



# School Jobs Application Guide

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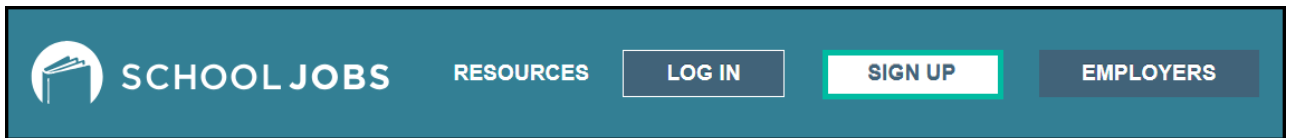
## Overview

This guide is a comprehensive step-by-step manual for users navigating NEOGOV's [School Jobs](#) platform, covering account creation, job application, and exam scheduling.

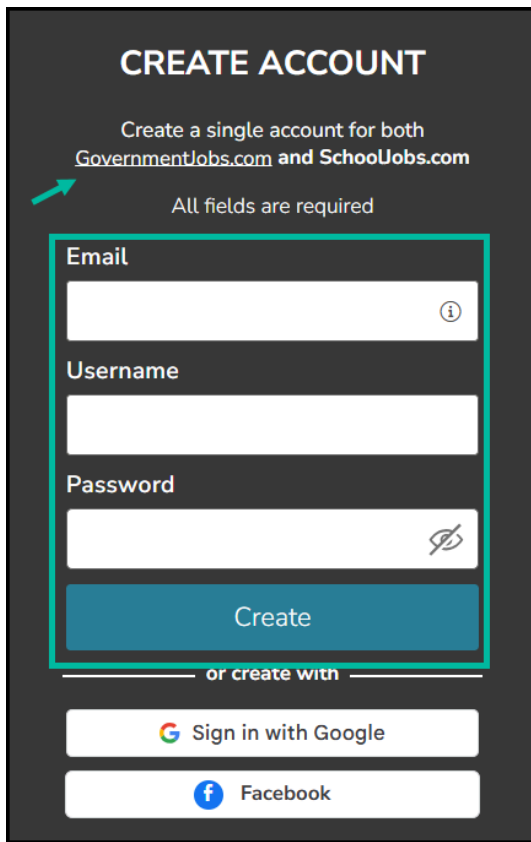
## Create a New Account

Follow these steps to create a new account.

1. Go to [www.schooljobs.com](http://www.schooljobs.com).
2. Select **SIGN UP**.

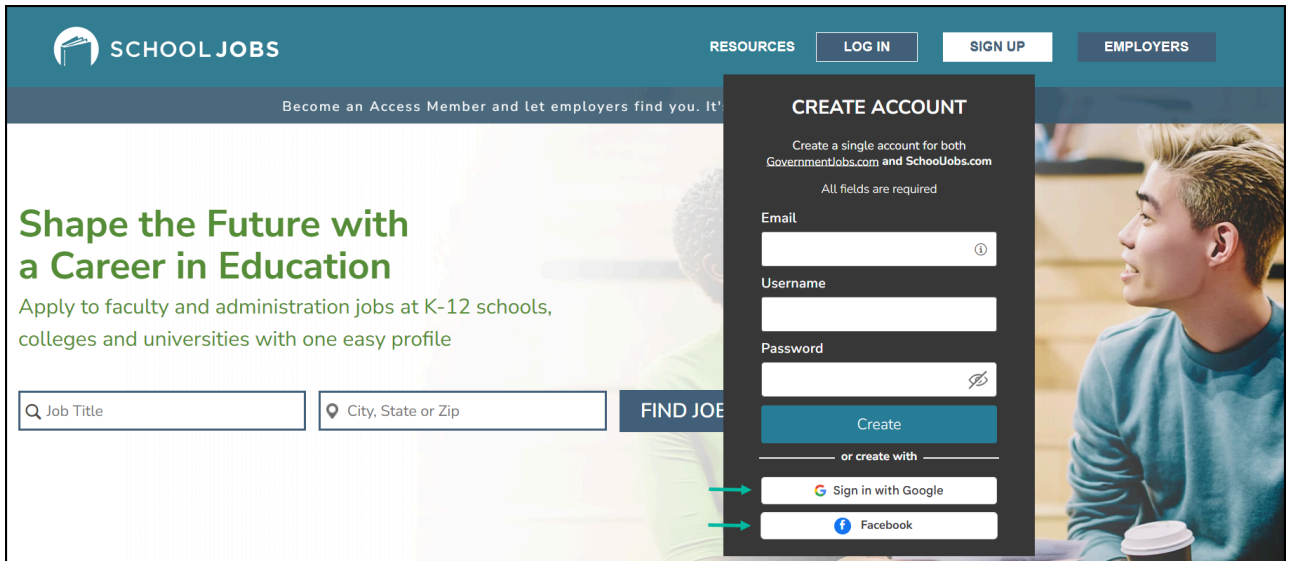


3. Create an account for both [GovernmentJobs.com](http://GovernmentJobs.com) and [SchoolJobs.com](http://SchoolJobs.com) with an email, username, and password. Passwords require at least eight characters, including upper and lower case letters, numbers, and symbols.

A screenshot of the 'CREATE ACCOUNT' form. The form has a dark background with white text. At the top, it says 'CREATE ACCOUNT' and 'Create a single account for both GovernmentJobs.com and SchoolJobs.com'. Below this, it says 'All fields are required'. The form contains three input fields: 'Email', 'Username', and 'Password'. The 'Email' field has an information icon (i) on the right. The 'Password' field has a toggle icon (an eye with a slash) on the right. Below the input fields is a blue 'Create' button. At the bottom, there are two options to 'or create with': 'Sign in with Google' and 'Facebook'.

**Note:** If you have an existing account, you cannot use the same email address to create a new account. The email you use must be unique.

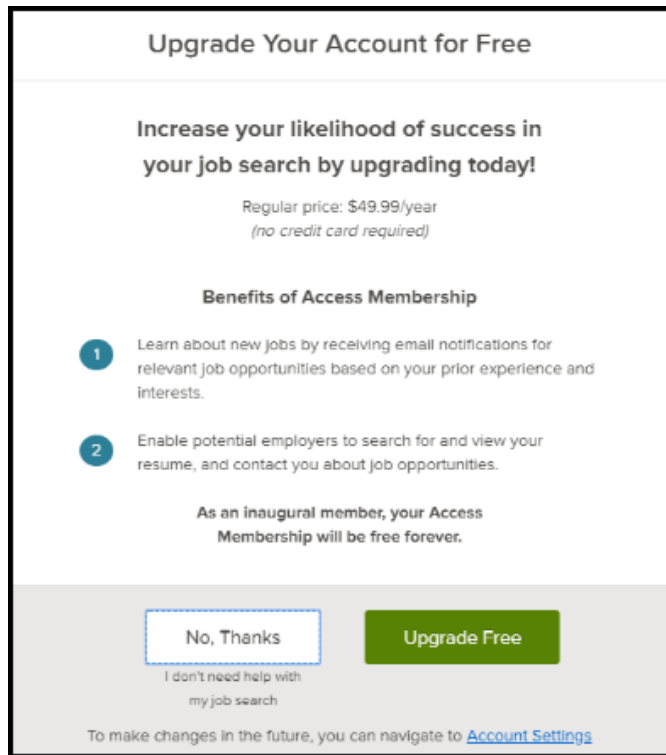
- You may also create a new account with your Google credentials by selecting **Sign in with Google**.
- You may also create a new account with your Facebook credentials by selecting the **Facebook** button.



The screenshot displays the School Jobs website interface. At the top, there's a navigation bar with the School Jobs logo, 'RESOURCES', 'LOG IN', 'SIGN UP', and 'EMPLOYERS' links. Below this, a banner reads 'Become an Access Member and let employers find you. It's free!' and 'Shape the Future with a Career in Education'. A search bar is present with fields for 'Job Title' and 'City, State or Zip', followed by a 'FIND JOBS' button. A 'CREATE ACCOUNT' modal is open on the right, prompting users to 'Create a single account for both GovernmentJobs.com and SchoolJobs.com'. It lists required fields: Email, Username, and Password, each with an input field and a small icon (info, eye, and a key respectively). Below these is a 'Create' button. Underneath the 'Create' button, it says 'or create with' followed by two buttons: 'Sign in with Google' and 'Facebook'. Two green arrows point from the text in the instructions above to the 'Sign in with Google' and 'Facebook' buttons in the modal.

4. Review and accept the **Terms of Service**.
5. Opt-in to share your profile with potential employers and receive relevant job opportunity emails, interview advice, resume tips, and related articles.
  - To opt in, select **Upgrade Free**.

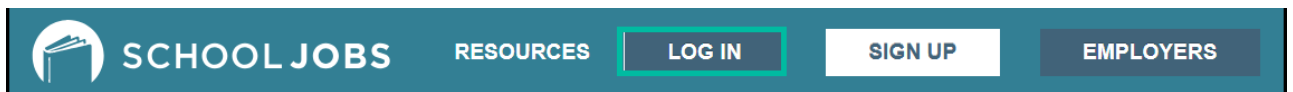
- To opt out, select **No, Thanks**.



## Log in to an Existing Account

Follow these steps to log in to an existing Schooljobs.com account.

1. Go to [www.schooljobs.com](http://www.schooljobs.com).
2. Select **LOG IN**.



3. Enter your username and password, or select **Sign in with Google** or **Facebook** and sign in to your account with your credentials.

- To retrieve your username, select **Forgot Username?** and enter your account's email address. An email containing your username will be sent to you.

## LOG IN

Log in to single account for both  
[GovernmentJobs.com](#) and [SchoolJobs.com](#)

All fields are required


Username or Email


Password

Sign In

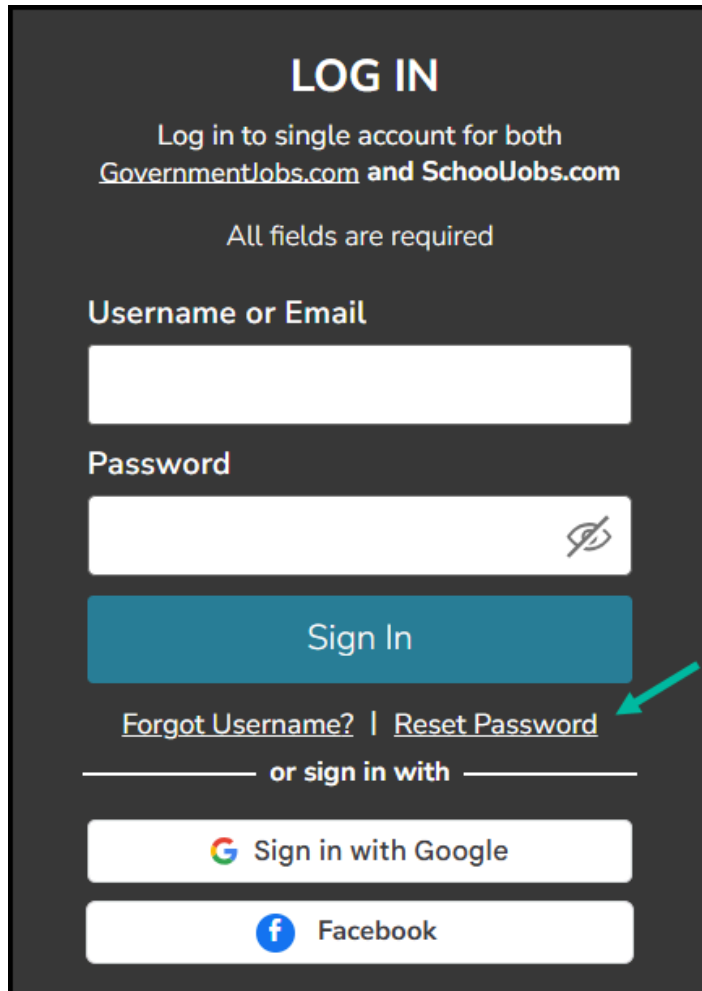
[Forgot Username?](#) | [Reset Password](#)

or sign in with

 Sign in with Google

 Facebook

- To reset your password, select **Reset Password** and enter your account's email address. A password reset link will be emailed to you.



**LOG IN**

Log in to single account for both  
[GovernmentJobs.com](#) and [SchoolJobs.com](#)

All fields are required

Username or Email

Password

Sign In

[Forgot Username?](#) | [Reset Password](#)

or sign in with

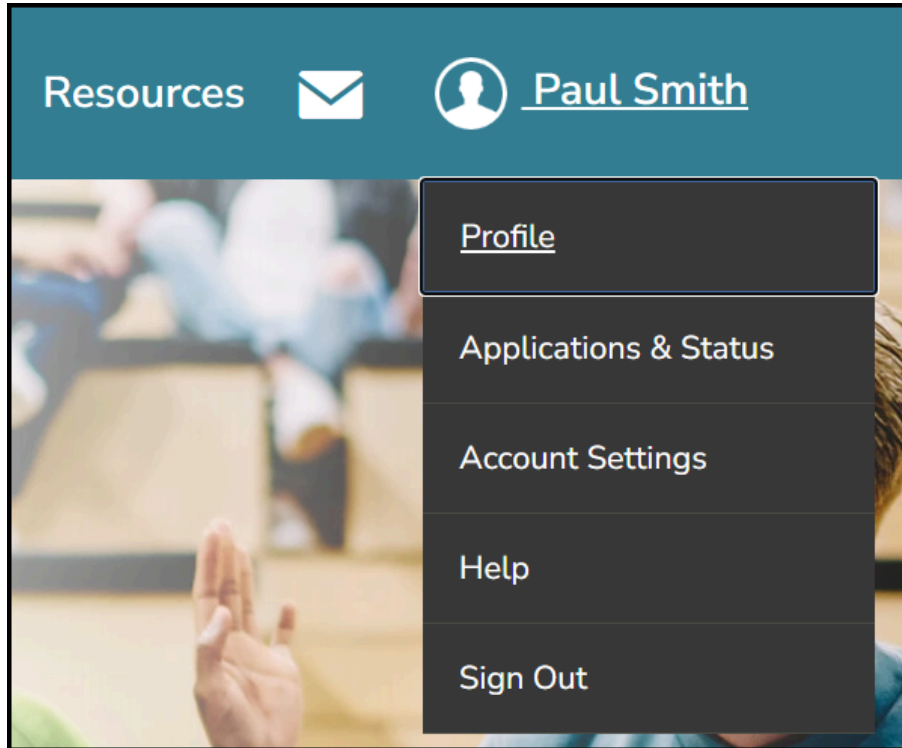
Sign in with Google

Facebook

4. Select **Sign In**.

## Account Options

Once you have signed in, the drop-down menu in the upper right lets you quickly access pertinent account information.



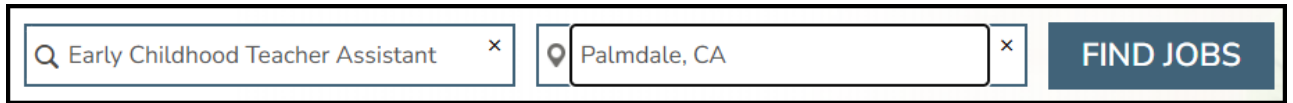
- **Profile:** Update basic information (work experience, education) for future job applications. Changes don't affect previously submitted applications.
- **Applications & Status:** Review submitted applications or access unsubmitted ones.
- **Account Settings:** Manage contact details, password, sharing/email preferences, and delete your account. Contact info updates are shared with employers you've applied to.
- **Help:** Access the Application Guide and other job seeker resources
- **Inbox:** Click the envelope to view email notices from organizations you've applied to.



## Find Jobs

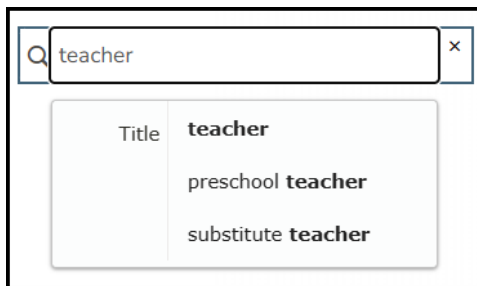
Follow these steps to find jobs using the search function.

1. Search by term, state, city, or zip code.



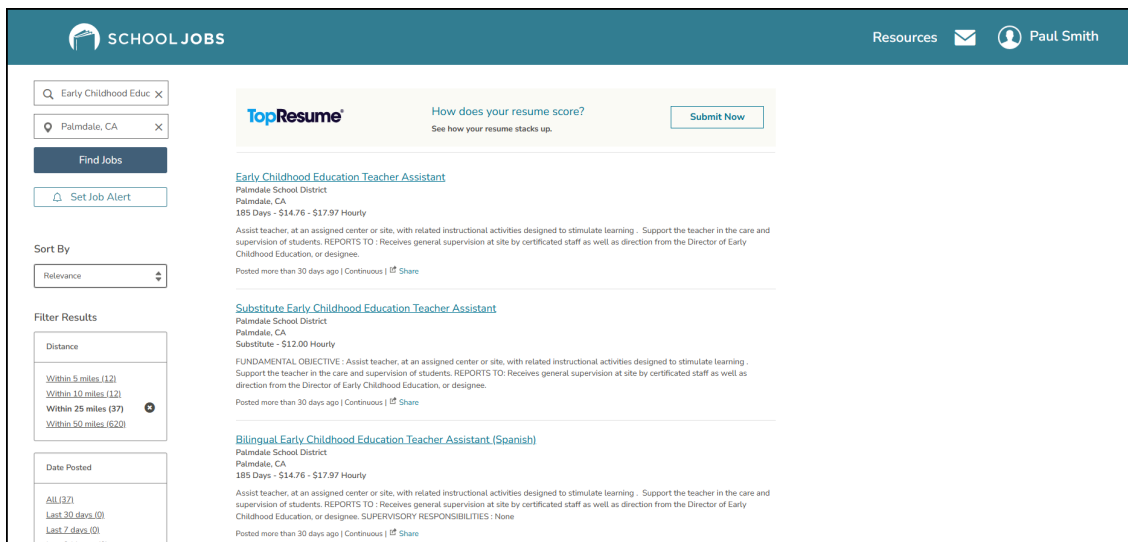
Search bar interface showing the search term "Early Childhood Teacher Assistant" and the location "Palmdale, CA". A "FIND JOBS" button is visible on the right.

These boxes offer job or location suggestions as you type.



Dropdown menu showing suggestions for the search term "teacher". The suggestions listed are: "teacher", "preschool teacher", and "substitute teacher".

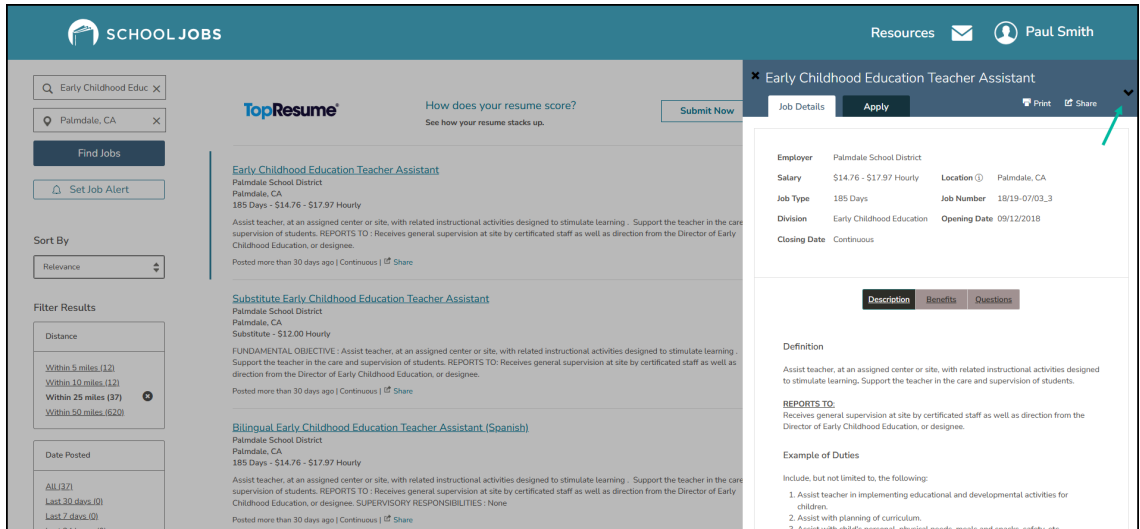
2. Select **FIND JOBS**.
3. School Jobs shows the jobs that match your search.



Screenshot of the School Jobs website interface. The search results show three job listings for "Early Childhood Education Teacher Assistant" at the Palmdale School District. The listings include details such as salary (\$14.76 - \$17.97 Hourly), location (Palmdale, CA), and a description of the role. The interface also shows filters for distance and date posted.

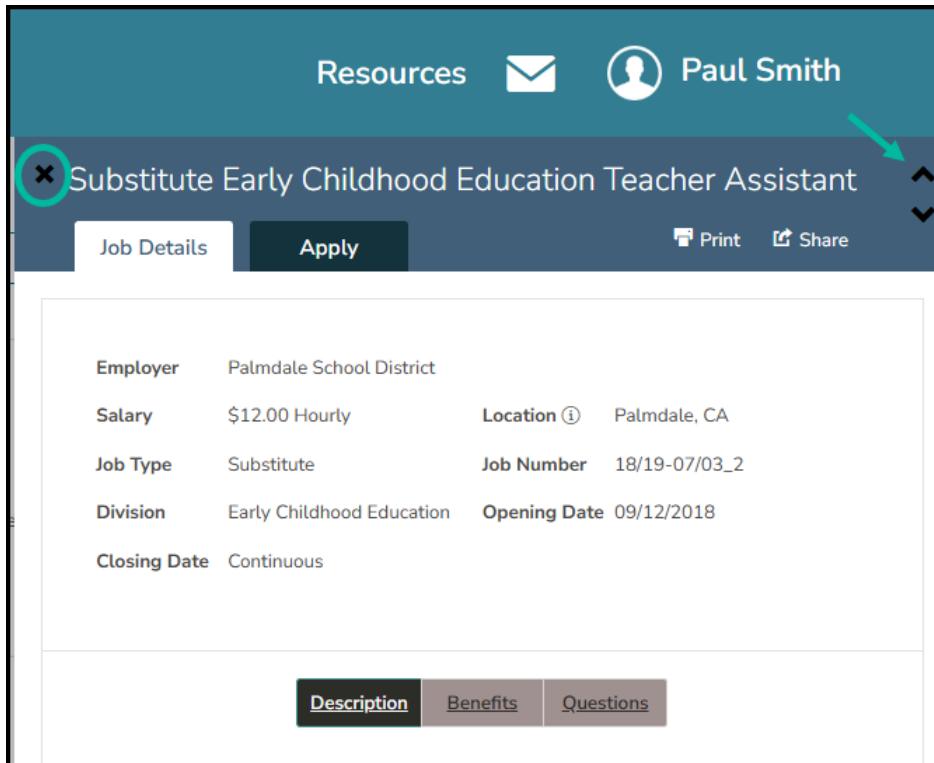
4. Select the job's title to open the job fly-out.

- To view the previous job, select the up arrow.



The screenshot shows the School Jobs website interface. On the left, there's a search bar with 'Early Childhood Educ' and a location filter for 'Palmdale, CA'. Below the search bar are filters for 'Sort By' (Relevance) and 'Filter Results' (Distance: Within 5 miles (12), Within 10 miles (12), Within 25 miles (17), Within 50 miles (620)). The main content area displays a list of job postings. The first job is 'Early Childhood Education Teacher Assistant' at Palmdale School District, Palmdale, CA, with a salary of \$14.76 - \$17.97 Hourly. Below this is 'Substitute Early Childhood Education Teacher Assistant' and 'Bilingual Early Childhood Education Teacher Assistant (Spanish)'. On the right, a detailed view of the 'Early Childhood Education Teacher Assistant' job is shown. The job title bar has a close button (X) and an up arrow icon. A green arrow points to the up arrow icon.

- To view the next job, select the down arrow.
- Select the X to close the fly-out.





The screenshot shows the detailed view of the 'Substitute Early Childhood Education Teacher Assistant' job. The job title bar has a close button (X) and a down arrow icon. A green circle highlights the close button (X) and a green arrow points to the down arrow icon. Below the job title bar, there are tabs for 'Job Details' and 'Apply'. The job details section shows the following information:

Employer	Palmdale School District		
Salary	\$12.00 Hourly	Location	Palmdale, CA
Job Type	Substitute	Job Number	18/19-07/03_2
Division	Early Childhood Education	Opening Date	09/12/2018
Closing Date	Continuous		

Below the job details section, there are three tabs: 'Description', 'Benefits', and 'Questions'.

- Select **Description** (this is the default) for information about the job.
- Select the **Benefits** button for information about the job's employee benefits.

- Select the **Questions** button for a list of application questions.

Resources

 Paul Smith

× Substitute Early Childhood Education Teacher Assistant

Job Details
Apply
Print
Share

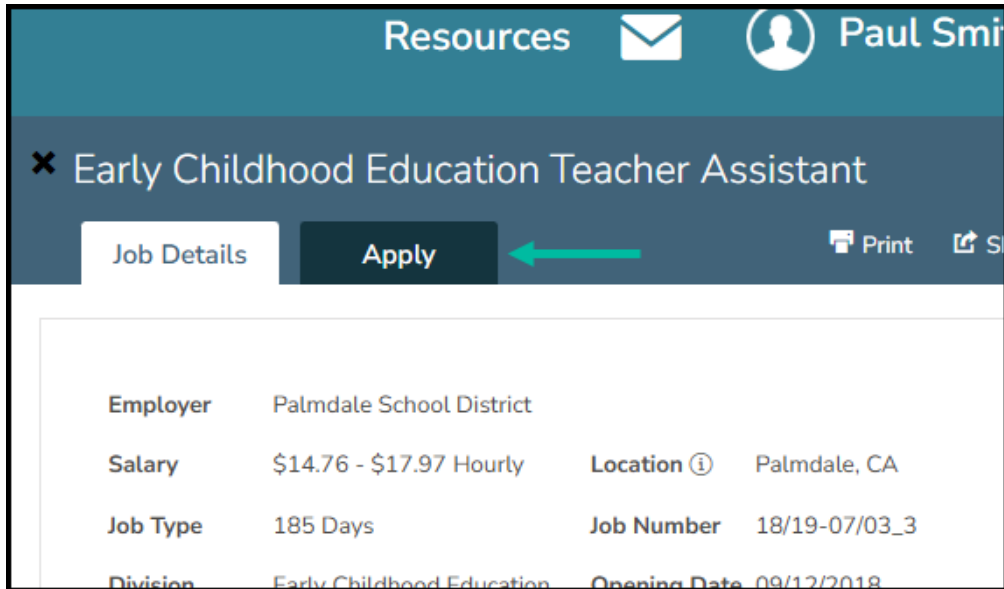
Employer	Palmdale School District		
Salary	\$12.00 Hourly	Location ⓘ	Palmdale, CA
Job Type	Substitute	Job Number	18/19-07/03_2
Division	Early Childhood Education	Opening Date	09/12/2018
Closing Date	Continuous		

Description
Benefits
Questions

## Apply for a Job

Follow these steps to apply for a job.

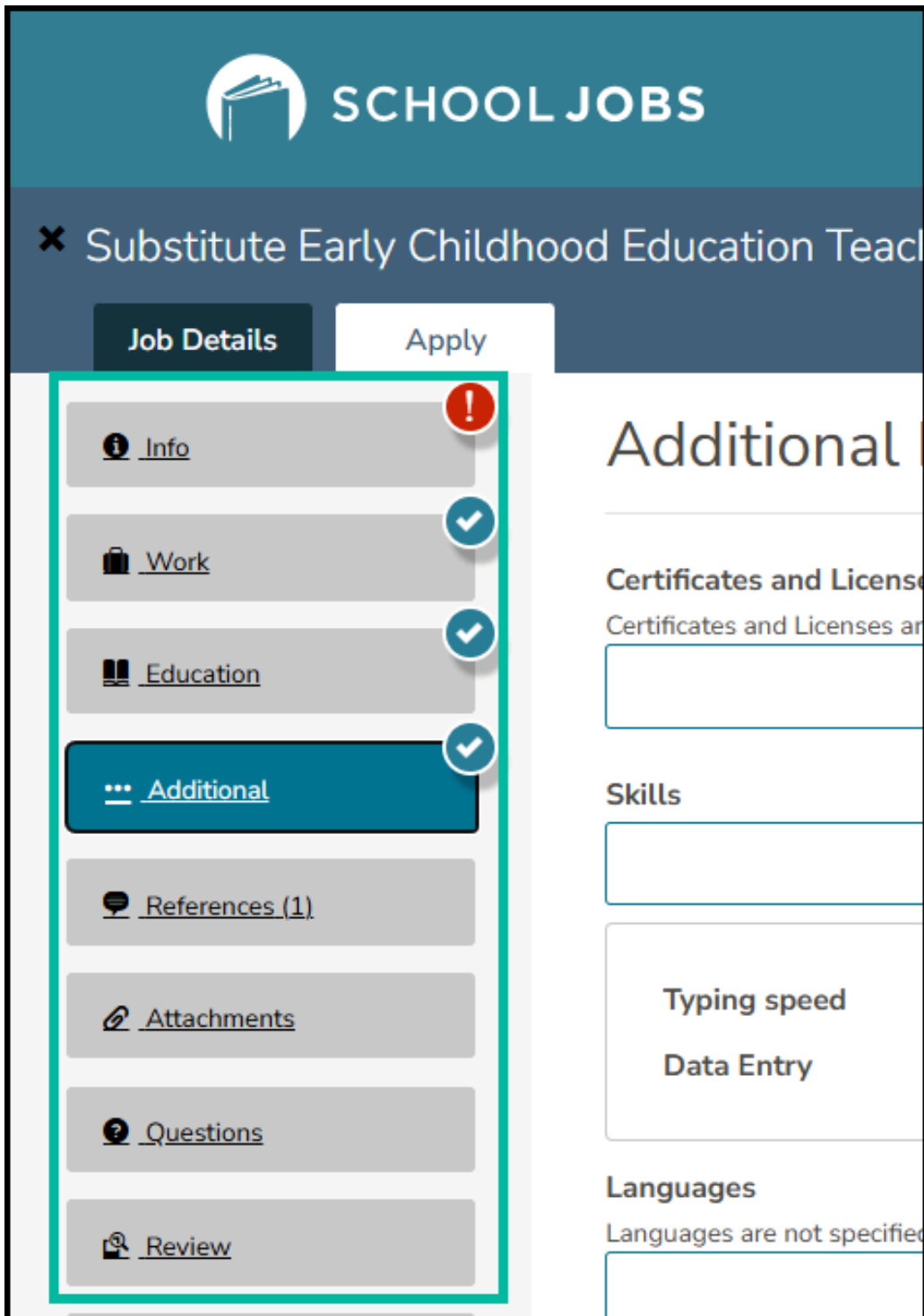
1. Select the **APPLY** tab.



- The steps may vary from this example.



3. Your progress and current step in the process are shown on the left.



**SCHOOL JOBS**

✕ Substitute Early Childhood Education Teacher

**Job Details** **Apply**

**Progress:**

- Info** (Red exclamation mark icon)
- Work** (Checkmark icon)
- Education** (Checkmark icon)
- Additional** (Checkmark icon, highlighted with teal box)
- References (1)**
- Attachments**
- Questions**
- Review**

**Additional**

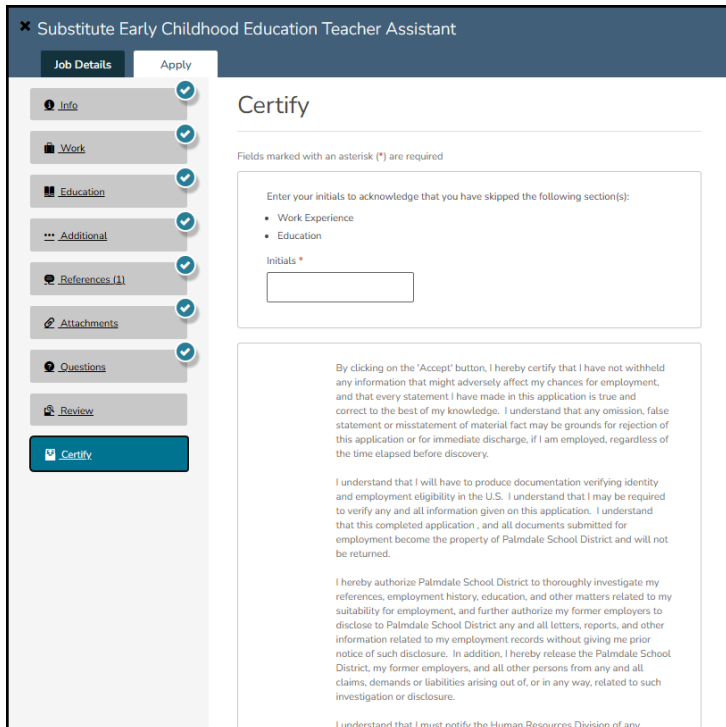
**Certificates and License**  
Certificates and Licenses are

**Skills**

**Typing speed**  
**Data Entry**

**Languages**  
Languages are not specified

As you work on your application, refer to the progress bar to see the number of items for each entry and errors.



**Substitute Early Childhood Education Teacher Assistant**

**Job Details** **Apply**

**Info** **Work** **Education** **Additional** **References (1)** **Attachments** **Questions** **Review** **Certify**

### Certify

Fields marked with an asterisk (\*) are required

Enter your initials to acknowledge that you have skipped the following section(s):

- Work Experience
- Education

Initials \*

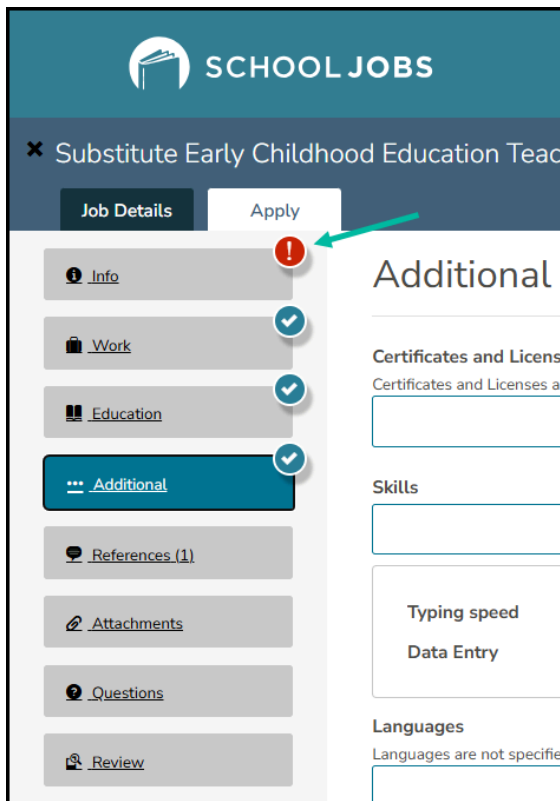
By clicking on the "Accept" button, I hereby certify that I have not withheld any information that might adversely affect my chances for employment, and that every statement I have made in this application is true and correct to the best of my knowledge. I understand that any omission, false statement or misstatement of material fact may be grounds for rejection of this application or for immediate discharge, if I am employed, regardless of the time elapsed before discovery.

I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application, and all documents submitted for employment become the property of Palmdale School District and will not be returned.

I hereby authorize Palmdale School District to thoroughly investigate my references, employment history, education, and other matters related to my suitability for employment, and further authorize my former employers to disclose to Palmdale School District any and all letters, reports, and other information related to my employment records without giving me prior notice of such disclosure. In addition, I hereby release the Palmdale School District, my former employers, and all other persons from any and all claims, demands or liabilities arising out of, or in any way, related to such investigation or disclosure.

I understand that I must notify the Human Resources Division of any

The following entry contains one item with errors.



**SCHOOL JOBS**

**Substitute Early Childhood Education Teacher Assistant**

**Job Details** **Apply**

**Info** **Work** **Education** **Additional** **References (1)** **Attachments** **Questions** **Review** **Certify**

### Additional

**Certificates and License**

Certificates and Licenses are not specified

**Skills**

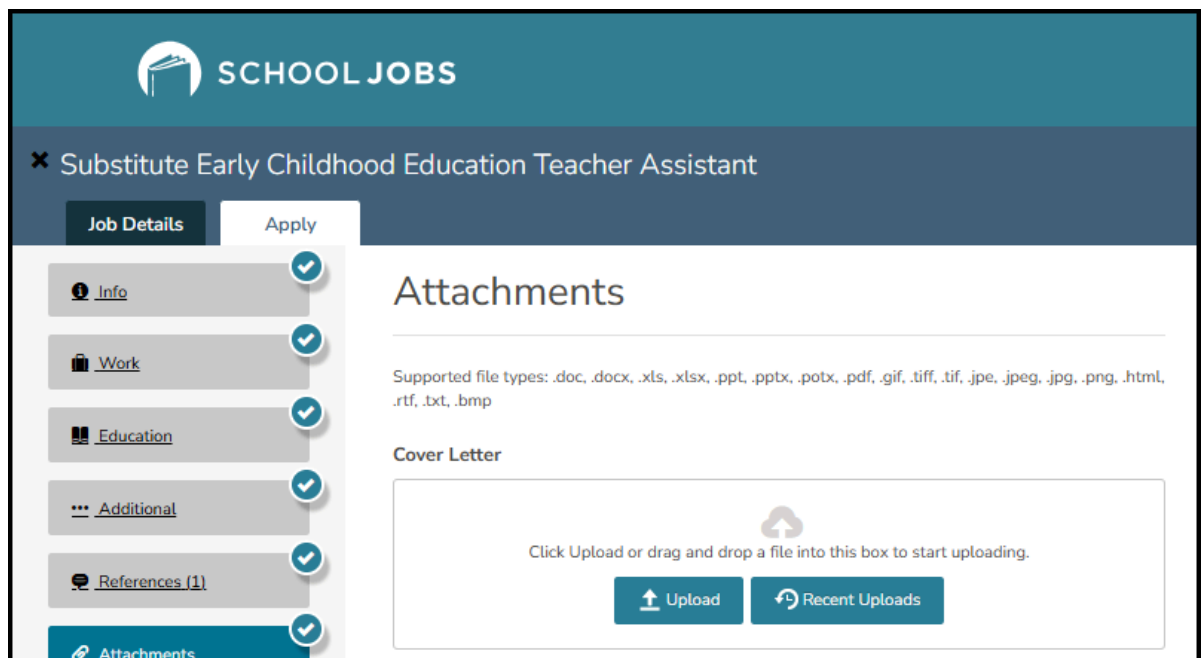
Typing speed

Data Entry

**Languages**

Languages are not specified

4. For each step, the **Cancel** and **Save** buttons allow you to save or discard your work on this entry.
  - Periodically, typing is automatically saved, but clicking **Save** is good practice.
  - The **Cancel** button discards any changes you have made since the last save.
  - The **Remove** link permanently deletes entries, such as previous jobs, after confirmation.
5. Provide general contact information.
6. If available, provide the following:
  - Previous work experience information.
  - Educational information.
  - Additional information, including certifications and licenses, skills, and languages.
  - Personal/Professional references.
7. Answer any applicable agency-wide and/or supplemental questions; this section may be blank depending on the hiring agency.
8. Upload any attachments, such as a résumé or certificates. The employer determines the supported file formats.
  - Upload required attachments in the designated area.



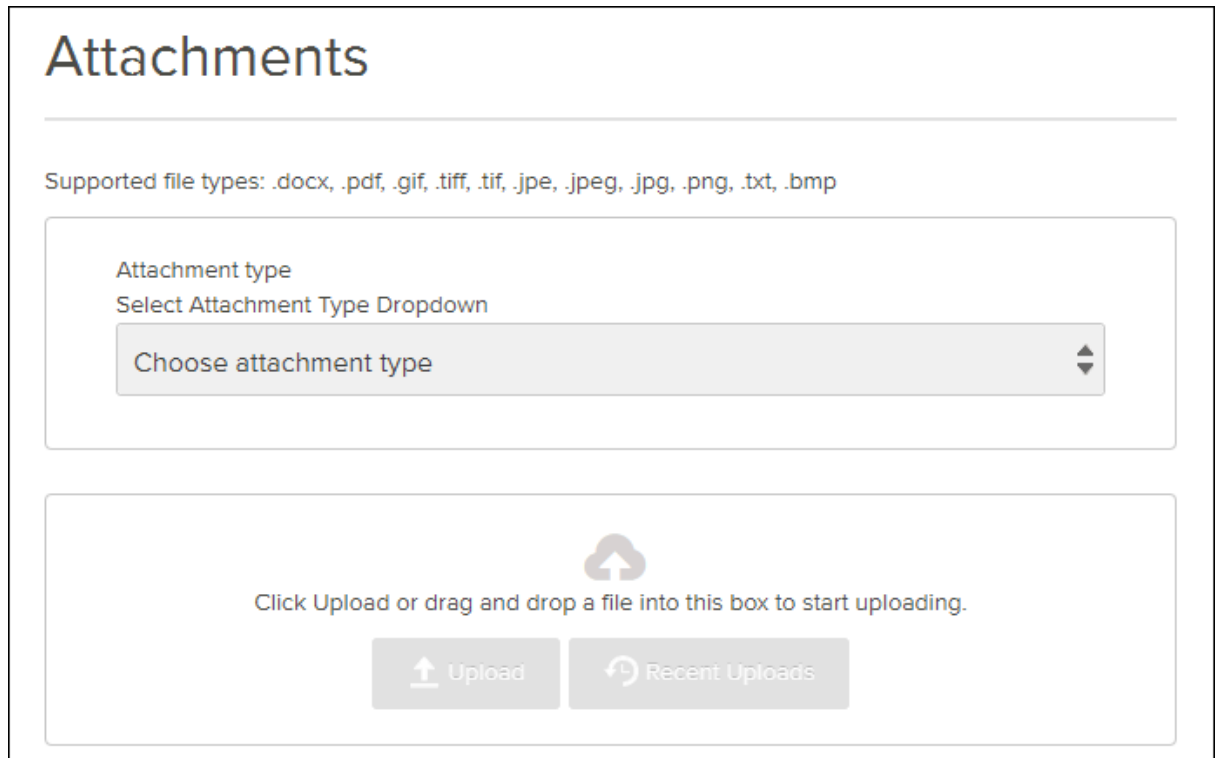
The screenshot shows the 'SCHOOL JOBS' application interface. At the top, there's a teal header with the 'SCHOOL JOBS' logo. Below the header, the job title 'Substitute Early Childhood Education Teacher Assistant' is displayed. A navigation bar contains 'Job Details' and 'Apply' tabs. On the left, a sidebar lists sections: 'Info', 'Work', 'Education', 'Additional', 'References (1)', and 'Attachments', each with a checkmark icon. The main content area is titled 'Attachments' and lists supported file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .potx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .html, .rtf, .txt, .bmp. Below this, there's a 'Cover Letter' section with a large text box and a message: 'Click Upload or drag and drop a file into this box to start uploading.' At the bottom of the text box are two buttons: 'Upload' and 'Recent Uploads'.



- Select **X** to remove an attachment.



- If there are no required attachments, then you can click **Add Supplemental Attachment** to attach files.
- To attach a document, click **Choose attachment type**, then **Upload**. Previously uploaded files can be accessed via **Recent Uploads**.



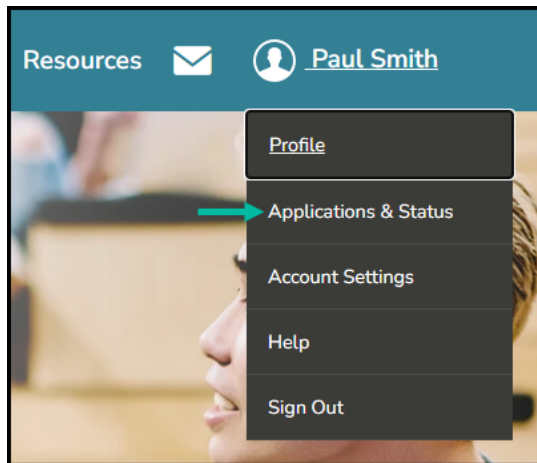
- Review each section. Errors are shown in the progress bar and also in the section.

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

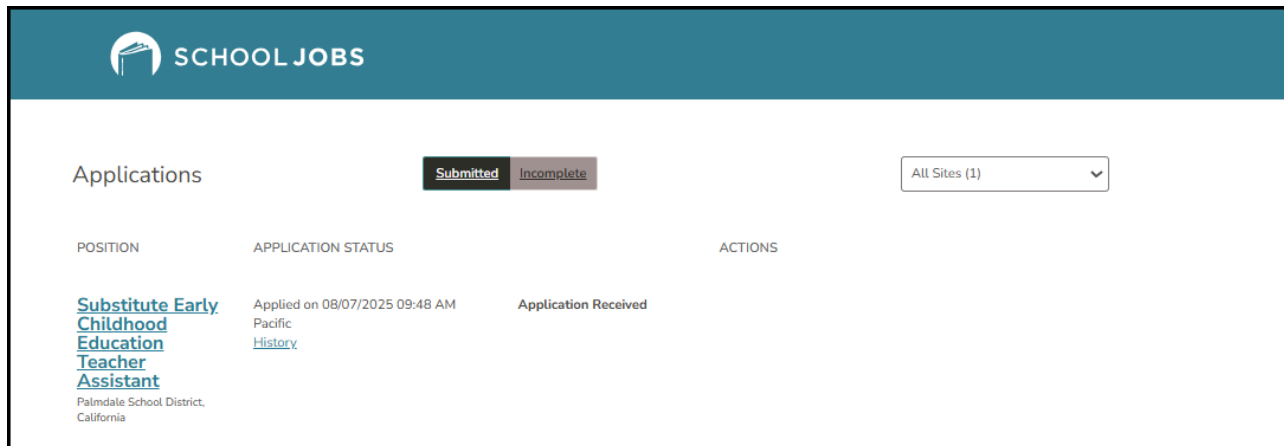
12. Once your application is complete, select **Proceed to Certify** and **Submit**.
13. On the **Certify & Submit** page, click on **Accept & Submit**. An **Application Submitted** message confirms that you have applied for the job.

## Check Application Status

You can get more detailed status information for all applications by selecting **Applications & Status** in the top menu bar (in the drop-down below your name).



The **Submitted** button displays all applications that you have successfully submitted.




Select the job title for more information.

Select **Job Details** to see the information on the job, and **Application View** to see the details of your application for this job.

You can also select **History** to see more information. This can include a summary of the steps in the hiring process.

Application History	
Police Recruit	
08/07/2018 11:19 AM	Interview
08/07/2018 11:19 AM	Performance Exam
	Pass
08/07/2018 11:19 AM	Written Exam
	Pass - 98.0000%
08/07/2018 11:18 AM	Application Received

The Incomplete button displays all applications that you started but did not complete.


Applications		Submitted	Incomplete
<a href="#">Accountant I/General Accounting</a>		Last step completed: Attachments	
			

Select the job title, and then **Apply** to complete the application. You can click the trash can icon to delete an application without completing it.

## Schedule an Exam

Follow these steps to schedule an exam or interview that an employer has invited you to attend.

1. Select **Applications & Status** from the menu bar (in the drop-down below your name).
2. A **Schedule Appointment** link identifies applications offering exam scheduling.
3. Select a time, and then click **Confirm Appointment**.
4. The application status now shows the time of the exam appointment. You can use the **Change Appointment** link to change your appointment.

<a href="#">Police Recruit</a> NEOGOV - Test, California	Applied on 08/07/2018 11:17 AM Pacific <a href="#">History</a>	<b>Interview</b> 	Appt. Scheduled 8/22/2018 08:00 AM Pacific <a href="#">Change Appointment</a>
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## Delete an Account

To delete an account that is no longer in use:

1. Select **Account Settings** from the top menu bar (in the drop-down below your name).
2. Select **Delete Account**.

Contact Info

Change Password


Preferences

**Delete Account**

### Delete Account

Deleting your account will permanently deactivate your profile. This cannot be undone. You will not be able to reactivate your account or retrieve any of the information you have added. Previously submitted applications will not be deleted.

**Delete My Account**



3. Select **Delete My Account**.

4. Click **Delete Account** to confirm.

**Note:** This action is permanent. Once an account is deleted, it cannot be accessed or recovered.

