

Fontana Unified School District
APPLICATION PROCESS
Effective January 1, 2011

1. Search for current vacancies:

- Visit <http://www.fusd.net/departments/hr/employment.stm> and click on EDJOIN
OR go directly to www.edjoin.org
- Search by District or position
- Review the posting for qualifications, i.e. skills and duties, education requirements, certificates, tests required.

2. Register with EDJOIN:

- Every applicant must have a valid email address and be registered with EDJOIN in order to apply for a job at Fontana USD.
- Follow the links and instructions to create a profile.
- If you need assistance contact:

EDJOIN HELP DESK: (888) 900-8945

3. Submit an ONLINE application:

- EDJOIN will automatically use your profile information for the application. All you have to do is modify it for the position you are applying for.
- If you wish to attach an optional resume, it must be converted to a PDF file (Instruction on the back).
- Incomplete applications will not be considered. It is the applicant's responsibility to submit a complete application before the deadline.

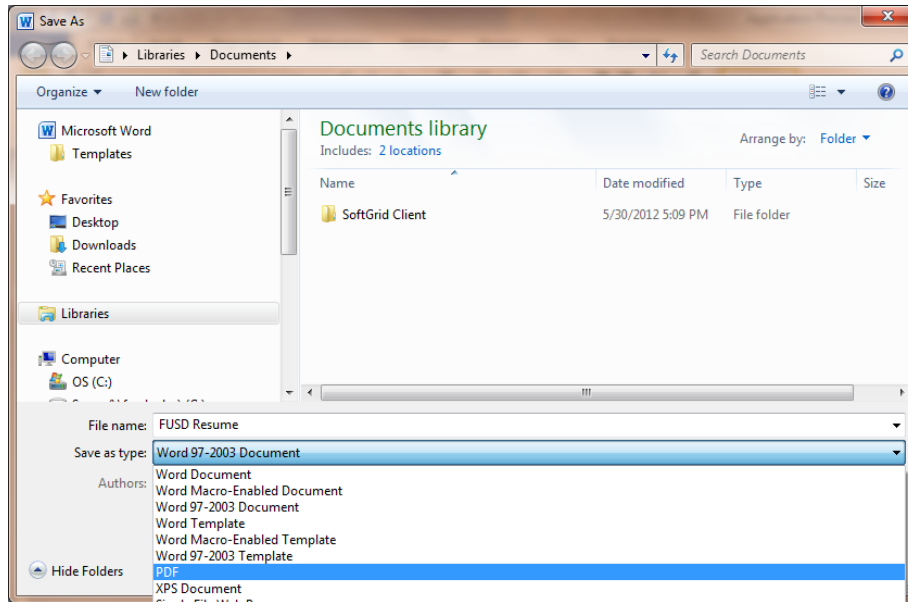
Places where you can access a computer:

- ☆ San Bernardino County Superintendent of Schools, Roy C. Hill Center
601 N. E St., San Bernardino, CA 92410 – (909) 286-2422
By appointment ONLY. Assistance and Scanners available.
- ☆ San Bernardino County Library:
 - Fontana Lewis Library & Technology Center
8437 Sierra Ave., Fontana, CA 92335 – (909) 574-4500
Sun 12-5 • Mon-Thu 10-9 • Fri & Sat 10-6
 - Kaiser Branch Library
11155 Almond Ave., Fontana, CA 92337 – (909) 357-5900, ext. 14174
Sun Closed • Mon-Thu 3-8 • Fri Closed • Sat 9-5
 - Summit Branch Library
15551 Summit Ave., Fontana, CA 92336 – (909) 357-5950, ext. 15113
Sun Closed • Mon-Thu 3-8 • Fri Closed • Sat 9-5
 - Rialto Branch Library
251 West 1st St., Rialto, CA 92376 – (909) 875-0144
Sun Closed • Mon 10-7 • Tue 10-7 • Wed 10-7 • Thu 10-6 • Fri 10-6 • Sat 9-5

Note: You can access the internet at any library. If you are a student, you can access the internet at your college campus.

How do I convert my resume to a PDF document?

1. OPEN your resume document that is currently saved as a Word document
2. Go to FILE
3. Go to SAVE AS
4. When the window opens (like the picture below) go to SAVE AS TYPE:
5. Choose PDF from the drop down list



6. Click SAVE (notice the file extension is now .pdf instead of .doc)
7. Your resume is now ready to be uploaded as an attachment to your EDJOIN application.