

HOW TO APPLY – EXTERNAL CANDIDATE

(After Creating Profile)

QUICK START GUIDE

Follow these simple steps to search for openings and submit your application.



Your future starts here.

<https://www.fresnounified.org/departments/human-resources/career-opportunities/job-openings>

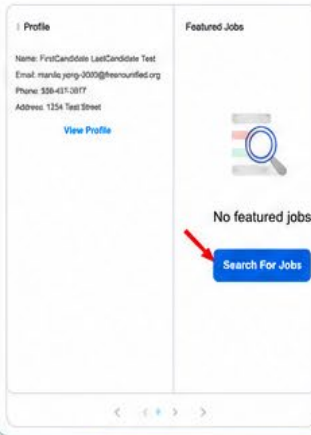
1 Navigate to External Job Board

Visit the Fresno Unified Career Opportunities website for external candidates.



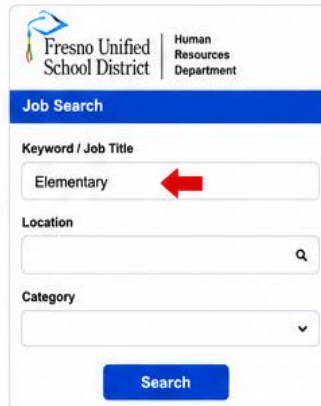
2 Click "Search for Jobs"

Once logged in, click "Search for Jobs" and the job postings will appear.



3 Search for the Type of Job

In "Keyword/Job Title", type the subject or position you're looking for and press Enter.



4 Find the Job Posting

Click on the job title you want to apply for.

Title	Job Type
2025-2026 Pool Teacher, English Secondary (7-12)	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"

Click "Apply" to start the application process.



6 Complete All Application Steps

Complete each section and click "Next" to move forward.

- Application Tasks**
Initial step to start. Click "Next".
- Identification Numbers**
SSN (if provided, you can click "Next").
- Contact Information**
Review and update your personal information if needed.
- Profile Questions**
Review your answers (17 questions) and click "Next".
- Employment History**
Review, correct, or add any missing employment history.
- Credentials**
Review, correct, or add all credentials (if more than one).
- Education**
Review, correct, or add all degrees (if more than one).
- Screening Questions**
4 questions – provide your responses.
- References**
Review, correct, or add references for letters of support. An email will be sent to the candidate to forward to the prior supervisor/professional co-worker to complete the letters of support. (2 letters of support are required).
- Attachments**
Upload transcripts, Verification of Experience, Cover Letter, and Resume (if not already uploaded in profile).
- Submit Application**
Final step. Click "Submit Application".

7 You're All Set!



Congratulations!
Your application has been successfully attached to the selected position.

Examples of Job Postings

Example: English Position

Example: Non-Teacher Position

IMPORTANT NOTES



- Two Letters of Support are **REQUIRED**.
- All screening questions must be answered.
- Missing required items may automatically screen your application as **incomplete**.
- Attachments added in the application will **NOT** update your main profile.



Make sure your contact information is accurate and up to date.

QUICK TIPS FOR SUCCESS



Add all credentials and degrees you currently hold.



Provide two references who can complete a Letter of support.



Review each section carefully before clicking "Next" or submitting.



NEED HELP?

For assistance, please contact Human Resources at:

(559) 457-3500

Classified: HRClassifiedStaffing@fresnounified.org
Certificated: HRStaffing@fresnounified.org
Management: HRManagement@fresnounified.org