LUSD Employee, make sure that your current position/s are list on your application.
☐ Anytime you change positions or promote within the school district, should be listed on your application.
☐ Under the Supplemental Question “Describe any verifiable work and related skills/work experiences which you feel will be helpful in this position, include number of years for each experience listed”.
  • List any work experience that will not fit under “Record of Experience”.
  • Make sure work listed is verifiable, i.e., name of organization, supervisor, etc.
  • List any professional skills that you have acquired through your work.

MOST IMPORTANT POINT TO REMEMBER

• DO NOT ASSUME THAT WHEN YOUR APPLICATION IS BEING SCREENED, THAT HR KNOWS WHO YOU ARE.
• When applications are screened all applicants are given an applicant number.
• Determination of application acceptance is based on
  o Education
  o Years of Work Experience
  o Minimum Qualifications as described on the Job Announcement
• Application help is available through Classified HR.
• Computers are available through Classified HR if you do not have access to one.
• If applying for a “Promotional Only” recruitment, you will need a password. You may call Classified HR at 805-742-3220, for this password, or check with the Administrative Assistant at your school site.

ANY QUESTIONS REGARDING YOUR APPLICATION CAN BE DIRECTED TO CLASSIFIED HUMAN RESOURCES AT 805-742-3220.