



PANAMA-BUENA VISTA UNION SCHOOL DISTRICT

HOW TO APPLY

To apply for a position in the Panama-Buena Vista Union School District, complete our Online Application. Visit www.pbvUSD.k12.ca.us, from the "Human Resources" Department page, select "Apply Online". Create your application. Choose the position that interest you and click the "Apply" button.

Please note that you may need to upload one (1) or more of the required documents:

- Letter of interest
- Current resume
- Copies of current teaching certificates and credentials (certificated positions only)
- Copies of official transcripts, degrees, paraprofessional, high school diploma or GED
- Miscellaneous required documents (if applicable)

All required documents indicated in the job posting **MUST** accompany your application prior to the job close date in order to received consideration.

You are encouraged to scan your own documents.

We will scan documents to applications each Wednesday. If you have documents that you would like the district office to upload, they must be received the Tuesday before by 5pm. They will be uploaded on Wednesday of that week. Any documents received after Tuesday will be uploaded the following week.

Upon completion of application and job close date.

After the job close date, each candidate's application will be reviewed for qualifications in relationship to the personnel needs of the district. Those individuals identified as potential candidates will be invited for interviews. Successful candidates will be notified of a job offer after appropriate reference checks have been finalized.

Applications will be inactivated one (1) year after submission.

Applicants wishing to update their application may do so by returning to the "Online Application" site and resubmitting their application

Panama-Buena Vista Union School District
4200 Ashe Road
Bakersfield, California 93313
www.pbvUSD.k12.ca.us

Darryl Johnson, Assistant Superintendent Human Resources
Melissa Brown, Director Human Resources