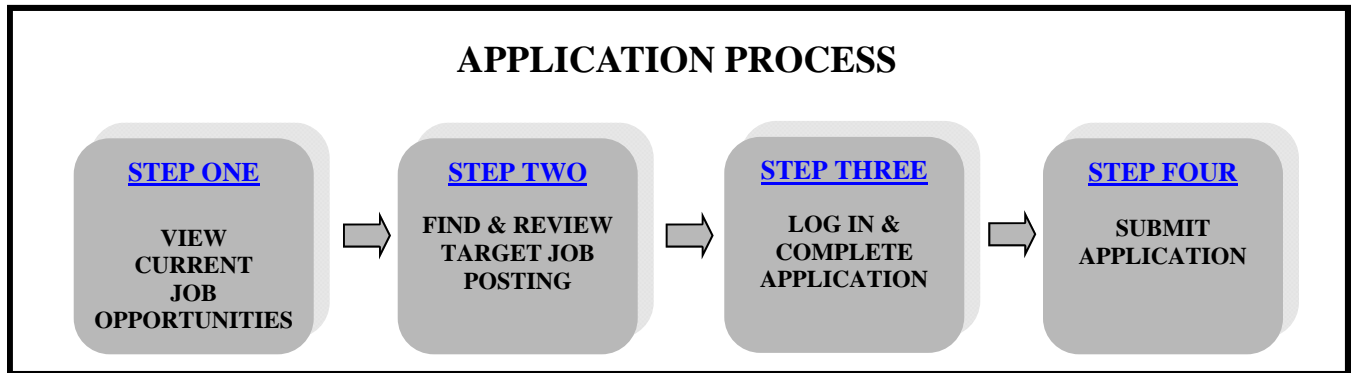


INSTRUCTIONS: APPLYING FOR A JOB USING OUR ON-LINE APPLICATION SYSTEM

You may wish to print these instructions and refer to them as you apply. Please allow 30 minutes or more to complete and submit your application. Since we will only receive applications for our jobs for a limited amount of time, we encourage you to apply **NOW**. If you experience any difficulties in using this system, please click IMMEDIATELY on the following link: [Candidate Assistance](#). As we are unable to accept resumes or any other form of application for most positions; we urge you to contact us DIRECTLY at **(213) 241-3455** if you are having any problems with our application system, so that we may assist you.



STEP ONE: View Current Job Opportunities


- If you are **a current LAUSD employee**, click on “**View Job Openings – LAUSD Employee**”. A list of all current job postings for internal candidates will be viewable.
- If you are **not a current LAUSD employee**, click on “**View Job Openings – Non LAUSD Employee**”. A list of all current job postings for external candidates will be viewable.

STEP TWO: Find and Review Target Job Posting

- Review the list of job postings to determine the job in which you are interested. Note that the list may continue for more than one page; use the arrow up and arrow down keys at the bottom of the screen to view each page.
- View the job posting by clicking on the title of the job classification which will be in blue letters and will be underlined.
- Review the job posting and make sure that you meet the requirements for the job.

STEP THREE: Log In and Complete the Application

- To apply for the job, click the “apply” button on the bottom of the page.
- The system will automatically bring you to the log in page.

- ***If you are a current LAUSD employee....***from the Login Page, enter your Single Sign on User ID and Password, the same user id and password you use for your email.
- ***If you are a first time user of this system and not a current employee with us...***click on the **REGISTER** link; fill out the required information and click **REGISTER**. When you register, you **MUST ENTER YOUR OWN** social security number. Using a social security number other than your own is considered fraud and is against the law.
- ***If you are a returning user of this system but not a current LAUSD employee....***from the Login Page, enter your User ID and Password.
- ***If you have been laid off from the District and would like to apply for a job....***you will need to call our help desk at (213) 241-3455 and ask for your account to be reset.
- Once in the application, carefully read and follow the instructions contained in the Application Wizard. Be sure to frequently save the data you have inputted—the system will time out after a period of inactivity.
- Enter ALL information requested on EACH of the tabs; incomplete applications will be disqualified. PLEASE NOTE: the application wizard contains multiple tabs beyond those on the initial screen—to view all tabs, click on the folder icon on the right side of the computer screen (on the same line as the Application Wizard tabs). The icon looks like this: .
- Most job opportunities require you to respond to job specific questions contained in a questionnaire(s) as part of the application process. To find the questionnaire, click on the folder icon; click on the questionnaire listed; and complete the questionnaire. You will not be able to submit your application until you have completed the questionnaire(s).
- As you complete your application, be sure to indicate your job preferences on the **DESIRED EMPLOYMENT** screen. It is essential that you include this information for the specific job classification for which you applied (the job class and job family will be noted on the job bulletin). Without this information, we cannot appropriately place you in a position if a job offer is made.

STEP FOUR: Submit Application

- Review all of the information you have entered in the application by clicking the Profile Overview tab, INCLUDING YOUR ADDRESS AND PHONE NUMBERS to make sure it is accurate. LAUSD employees—click here to [Change Your Address](#).
- If you wish, you can keep your application in DRAFT status and finish it later—click on **STATUS OF MY APPLICATONS** to find your application. **Once you submit your application, you can not update it.**
- You are encouraged to save or print your completed application overview for future reference.
- To submit your application, click on the **SUBMIT APPLICATION** button on the bottom of the Instructions Screen or the Submit Application Tab on the Application Wizard.
- Once submitted, the system will display a message letting you know that your application was sent successfully and you should receive a confirmation email at the email address listed on your account.