



SCHOOL JOBS

School Jobs Application Guide

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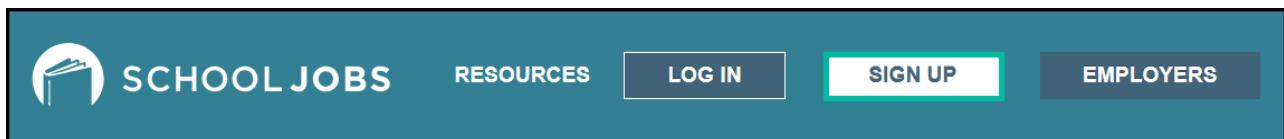
Overview

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.

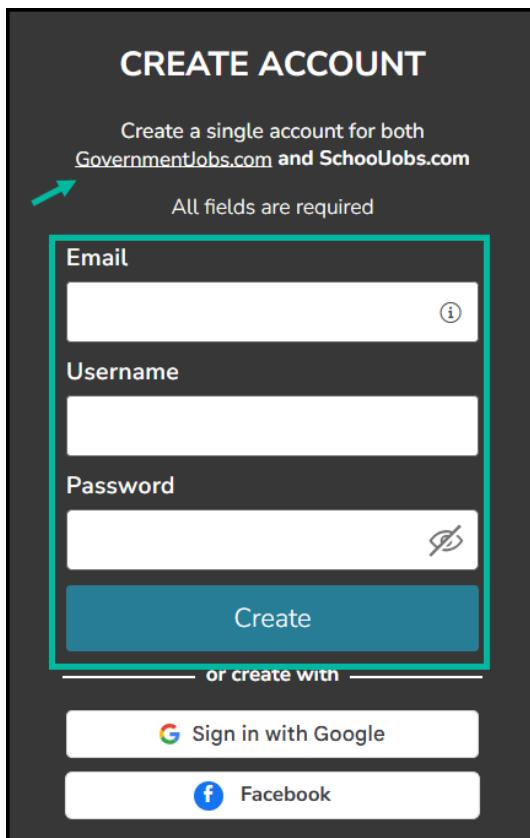
Create a New Account

Follow these steps to create a new account.

1. Go to www.schooljobs.com.
2. Select **SIGN UP**.



3. Create an account for both [Governmentjobs.com](#) and [Schooljobs.com](#) with an email, username, and password. Passwords require at least eight characters, including upper and lower case letters, numbers, and symbols.



CREATE ACCOUNT

Create a single account for both [Governmentjobs.com](#) and [SchoolJobs.com](#)

All fields are required

Email

Username

Password

Create

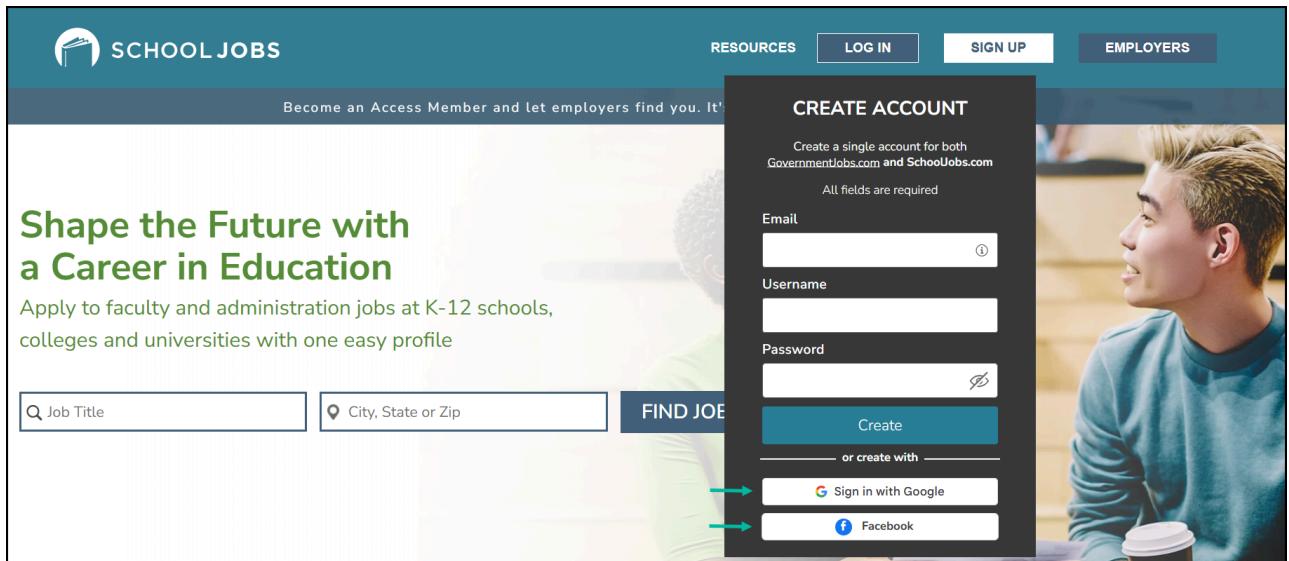
or create with

 Sign in with Google

 Facebook

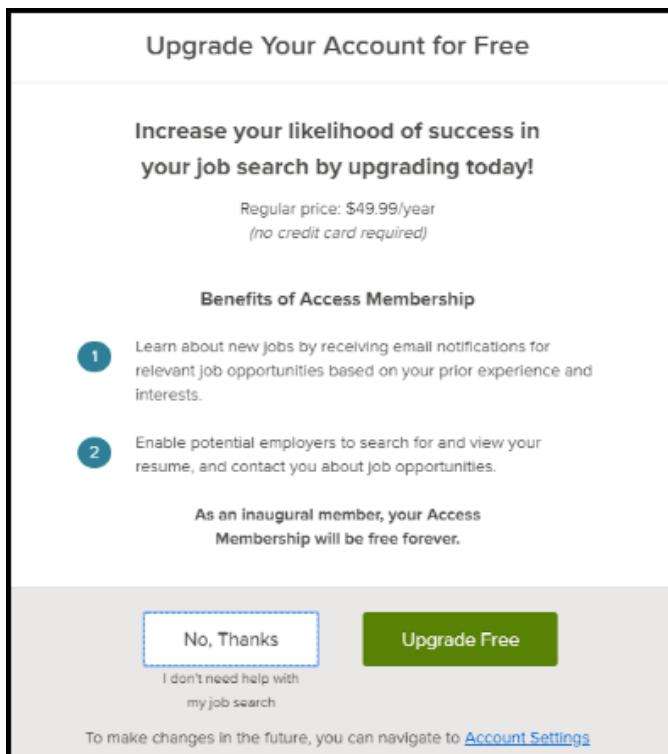
Note: If you have an existing account, you cannot use the same email address to create a new account. The email you use must be unique.

- 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.



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

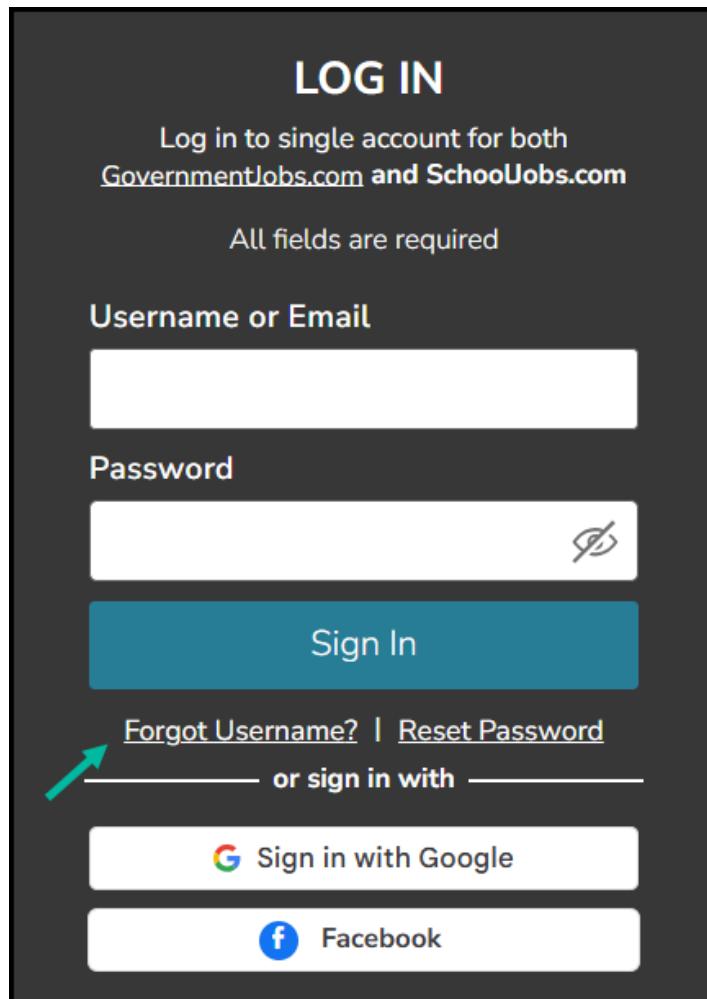
Follow these steps to log in to an existing Schooljobs.com account.

1. Go to www.schooljobs.com.
2. Select **LOG IN**.

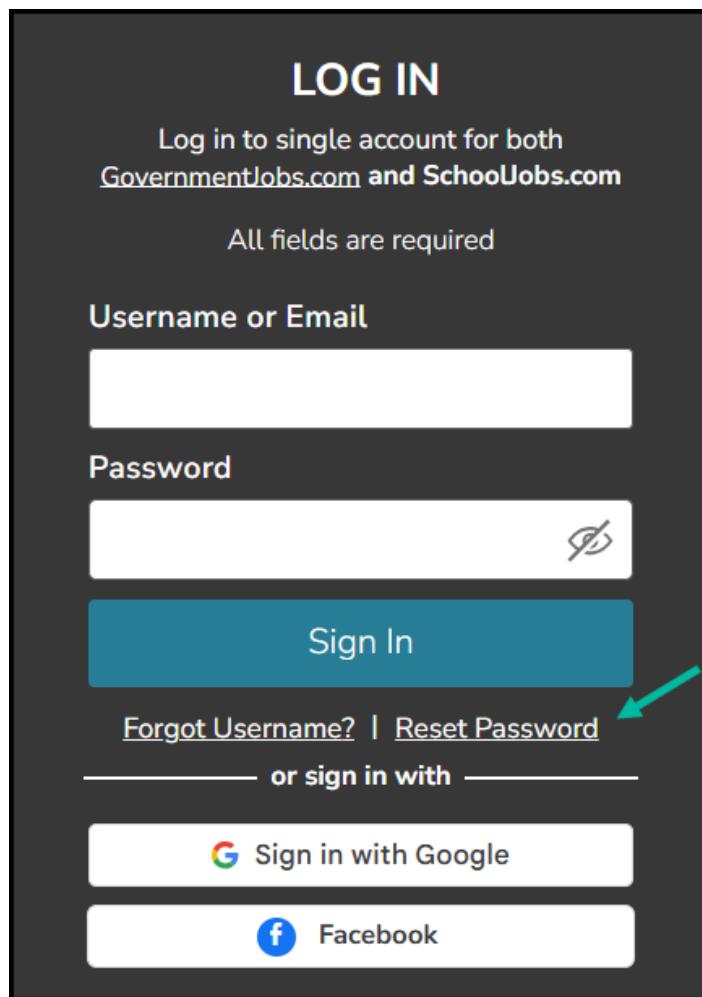


3. Enter your username and password, or select **Sign in with Google or Facebook** and sign in to your account with your credentials.

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



- 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

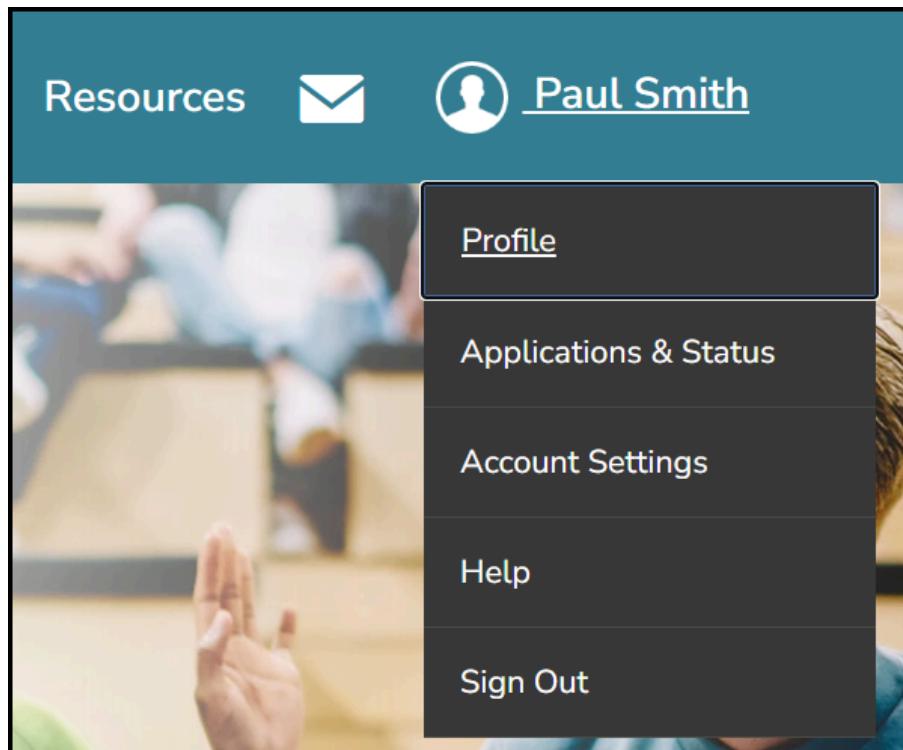
 [Sign in with Google](#)

 [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.

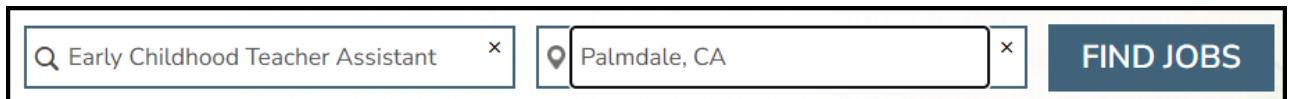


- **Profile:** Update basic information (work experience, education) for future job applications. Changes don't affect previously submitted applications.
- **Applications & Status:** Review submitted applications or access unsubmitted ones.
- **Account Settings:** Manage contact details, password, sharing/email 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.

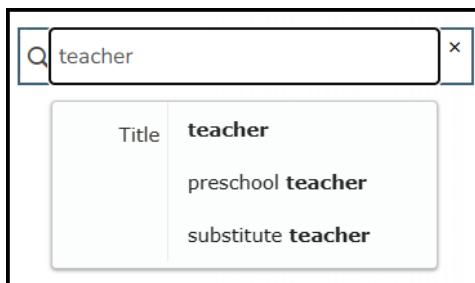
Find Jobs

Follow these steps to find jobs using the search function.

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

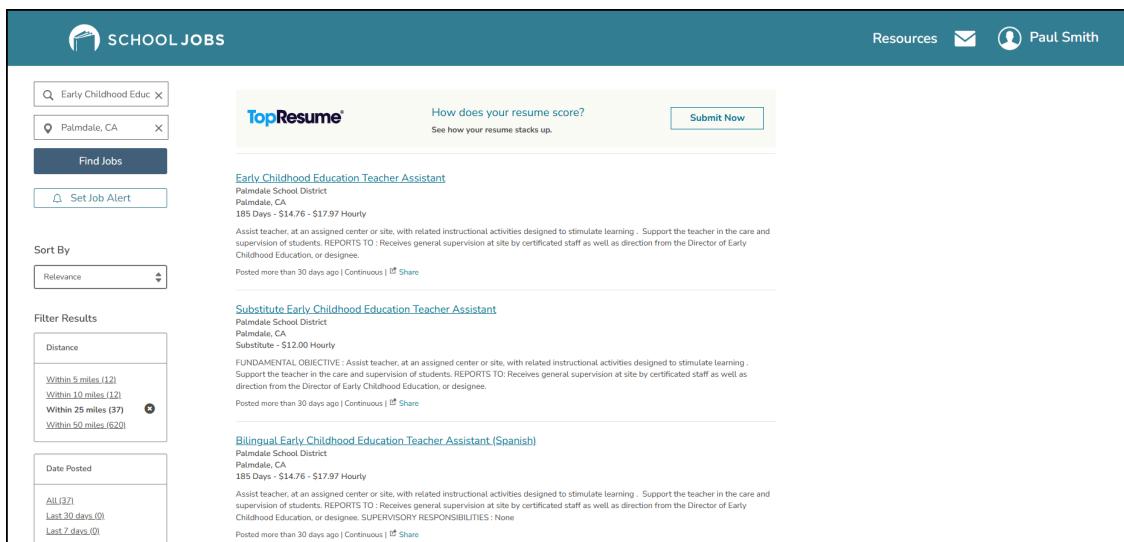


These boxes offer job or location suggestions as you type.



Title	teacher
preschool	preschool teacher
substitute	substitute teacher

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



Job search results for "Early Childhood Education Teacher Assistant" in "Palmdale, CA".

Job Title: Early Childhood Education Teacher Assistant

Employer: Palmdale School District

Location: Palmdale, CA

Duration: 185 Days - \$14.76 - \$17.97 Hourly

Description: Assist teacher, at an assigned center or site, with related instructional activities designed to stimulate learning. Support the teacher in the care and supervision of students. REPORTS TO: Receives general supervision at site by certificated staff as well as direction from the Director of Early Childhood Education, or designee.

Posted: More than 30 days ago | Continuous | [Share](#)

Sort By: Relevance

Filter Results:

- Distance: Within 5 miles (12)
- Within 10 miles (12)
- Within 25 miles (37)
- Within 50 miles (620)

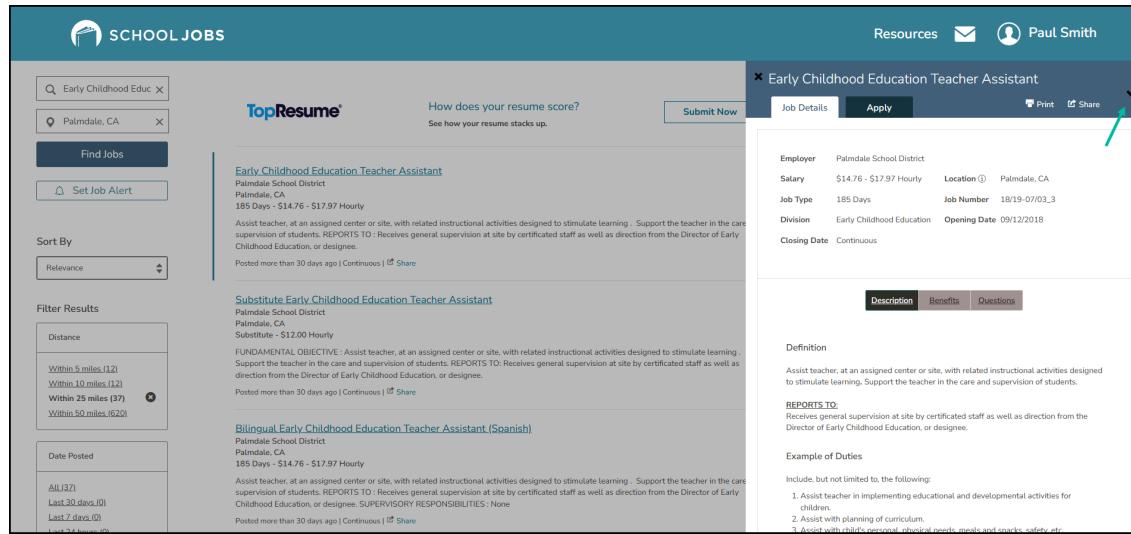
Date Posted:

- All (32)
- Last 30 days (0)
- Last 7 days (0)
- Last 4 days (0)

TopResume How does your resume score? See how your resume stacks up. [Submit Now](#)

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

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



Job Details

Employer Palmdale School District
Salary \$14.76 - \$17.97 Hourly
Location Palmdale, CA
Job Type 185 Days
Division Early Childhood Education
Opening Date 09/12/2018
Closing Date Continuous

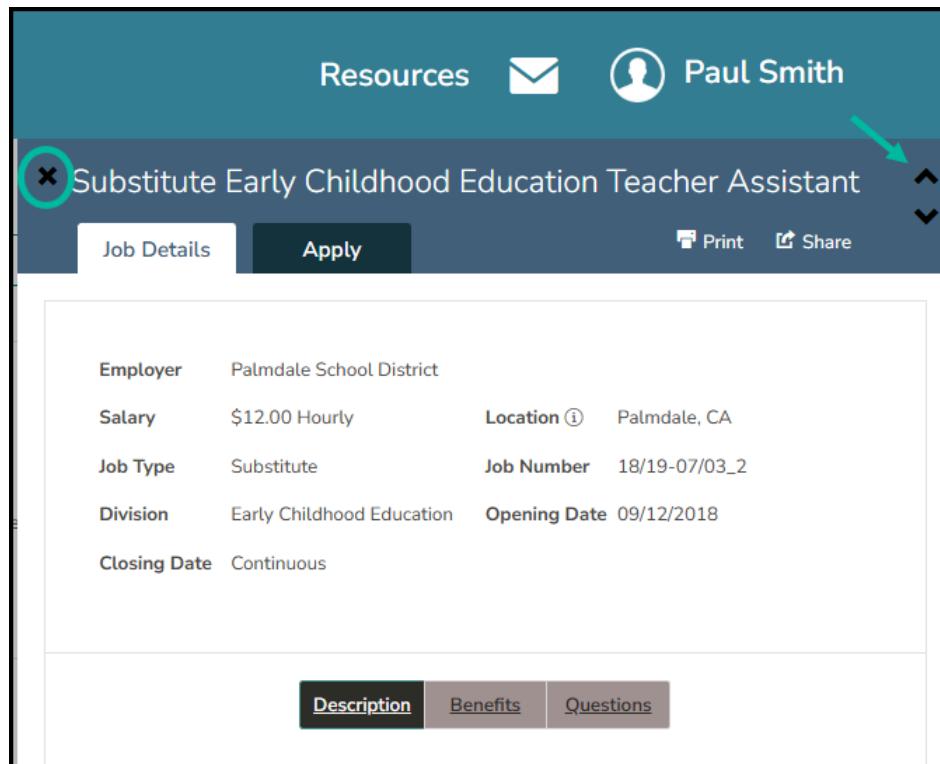
Description Benefits Questions

Definition
 Assist teacher, at an assigned center or site, with related instructional activities designed to stimulate learning. Support the teacher in the care supervision of students. REPORTS TO: Receives general supervision at site by certificated staff as well as direction from the Director of Early Childhood Education, or designee.

REPORTS TO
 Receives general supervision at site by certificated staff as well as direction from the Director of Early Childhood Education, or designee.

Example of Duties
 Include, but not limited to, the following:
 1. Assist teacher in implementing educational and developmental activities for children.
 2. Assist with planning of curriculum.
 3. Assist with maintenance of records, books, and supplies, safety etc.

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



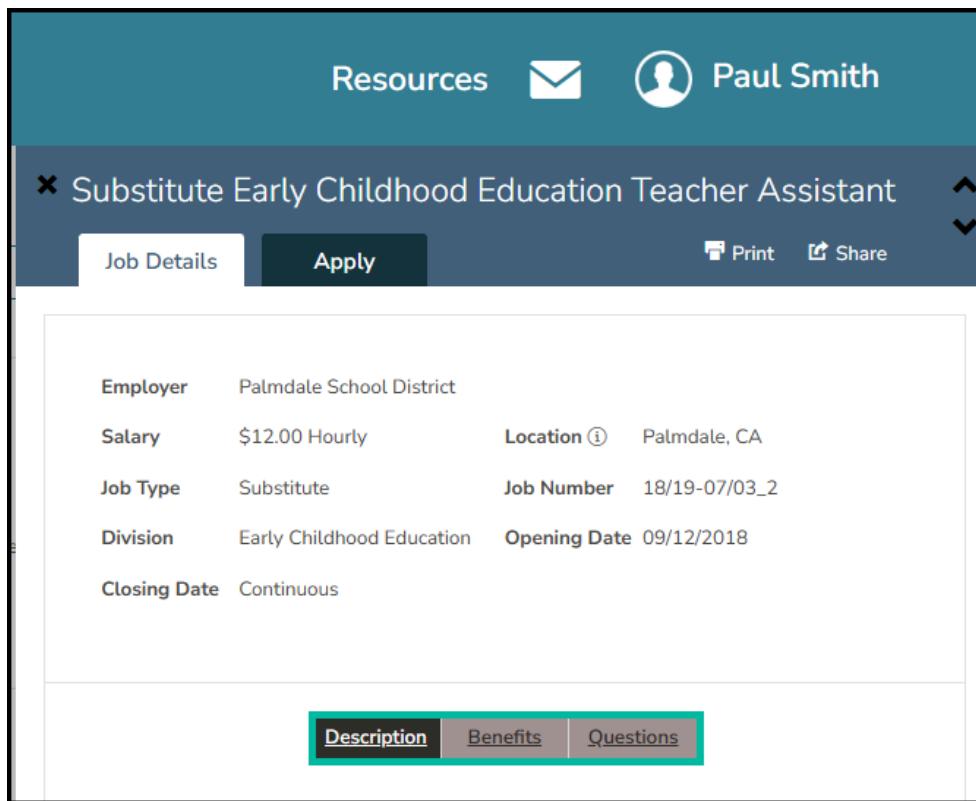
Job Details

Employer Palmdale School District
Salary \$12.00 Hourly
Location Palmdale, CA
Job Type Substitute
Division Early Childhood Education
Opening Date 09/12/2018
Closing Date Continuous

Description Benefits 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.



The screenshot shows a job detail page for a Substitute Early Childhood Education Teacher Assistant. The page has a dark blue header with the School Jobs logo, a user profile for Paul Smith, and navigation links for Resources, Email, and Print/Share. The main content area displays the following job details:

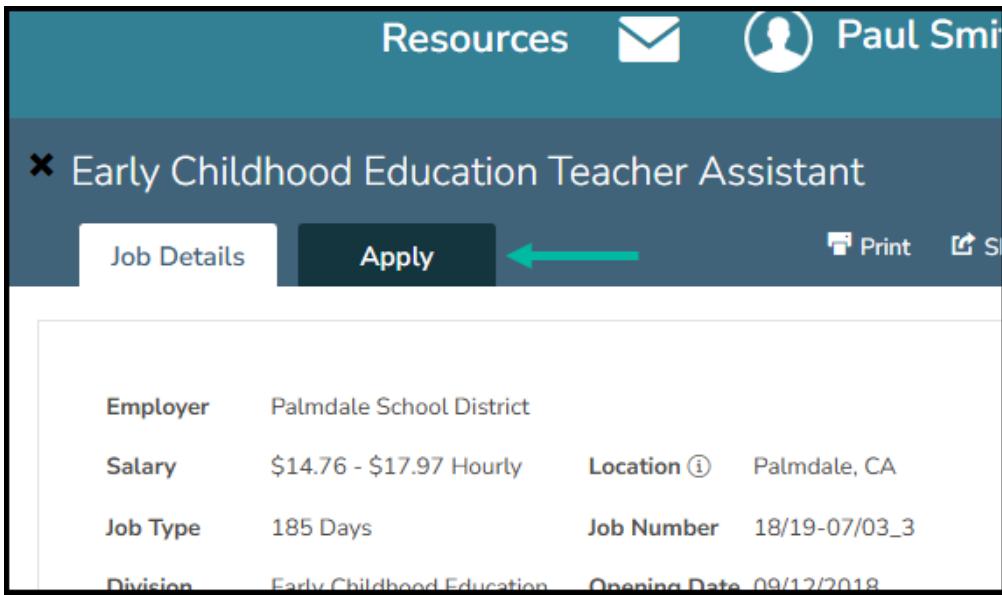
Employer	Palmdale School District		
Salary	\$12.00 Hourly	Location	Palmdale, CA
Job Type	Substitute	Job Number	18/19-07/03_2
Division	Early Childhood Education	Opening Date	09/12/2018
Closing Date	Continuous		

At the bottom of the page, there are three buttons: **Description** (highlighted in green), **Benefits**, and **Questions**.

Apply for a Job

Follow these steps to apply for a job.

1. Select the **APPLY** tab.



Resources   **Paul Smi**

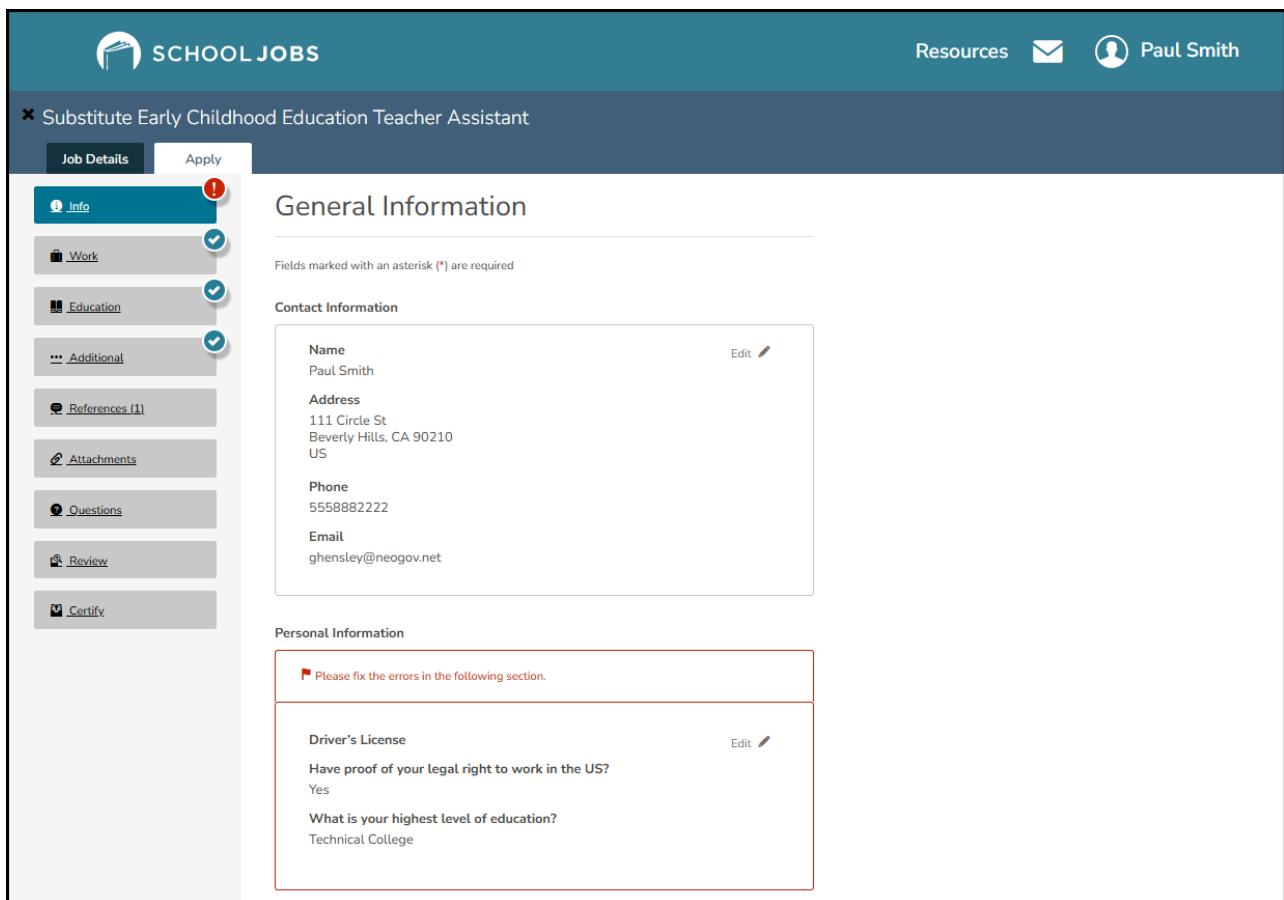
× Early Childhood Education Teacher Assistant

Job Details **Apply**   

Employer	Palmdale School District		
Salary	\$14.76 - \$17.97 Hourly	Location  Palmdale, CA	
Job Type	185 Days	Job Number	18/19-07/03_3
Division	Early Childhood Education	Opening Date	09/12/2018

2. Complete all required employer-determined application steps.

The steps may vary from this example.



Substitute Early Childhood Education Teacher Assistant

Job Details **Apply**

General Information

Fields marked with an asterisk (*) are required

Contact Information

Name: Paul Smith [Edit](#)

Address: 111 Circle St, Beverly Hills, CA 90210, US

Phone: 5558882222

Email: ghensley@neogov.net

Personal Information

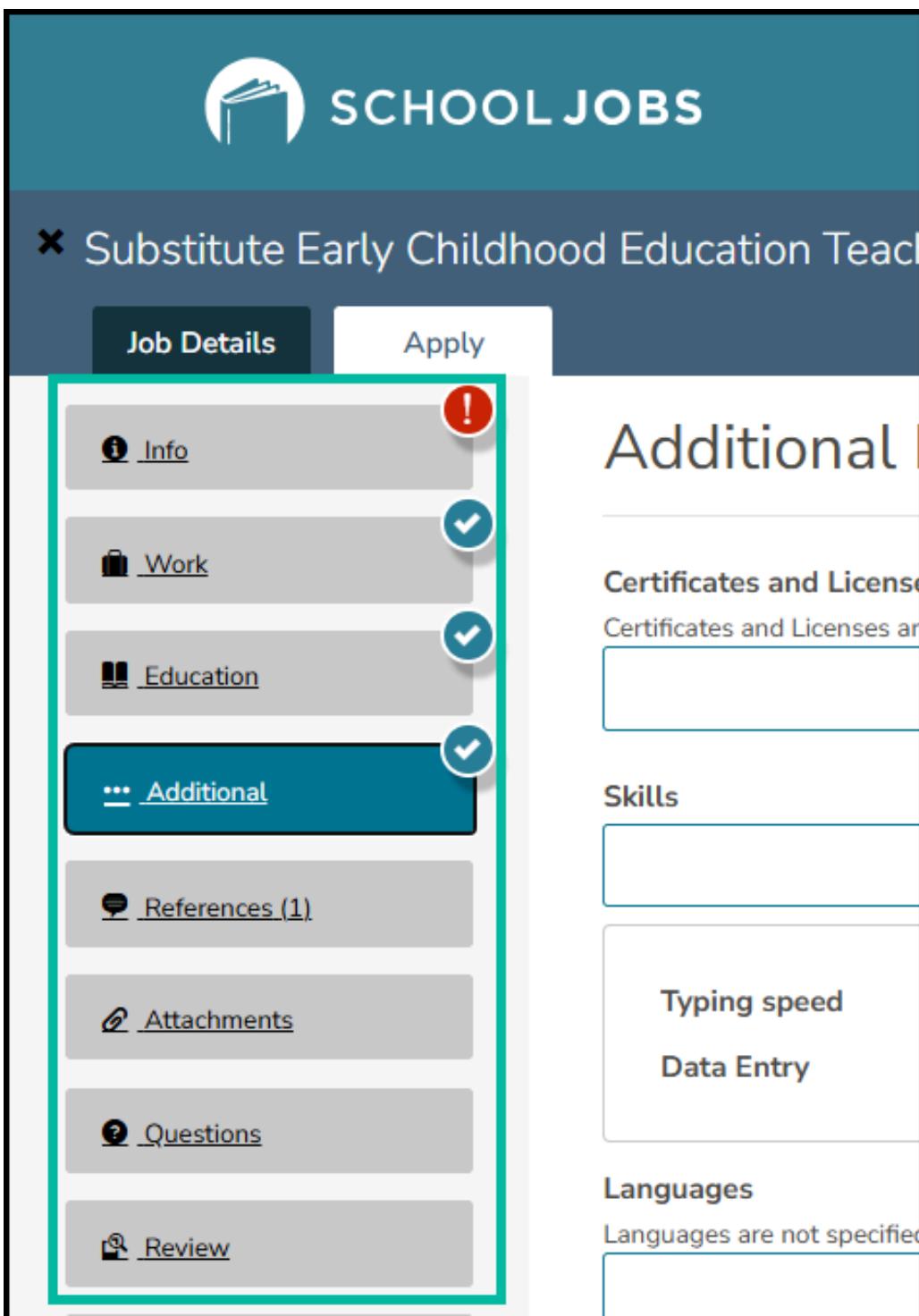
Driver's License [Edit](#)

Have proof of your legal right to work in the US?
Yes

What is your highest level of education?
Technical College

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

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



The screenshot shows the School Jobs application interface. At the top, there is a teal header with the "SCHOOL JOBS" logo. Below the header, a job listing for "Substitute Early Childhood Education Teacher" is displayed. The job listing includes sections for "Job Details" (with tabs for "Job Details" and "Apply") and "Additional". On the left, a vertical progress bar lists several sections: "Info" (with a red exclamation mark icon), "Work", "Education", "Additional" (which is highlighted in teal and has a checkmark icon), "References (1)", "Attachments", "Questions", and "Review". To the right of the progress bar, the "Additional" section is expanded, showing fields for "Certificates and Licenses" (with a placeholder "Certificates and Licenses are not specified"), "Skills" (with a placeholder "Skills are not specified"), "Typing speed" (with a placeholder "Typing speed is not specified"), "Data Entry" (with a placeholder "Data Entry is not specified"), and "Languages" (with a placeholder "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**

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

Certify

The following entry contains one item with errors.

SCHOOL JOBS

Substitute Early Childhood Education Teach

Job Details **Apply**

Additional

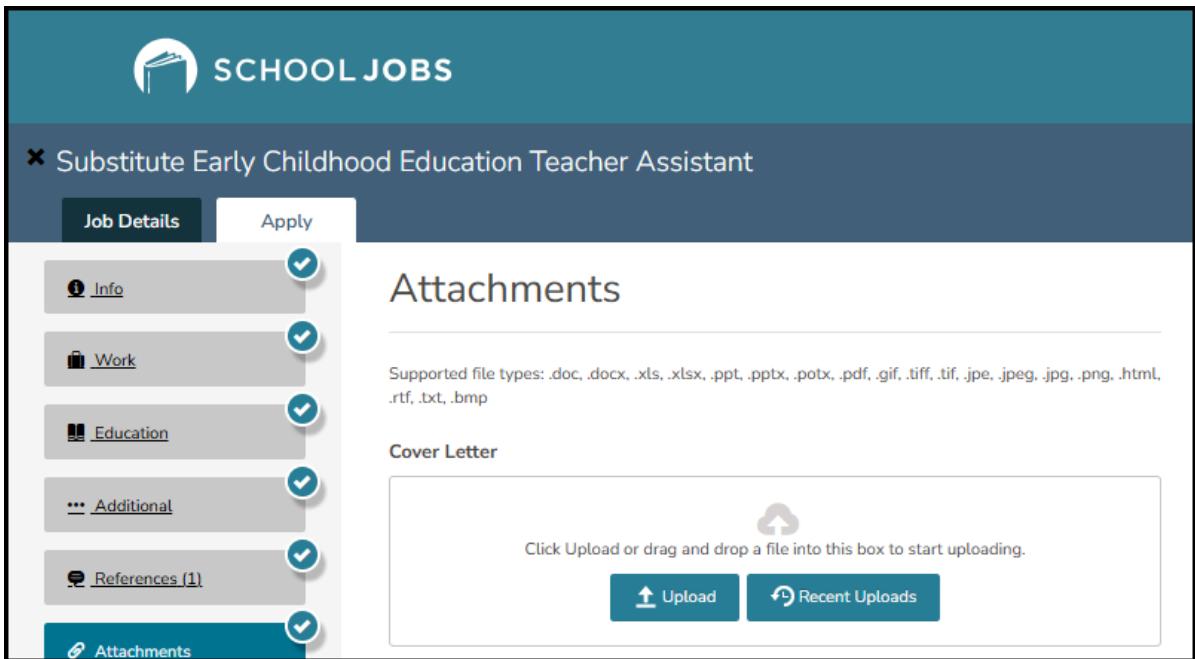
Certificates and Licenses
Certificates and Licenses are not specified

Skills
Typing speed
Data Entry

Languages
Languages are not specified

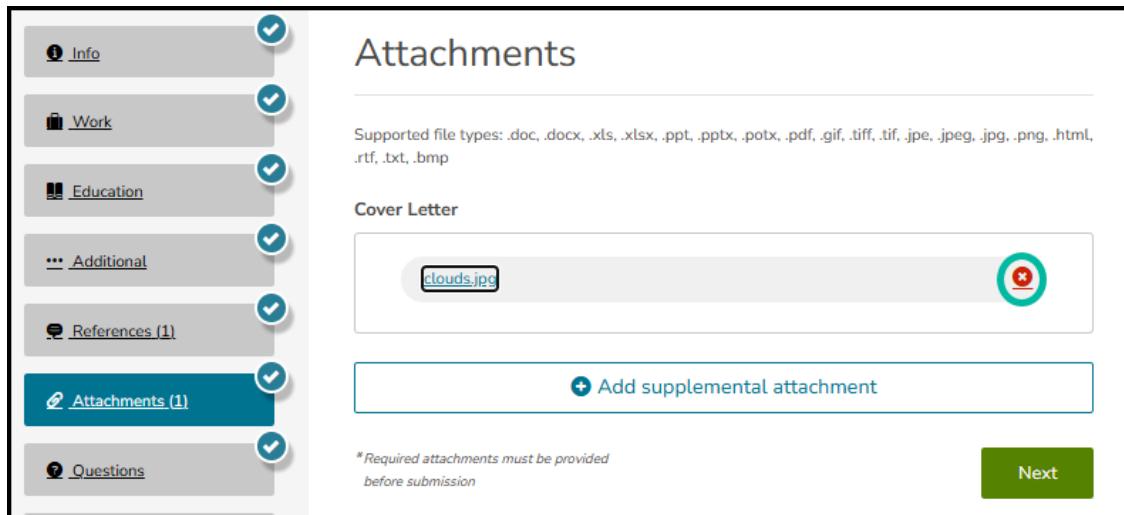
! 

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 'Attachments' section of a job application form. On the left, there is a vertical list of uploaded files with checkmarks: 'Info', 'Work', 'Education', 'Additional', and 'References (1)'. At the bottom of this list is a button labeled 'Attachments'. On the right, the word 'Attachments' is displayed above a text area that says 'Supported file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .potx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .html, .rtf, .txt, .bmp'. Below this is a 'Cover Letter' section with a large input box containing a placeholder: 'Click Upload or drag and drop a file into this box to start uploading.' At the bottom of this section are two buttons: 'Upload' and 'Recent Uploads'.

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

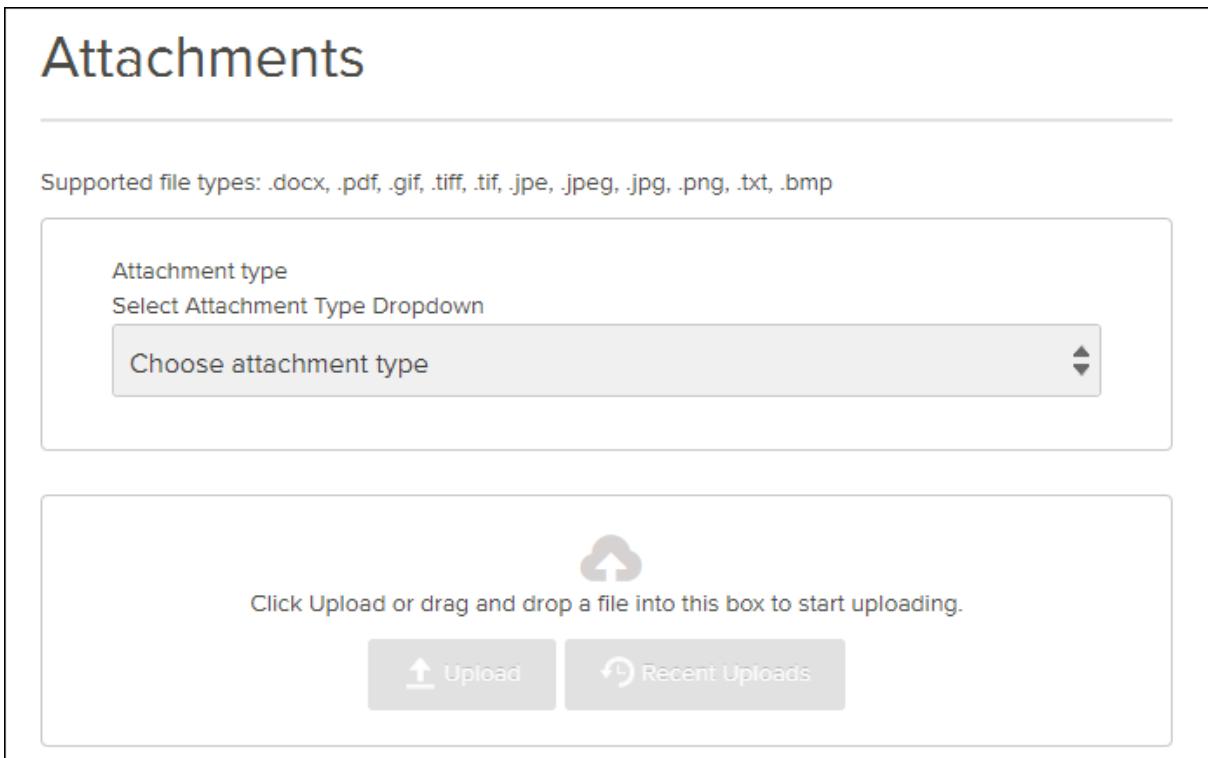


The screenshot shows a list of attachments on the left and a main 'Attachments' section on the right. The attachments listed are:

- Info
- Work
- Education
- Additional
- References (1)
- Attachments (1)** (highlighted in blue)
- Questions

Each attachment has a small circular checkbox to its right. In the 'Attachments' section, there is a list box containing 'clouds.jpg' with a red 'X' button to its right. Below this is a button labeled '+ Add supplemental attachment'. A note at the bottom states: '*Required attachments must be provided before submission'. A green 'Next' button is in the bottom right corner.

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



The screenshot shows the 'Attachments' section with the following interface:

- Attachment type**: A dropdown menu labeled 'Select Attachment Type Dropdown' with a list box containing 'Choose attachment type'.
- Upload area**: A large box with a cloud icon and the text 'Click Upload or drag and drop a file into this box to start uploading.' It contains two buttons: 'Upload' (with an upward arrow icon) and 'Recent Uploads' (with a circular arrow icon).

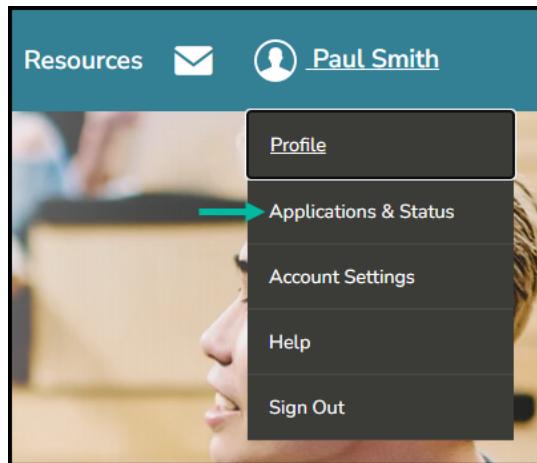
11. Review each section. Errors are shown in the progress bar and also in the section.

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

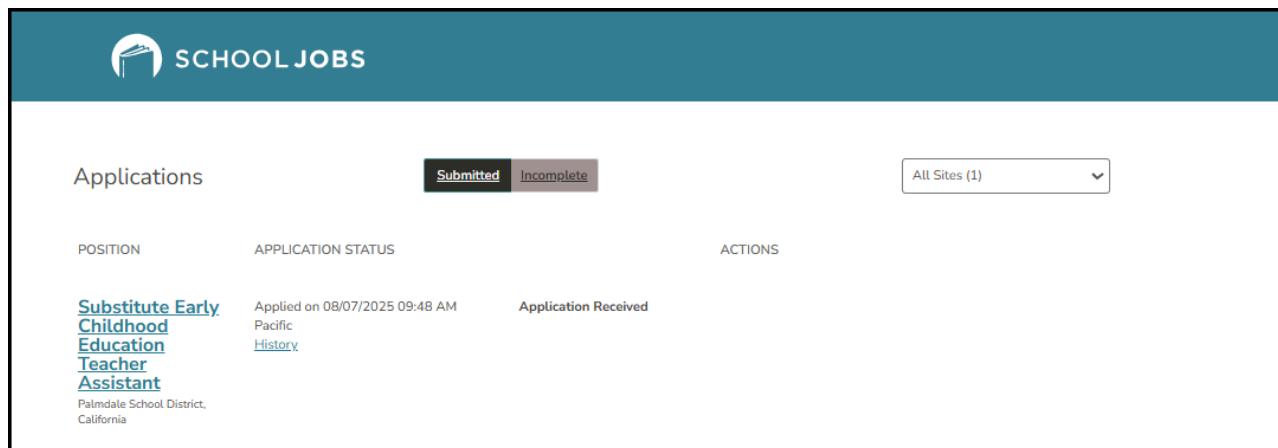
12. Once your application is complete, select **Proceed to Certify** and **Submit**.
13. On the **Certify & Submit** page, click on **Accept & Submit**. An **Application Submitted** message confirms that you have applied for the job.

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.



POSITION	APPLICATION STATUS	ACTIONS
Substitute Early Childhood Education Teacher Assistant Palmdale School District, California	Applied on 08/07/2025 09:48 AM Pacific History	Application Received

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.

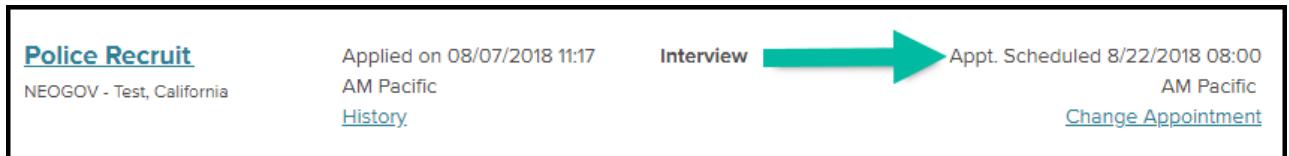
Applications	Submitted	Incomplete
<u>Accountant I/General Accounting</u>	Last step completed: Attachments	

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.



Police Recruit
NEOGOV - Test, California

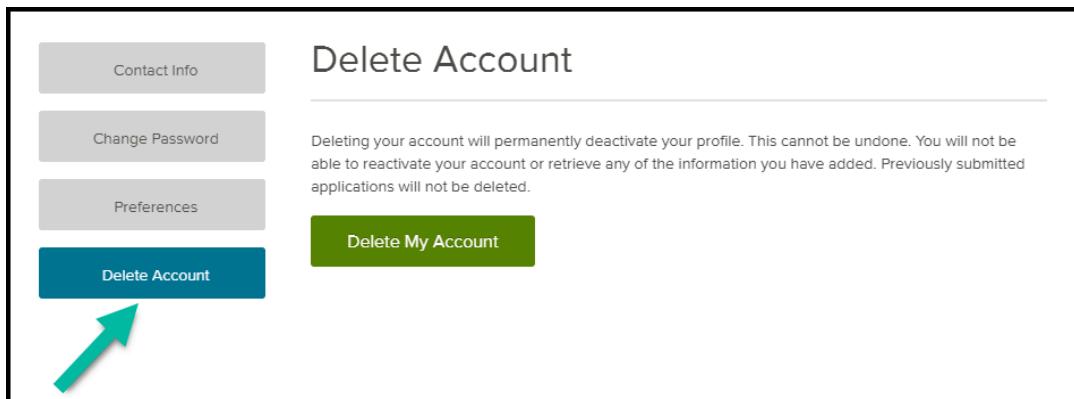
Applied on 08/07/2018 11:17
Interview
History

Appt. Scheduled 8/22/2018 08:00
AM Pacific
[Change Appointment](#)

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**.



Delete Account

Contact Info
Change Password
Preferences
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.

