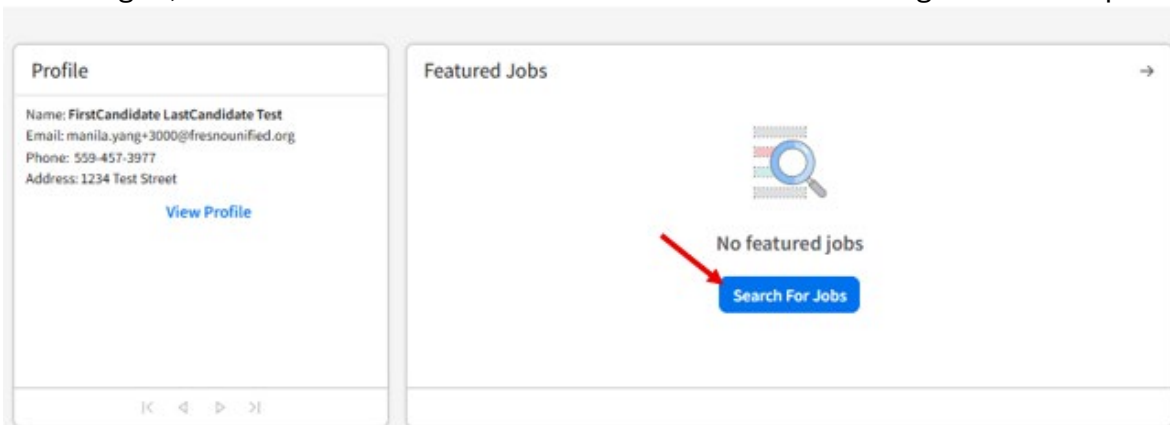
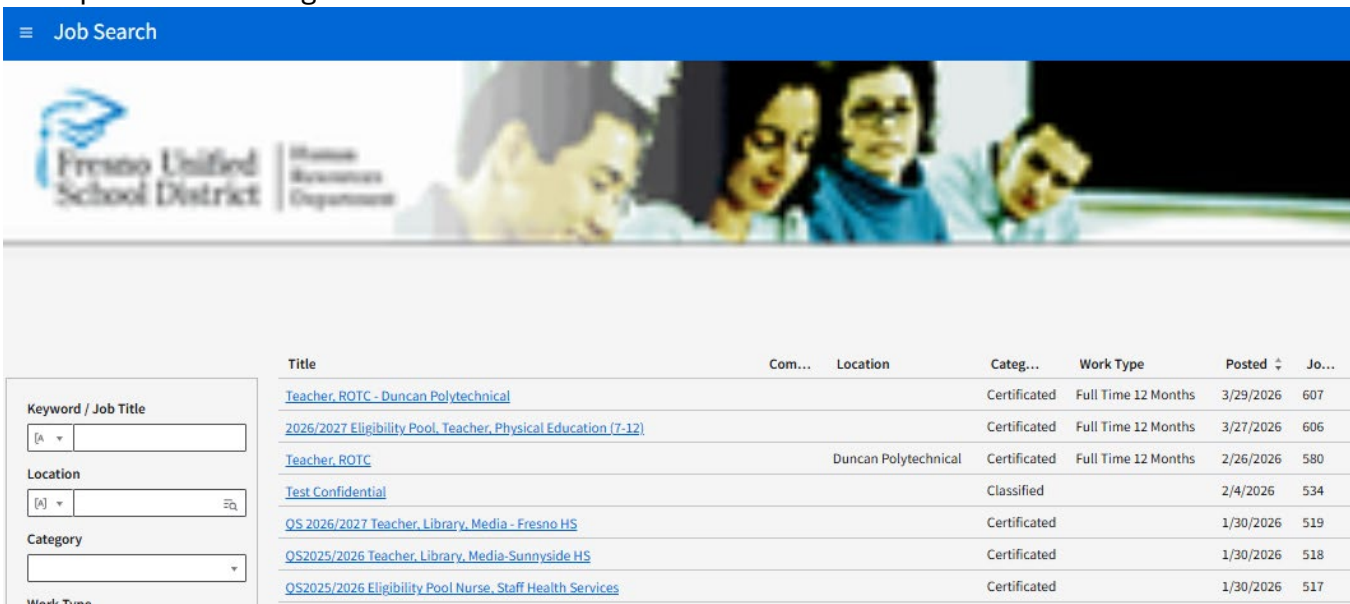


Fresno Unified School District

How to Apply – External Applicant

Prerequisite	Job Posting Created and Posted
Purpose	Self-Service application portal for both Internal and External candidates to review job postings and apply online.
Roles	https://www.fresnounified.org/departments/human-resources/career-opportunities/job-openings

#	Steps and Data Value
1	Navigate to the Certificated External Job Board by logging in to the External Job Board External Link: PENDING NEW LINK
2	Once Log-in, click “Search for Jobs” and the Certificated Job Postings will show up  Example of Job Postings: 

Fresno Unified School District

How to Apply – External Applicant

- 3 To search for the type of job, under “Keyword/Job Title” type in the subject type and hit “enter” to filter. Example:



- 4 Find the Job Posting, click on the Job Posting to apply

Title	Compa...	Loc...	Category
2025-2026 Pool-Teacher, Foreign Language Secondary			Certificated
2025-2026 Pool-Teacher, Science Secondary (7-12)			Certificated
Pool-Teacher, Math Secondary (7-12)			Certificated
Pool-Teacher, English Secondary (7-12)			Certificated

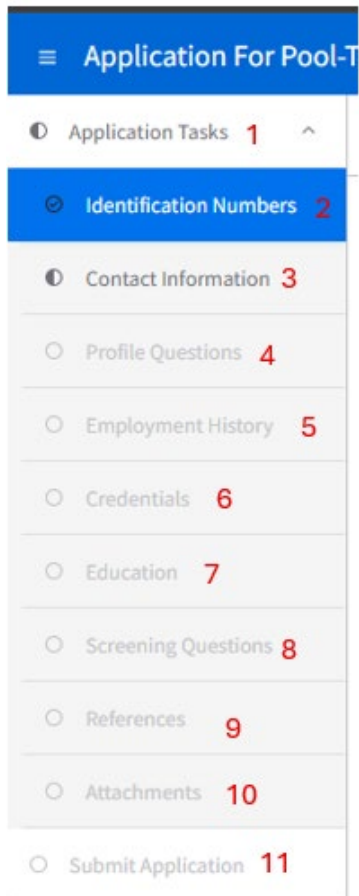
- 5 Click apply to start the application process



Fresno Unified School District

How to Apply – External Applicant

6 Complete all areas



The screenshot shows a sidebar menu for 'Application For Pool-T'. The menu items are: Application Tasks 1, Identification Numbers 2, Contact Information 3, Profile Questions 4, Employment History 5, Credentials 6, Education 7, Screening Questions 8, References 9, Attachments 10, and Submit Application 11. The 'Identification Numbers' item is highlighted with a blue background and a checkmark icon.

1.Application Tasks = Initial step to complete application. Click ‘Next’ to move to next step.

2.Identification Numbers = SSN (if you provided this info during your completion of your application, you can hit ‘Next’.

3.Contact Information = make sure your personal information is correct such as your name, phone , address, and email. Make corrections if not correct.

4.Profile Questions = If the 17 questions were already answered during your application process, quickly review your responses and if all are correct, click ‘Next’.

5.Employment History = Default from applicant’s main profile during resume upload. Review, correct or add any missing employment history. Click ‘Next’.

6.Credentials = Default from applicant’s main profile. Review, correct or add any missing credentials. **Add all credential if hold more than one credential.**

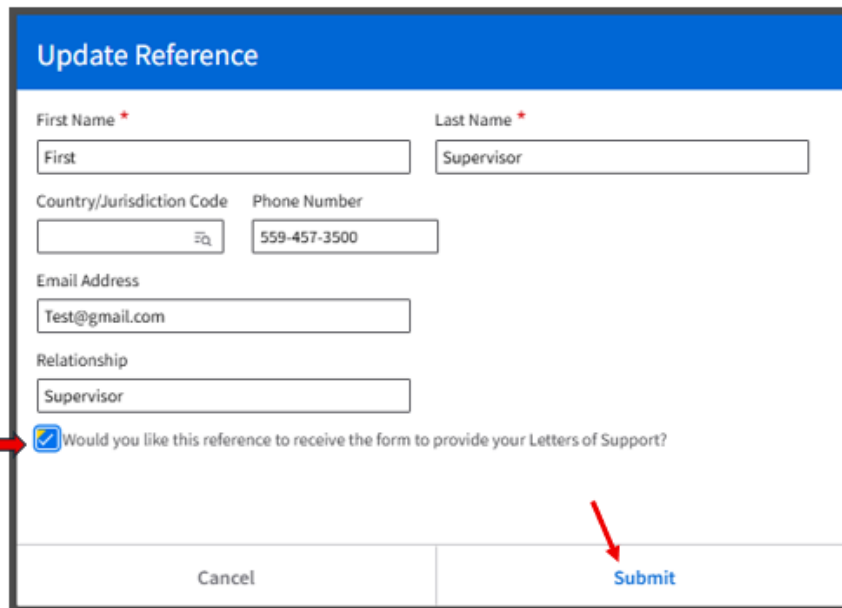
Fresno Unified School District

How to Apply – External Applicant

7.Education = Default from applicant's main profile. Review, correct or add any missing degrees. **Add all degrees if hold more than one degree.**

8.Screening Questions = 4 questions. Must provide responses to each question.

9.References = Default from applicant's main profile. Open, Review, correct or add any missing references. Check the box if the reference is someone you want to complete the letter of support.



Two Letter of Supports are required documents as the system will automatically screen the applicant for incomplete application.

10.Attachments = add any transcripts, Verification Of Experience, Cover Letter and Resume not uploaded during creation of the profile account. (**NOTE:** any upload in this section for Attachments does not cross over to the main profile.)

11.Submit Application = Final step for submission of interest to the position. Click “Submit Application” as final step.

7

Congratulations! You have attached your application to the applied position