

## Step 1. View the Position Listing

Rev. 6/29/09

Click on the position you want to apply for then Click on the “View Details of Highlighted Position/Apply for Position”.

Edmonds School District User Name: Friday, May 30th, 2008

**All Open Positions Via Employee Access**

| Position Description | Assignment Description        | Location        | Department | Group |
|----------------------|-------------------------------|-----------------|------------|-------|
| Food Service         | FT: Food Service Asst Manager | EDMONDS-WOODWAY |            |       |
| Food Service         | FT: Food Service Emp - Hrly - | LYNNWOOD HIGH   |            |       |
| Technology           | Network Services Supervisor   | ESC/TECHNOLOGY  |            |       |

View Details of Highlighted Position/Apply for Position

Click Here to Modify Info on Positions for Which You Have Applied

Check for Messages

Back

## Step 2. Apply for the Job

Review the position listing. The position listing will give you a preview of the questions included in the online application. When you're ready to begin the online application, scroll to the top of the page and **Click on the “Apply for Position”** button.

Home Page | All Open Positions Via Employee Access | Position Description that is available for you to apply

Apply For Position Back

**Position Information**

|   |   |
|---|---|
| Listing ID: 080529001                     | Salary: (2007-08 Food Service Salary Sched) |
| Position: Food Service                    | Pay Range: \$14.59 to \$16.99 Hourly        |
| Assignment: FT: Food Service Asst Manager | Work Year: 7.5 Hours per day; 175 days / yr |
| Location: EDMONDS-WOODWAY                 | Full or Part Time: Full Time                |
|   | Job Posting: May 29 - June 6, 2008          |

## Step 3. Login to Your Account

You will need an e-mail address and password to access the online application. After you click on Apply For Position, you will be asked to “**Enter E-mail Address**”. Type your e-mail address again in the “**E-mail Address Confirmation**” box. Click on the “**Continue**” button.

Edmonds School District Applicant Sign On

You are applying for the following Position:

Listing ID: 080529001  
Position: Food Service  
Assignment: FT: Food Service Asst Manager  
Location: EDMONDS-WOODWAY  
Full or Part Time: Full Time

Continue  
Back

In order to continue with the application you must sign on:

\* Enter E-mail Address:

\* E-mail Address Confirmation:

## Create an Account (One-time only)

If your e-mail address was not found, you will be asked if you “want to create a login using this e-mail address”. Click on the **Yes** button.

### Applicant Sign On

The e-mail address `doej@edmonds.wednet.edu` was not found on file.

Do you want to create a login using this e-mail address?

Yes

No

Re-Enter E-mail

Enter your personal information then click on the **Submit** button. (All fields in red are required fields).

Edmonds School District


Create New User Profile

By filling out and submitting the following information a password will be sent to the email address you provide below. You should receive this email within a few minutes.

|                                     |   |   |
|-------------------------------------|---|---|
| <b>Name and Contact Information</b> |   | <input type="button" value="Submit"/>             |
| * E-mail Address:                   | <input type="text" value="doej@edmonds.wednet.edu"/>  | <input type="button" value="Back"/>               |
| * First Name:                       | <input type="text" value="John"/>                     | Middle: <input type="text"/>                      |
|                                     |   | * Last Name: <input type="text" value="Doe"/>     |
| * Address:                          | <input type="text" value="123 MAIN ST W"/>            |   |
| * City:                             | <input type="text" value="LYNNWOOD"/>                 | * ST: <input type="text" value="WASHINGTON"/>     |
|                                     |   | * Postal Code: <input type="text" value="98036"/> |
| * Country:                          | <input type="text" value="United States of America"/> |   |
| * Primary Phone:                    | <input type="text" value="(425) 455-4545"/>           |   |
| Alternate Phone:                    | <input type="text" value="(206) 266-2626"/>           |   |

**Please make a note of your password.** (You will be asked to enter your password the next time you apply for a job.) Your password will also be sent to the e-mail address you provided. Click on the **OK** button.

Microsoft Internet Explorer

 The password for your email address `doej@edmonds.wednet.edu` is 435866.

This password will automatically be loaded into the Enter Password entry for your convenience.

This password will also be sent in an e-mail to `doej@edmonds.wednet.edu`.

Click on the Continue button.

Current Applicant: **John Doe (doej@edmonds.wednet.edu)**

The e-mail address doej@edmonds.wednet.edu has been found on file. Please enter the password that is associated with this e-mail address.

\* Please Enter Password:

[Click here](#) if you forgot your password

[Click here](#) to change your password

Asterisk (\*) denotes a required field

### Step 4. Begin your Online Application.

The number of Steps at the top of the page will tell you how many pages you have to go through to complete your application.

The buttons on the right hand side will let you do the following:

Save and Continue: Save the data on the page on continue on to the next page.

Save and Go Back: Save the data on the page and go back one page.

Save and Return Later: Save the data on the page and leave the application process. You can log back in later and continue the application process.

Do Not Save and Go Back: Do not save the data on the page and go back a page.

Edmonds School District      Submit Resume      **Step 1 of 8: Name and Contact Info**

| Position Information |                                     |
|----------------------|-------------------------------------|
| Position Listing ID: | 080529001                           |
| Position:            | Food Service                        |
| Assignment:          | FT: Food Service Asst Manager       |
| Location:            | EDMONDS-WOODWAY                     |
| Salary:              | (2007-08 Food Service Salary Sched) |
| Pay Range:           | \$14.59 to \$16.99 Hourly           |
| Work Year:           | 7.5 Hours per day, 175 days / yr    |
| Full or Part Time:   | Full Time                           |
| Job Posting:         | May 29 - June 6, 2008               |

| Name and Contact Information |                          |                  |                |                |       |
|------------------------------|--------------------------|------------------|----------------|----------------|-------|
| Email Address:               | doej@edmonds.wednet.edu  |                  |                |                |       |
| * First Name:                | John                     | Middle:          |                | * Last Name:   | Doe   |
| * Address:                   | 123 MAIN ST W            |                  |                |                |       |
| * City:                      | LYNNWOOD                 | * ST:            | WASHINGTON     | * Postal Code: | 98036 |
| * Country:                   | United States of America |                  |                |                |       |
| * Primary Phone:             | (425) 455-4545           | Alternate Phone: | (206) 266-2626 |                |       |

## Step 5. Submit Your Application

When you Click on the Save and Continue button on the last page, your application will be submitted. Click on the Back button.

| Positions Applied For<br>John Doe (doej@edmonds.wednet.edu) |                               |                 |            |              |
|---|-------------------------------|-----------------|------------|--------------|
| Position  | Assignment Description        | Location        | Department | Applied Date |
| Position  | FT: Food Service Asst Manager | EDMONDS-WOODWAY |            | 05/30/200    |

- View Details of Highlighted Position
- View/Modify your Application Information for the Highlighted Position
- Cancel your Application for the Highlighted Position
- Use Application Data from this Position to Apply for Similar Positions
- Back**

For questions regarding **Classified** positions:  
please contact Liz Westermarck at (425) 431-7011 or  
[westermarke@edmonds.wednet.edu](mailto:westermarke@edmonds.wednet.edu).

For questions regarding **Certificated** positions:  
please contact Joan Anderson at (425) 431-7031 or  
[andersonj@edmonds.wednet.edu](mailto:andersonj@edmonds.wednet.edu).

For questions regarding **Administrative** positions:  
please contact Sherry Joos at (425) 431-7023 or  
[jooss@edmonds.wednet.edu](mailto:jooss@edmonds.wednet.edu).