



ONLINE APPLICATION FAST FACTS & TIPS



SET UP A FREE E-MAIL ACCT

If you do not currently have an email address, you can sign up for a free account at www.gmail.com or www.yahoo.com. You can access and use this e-mail account from any computer with an internet connection!

APPLY FOR THE JOB

You can filter the job postings by selecting the categories you are interested in. Review available job titles and click on the job title you want to apply for. Review the job requirements and if you qualify, click "Apply".

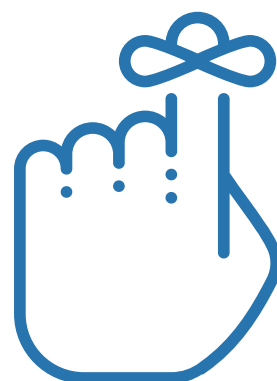


MINIMUM QUALIFICATIONS

Minimum qualifications are listed on all job postings. This includes experience and education. If you do not meet the qualifications and indicate them on your application, your application will be rejected.

KEEP YOUR LOG-IN INFO SAFE!

Write your log-in information down and keep it in a safe place. You will need it to access your on-line job account to move forward in any recruitment.

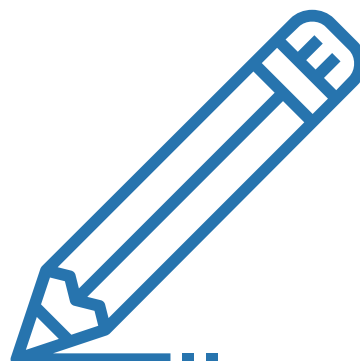


PROMOTIONAL OPPORTUNITIES

Promotional opportunities are only available to current permanent employees of the District. Please do not submit an application for a promotional opportunity if you do not meet this criteria.

JOB INTEREST CARDS

Don't see any jobs that you qualify for right now? Submit a job interest card and receive an email as soon as jobs are posted in the categories you select!



WHAT ARE YOU WAITING FOR? APPLY NOW!



APPLICATION TIPS

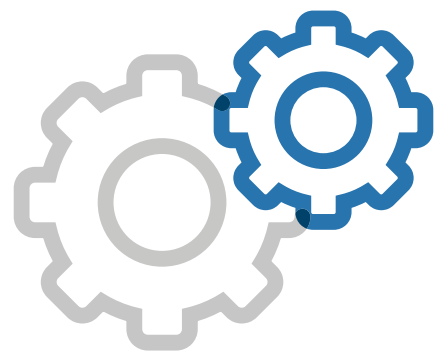


WORK HISTORY

When completing the application, it is mandatory to complete the "Work History" section thoroughly. Do not write "see resume". You may attach a resume, however, staff only views applications to determine if you meet the minimum qualifications.

MORE ON WORK HISTORY...

Use examples of the major duties that are related to the positions that you are applying. All relevant experience will be taken into consideration.

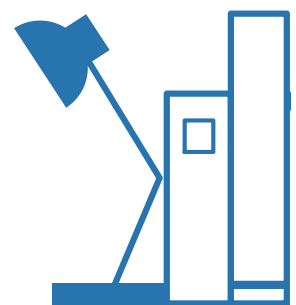


EXPERIENCE

Experience requirements are based on full-time schedule (32-40 hours/week). If you worked part-time, your experience will be prorated. i.e. 2 years of experience working 20 hours/week is counted as 1 year of full-time experience.

MORE ON EXPERIENCE...

Be sure to include ALL relevant experience, regardless how recent. Do not assume that indicating you have a license, degree or certificate will imply that you have a certain level of experience.



A FEW MORE HELPFUL TIPS

- Remember to use proper capitalization and punctuation throughout the entire application. Do not use ALL CAPS or all lowercase.
- Proof read! Avoid spelling and grammatical errors.
- Be honest! Falsification of a resume can result in termination and/or removal from employment eligibility.

THANK YOU!

We thank you for your interest in the Hayward Unified School District. Please visit www.husd.us/careers for more information on what HUSD has to offer its employees.

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