

# Completing an Application



## A Step-By-Step Guide

Follow these steps to apply for a Classified position with the Oxnard School District:

1. Point your web browser to [www.oxnardsd.org](http://www.oxnardsd.org).
2. Click on Classified Job Openings under “Jobs” on the menu bar.



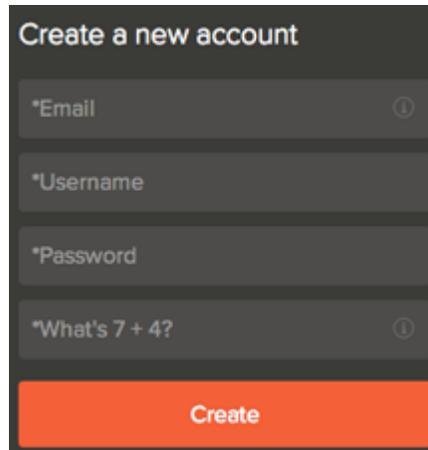
3. Scroll down to the bottom of the page and click on the job for which you would like to apply. If a job is not listed on the website, it is not currently available.

Position ▼	Emp. Type ▲	Salary ▲	Closing Date ▲
<a href="#">Adaptive Technology Specialist</a>	Classified	\$15.66 - \$19.05 Hourly	Continuous
<a href="#">AVID Tutor</a>	Classified	\$12.27/Hour	Continuous
<a href="#">Campus Assistant</a>	Classified	\$10.69/Hour	Continuous
<a href="#">Credential Technician</a>	Classified Full Time Regular	\$22.37 - \$27.17 Hourly	01/16/15
<a href="#">Irrigation Specialist</a>	Classified Full Time Regular	\$20.27 - \$24.66 Hourly	01/16/15
<a href="#">Paraeducator I (Bilingual Spanish Strong...)</a>	Classified Part Time	\$14.42 - \$17.51 Hourly	01/09/15
<a href="#">Paraeducator II/III (Bilingual Spanish D...)</a>	Classified Part Time	\$15.14 - \$18.86 Hourly	01/09/15
<a href="#">Speech Language Pathology Assistant (Bil...)</a>	Classified Full Time Regular	\$19.80 - \$24.08 Hourly	
<a href="#">Substitute/Temporary Bus Driver</a>	Classified Temporary	\$14.89 Hourly	Continuous
<a href="#">Substitute/Temporary Child Nutrition Wor...</a>	Classified Temporary	\$10.85 Hourly	Continuous
<a href="#">Substitute/Temporary Clerical</a>	Classified Temporary	\$13.23 Hourly	Continuous
<a href="#">Substitute/Temporary Custodian</a>	Classified Temporary	\$13.23 Hourly	Continuous
<a href="#">Substitute/Temporary Paraeducator</a>	Classified Temporary	\$11.80 - \$12.73 Hourly	Continuous

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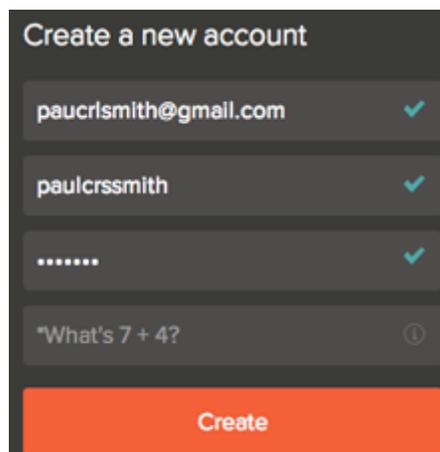
4. Click on [Apply](#) near the top right of the page.

5. If you have already created a user account, login using your previously created username and password and skip to Step 6. Otherwise, click [Create an account](#) , and then enter your new account information.



The screenshot shows a dark-themed form titled "Create a new account". It contains four input fields: "\*Email", "\*Username", "\*Password", and "\*What's 7 + 4?". Each field has a small information icon on the right. Below the fields is a prominent orange "Create" button.

- If you created an account before, you cannot use the same email address again to create a new account. The email value must be unique.
- If you created an account before and can't remember your username, click on Forgot username. This sends you email with your username.
- **Your password must be at least 8 characters in length and contain both upper and lower case letters, numbers and symbols.**
- Answer the security question.
- As you supply correct information for each field, a checkmark on the right indicates that the value is correct, for example:



The screenshot shows the same "Create a new account" form, but now the fields are filled with example data: "pauclsmith@gmail.com", "pauclrsmith", ".....", and "What's 7 + 4?". Each field now has a green checkmark on the right, indicating that the information is correct. The orange "Create" button remains at the bottom.

- Click Create.

Keep a record of your username and password.

When you are signed in, your username appears on the right in the top menu bar:



6. You can speed up the process of completing basic profile information by importing a resume from LinkedIn, or by uploading a file. If you do so, make sure to verify the information completed by the system.

**NOTE: If this section is confusing or if you do not have a resume to upload, click “Skip this step.” If you have applied previously, you may not see this option and should continue to Step 7.**

## Import Your Resumé

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Save time by importing your information into our system automatically



### Transfer from LinkedIn

Use your LinkedIn resume information for your new profile. You can edit this info later.



### Upload from Computer

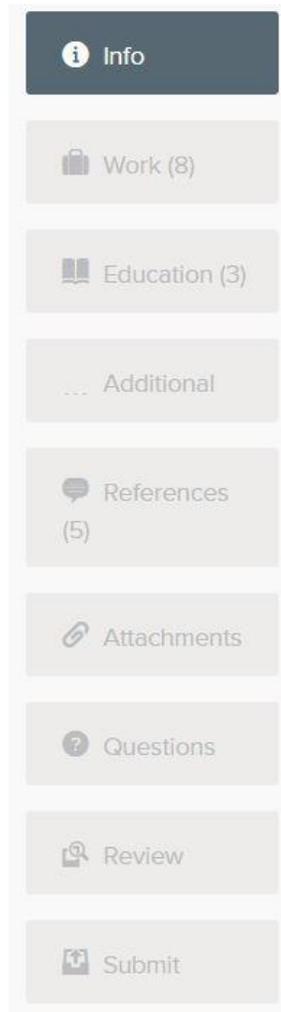
Supported file types: .pdf, .doc, .txt

To manually fill in your information, you can

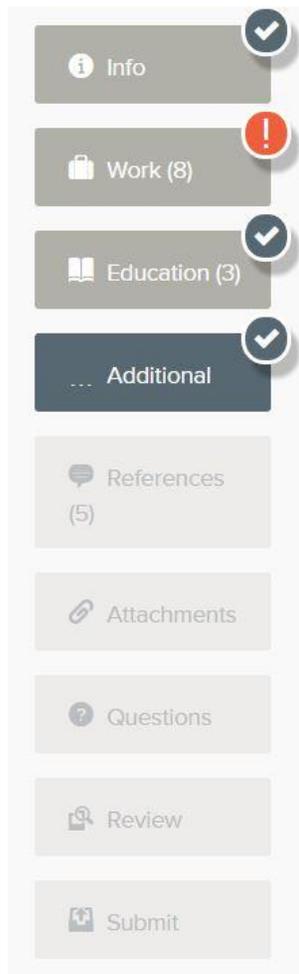
[Skip this step](#)

7. Next you need to complete a series of steps (entries or screens).

Your progress and current step in the process is shown on the left. In this example, the information step is in progress:



As you work on your application, refer to the progress bar to see the number of items for each entry, and errors. In this example, the education entry contains three items, and the work entry contains errors:



8. For each step, the buttons on the bottom allow you to save or discard your work on this entry.



Although your typing is periodically automatically saved, it is good practice to click on the Save button.

The Cancel button discards any changes you have made since the last save.

For some entries, the Remove link is present. It deletes the current entry (such as a previous job), after a confirmation. Once deleted, the data cannot be recovered.

The last time that the entry was saved is also displayed at the top such as: **Saved a moment ago**

9. Provide general contact information (required).

10. Provide previous work experience information (required).

11. Provide educational information (required).

12. Provide additional information, including certificates and licenses, skills, and languages (optional).

13. Provide references (optional).

14. Upload any attachments, such as required transcripts, licenses, etc. Attachments which are required are noted on the main job posting page.

To attach a file, click on Add supplemental attachment. First, use Choose attachment type to select the type, and then click the Upload button. In the example the License type attachment is selected to upload a file:

## Attachments

Supported file types: doc, docx, xls, pdf

### License



You can click upload button or drag and drop a file into this box to start uploading

 Upload Recent Uploads

 Add supplemental attachment

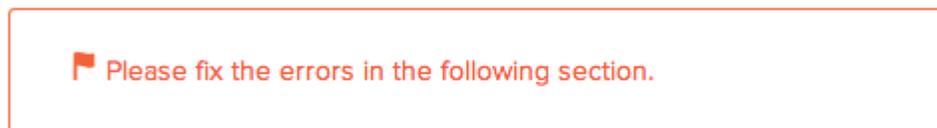
\* Required attachments must be provided before submission

Next

If you have previously uploaded attachments, you can use the Recent Uploads button to access these files.

15. Answer any additional supplemental questions. Some of these are general and some may be specific to the job for which you are applying. All questions marked with a  are required.

16. Review each section. If there is an error, it is shown in the progress bar and also in the section.



Use **Edit**  to open this item and correct any errors.

Once your application is complete, click on Proceed to Certify and Submit.

17. On the Certify & Submit page, click on Accept and Submit. An Application Submitted message confirms that you have applied for the job. You should also receive a confirmation e-mail.