

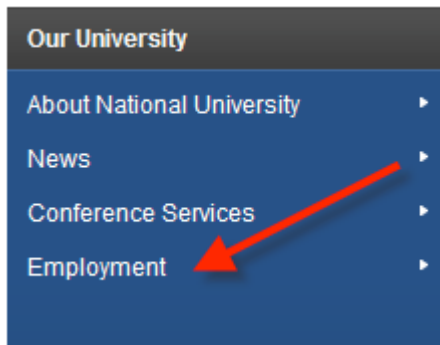
## How to Apply for Employment Online

[www.nu.edu](http://www.nu.edu)

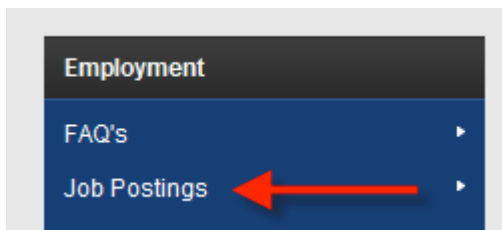
Go to **Our University**:



Go to **Employment**:



Go to **Job Postings**:



\*\*\*First time users must register with the system.

Enter your user name and password to login. If you have not yet registered, [click here to Register.](#)

**Basic Job Search**  
Keywords:   
Posted: Last Month   
 [Advanced Search](#) [Search Tips](#)

**Login**  
User Name:   
Password:   
 [Login Help](#) [Register Now](#)

Once registered and logged in, change the **BASIC JOB SEARCH - Posted:** from **Last Month** to **Anytime**

**Basic Job Search**  
Keywords:   
Posted: Last Month

click on the yellow button

Click on the ID# or Posting Title header to reorganize the list of postings.

## Job Search

▶ Click icon to view Quick Search criteria

✓ 91 Results Found

**Search Results**  
[Select All](#) [Deselect All](#)     [Next](#)

Select	Created	Posting Title	ID #	Job Family	Location
<input type="checkbox"/>	09/15/2008	<a href="#">PT Food Services Cashier</a>	2705		Spectrum Center
<input type="checkbox"/>	09/15/2008	<a href="#">Assistant to Dean, SOMC</a>	2704		Kearny Mesa

Then scroll through the job postings and find ID# 2588 by clicking on the [Next](#) button to see more jobs.

Search Results					
<a href="#">Select All</a> <a href="#">Deselect All</a> <a href="#">Save Jobs</a> <a href="#">Apply Now</a> <span style="float: right;"> <a href="#">First</a> <a href="#">Previous</a> <a href="#">Next</a> <a href="#">Last</a> </span>					
Select	Created	Posting Title	ID #	Job Family	Location
<input type="checkbox"/>	05/30/2008	<a href="#">PT ADJ Leadership &amp; Bus Admin</a>	2583		Various
<input type="checkbox"/>	05/30/2008	<a href="#">PT ADJ Mnqt &amp; Marketing</a>	2584		Various
<input type="checkbox"/>	05/30/2008	<a href="#">PT ADJ Educational Administrat</a>	2585		Various
<input type="checkbox"/>	05/30/2008	<a href="#">PT ADJ School Couns/Psych</a>	2586		Various
<input type="checkbox"/>	05/30/2008	<a href="#">PT ADJ Special Education</a>	2587		Various
<input type="checkbox"/>	05/30/2008	<a href="#">PT ADJ Teacher Education</a>	2588		Various
<input type="checkbox"/>	05/30/2008	<a href="#">CA TRA Assessor</a>	2589		Torrey Pines -

Select the position of interest by either clicking the blue hyperlink of the position (to read description) or checking the box next to the position and clicking Apply Now:

Latest Job Postings				
or				
<a href="#">First</a> <a href="#">Previous</a> <a href="#">Next</a> <a href="#">Last</a>				
	Date	Job Title	Job ID	Location
<input type="checkbox"/>	04/10/2008	<a href="#">PT ADJ Professional Studies</a>	2532	San Diego Region
<input type="checkbox"/>	04/08/2008	<a href="#">PT ADJ Leadership &amp; Bus Admin</a>	2531	Torrey Pines Center South
<a href="#">Select All</a> <a href="#">Deselect All</a> <a href="#">Save Jobs</a> <a href="#">Apply Now</a>				

Select if you would like to Upload a new resume or **Copy and Paste resume text** (recommended)

**\*\*School of Education applicants must choose Copy and Paste resume text for their resume to be reviewed\*\***

Select Continue

[Apply Now](#)

**Choose Resume**

Resume Options
<p>How would you like to proceed?</p> <p><input type="radio"/> Upload a new resume</p> <p><input checked="" type="radio"/> Copy and paste resume text</p>

[Continue](#) [Return to Previous Page](#)

Cut and paste resume details or upload resume depending on selection

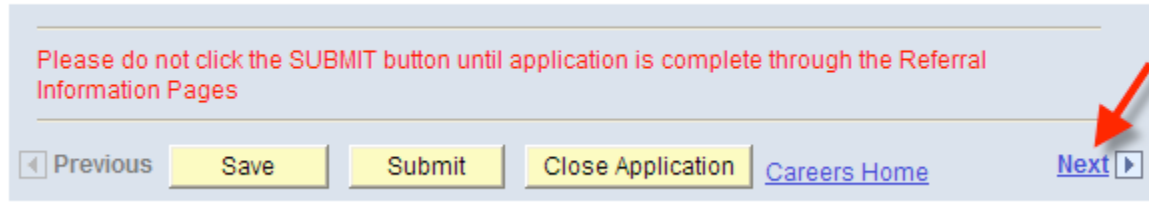
Enter **Profile** details, select **Save**

Enter **Preferences** and **Geographic Preferences**, select **Next**

**Preferences** Education Work Experience References Referral Information

Please do not click the SUBMIT button until application is complete through the Referral Information Pages

◀ Previous Save Submit Close Application Careers Home Next ▶



Enter **Education History**:

**Education History**

Highest Education Level: I-Master's Level Degree ▼

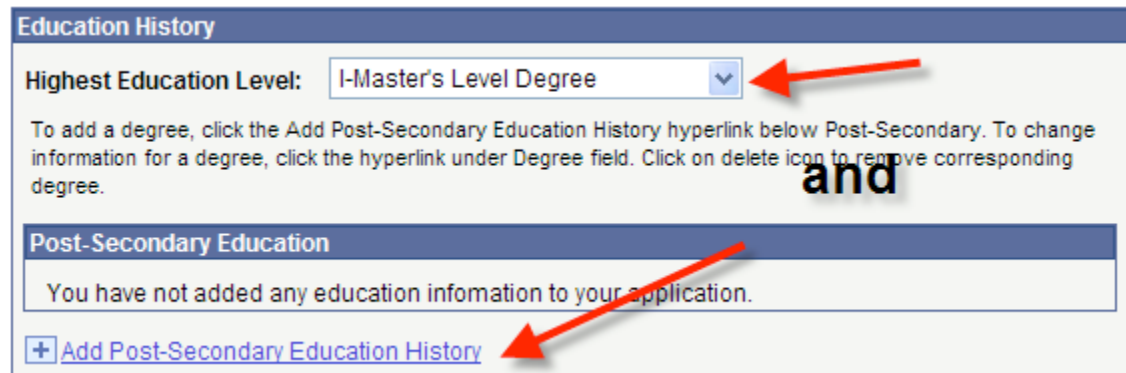
To add a degree, click the Add Post-Secondary Education History hyperlink below Post-Secondary. To change information for a degree, click the hyperlink under Degree field. Click on delete icon to remove corresponding degree.

**Post-Secondary Education**

You have not added any education information to your application.

+ Add Post-Secondary Education History

and



Opens another window – complete education details and select **Save and Return**

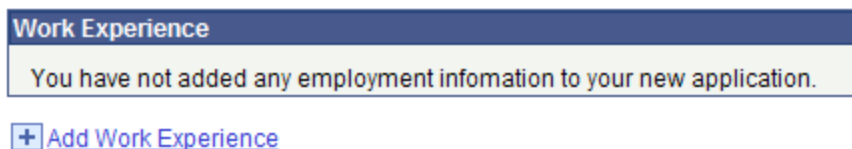
Click **Next**

Enter **Work Experience**

**Work Experience**

You have not added any employment information to your new application.

+ Add Work Experience



Click **Next**

Enter **References** if applicable

Click **Next**

## Enter Referral Information

Click **Submit**

Please do not click the SUBMIT button until application is complete through the Referral Information Pages

[Previous](#)    [Careers Home](#)

Confirm you are ready to submit your application – you will be able to add classes you are qualified to teach after this step

Are you sure your application is fully completed? (30010,121)

Do you want to submit your application now?

Select **View Course Descriptions** to determine the classes you are able to teach—this will open the catalog in another window.

After reviewing the course descriptions, enter the courses you are interested in teaching. For NBCT adjuncts enter all NBC courses, NBC680, 681, 682, 683, & 639.

### Adjunct Classes

Enter up to 10 classes

Customize   Find   View All   First 1-3 of 3 Last		
	Class Description	
1	TED615	<input type="button" value="Delete"/>
2	TED611	<input type="button" value="Delete"/>
3		<input type="button" value="Delete"/>

click to add rows

Use this page to list the classes you may be qualified to teach.

To view National University course descriptions click on link- select 'school', 'department', and then 'courses'.

To view National University Virtual High School (NUVHS) course descriptions click on the link below. Then go to the top of the new web page and click on 'National University System', choose 'National University Virtual High School' under the 'System Institutions' section. Under 'Academics', select 'Course Descriptions', 'Department', and then 'Courses'.

[View Course Descriptions](#)

Click **OK**

Complete the **External Applicant Additional Information** page. Please note that a background check is part of our application process and will need your agreement.

Click **OK**

Read and complete the **Equal Employment Opportunity of Recruitment and Application Flow** page

National ID is your Social Security Number which is required to run a background check.

[Read Equal Employment Opportunity Information](#)

[Compliant Screening Process - Please Read](#)

Please check if you are over 40.

Do you have a physical or mental impairment which limits one or more major life activities?  Yes  No

Please provide Military Status:

Date of Birth

National ID

Please enter any former names			
First Name	Middle Name	Last Name	
1			Delete

Select yes to agree to the background check – required for all adjunct faculty.

I have read the summary of rights, disclosure, and release. I authorize National University to obtain a consumer report for employment purposes.

National University's practice is to obtain consumer reports only on candidates we are considering for hire.

No  Yes

Click **OK**

Enter **gender** and **ethnic group** or decline and **select I agree to these terms** if you agree.

Click **Submit**

You will be directed to this page if your application has been successfully submitted

## My Applications

You have successfully submitted your job application.

My Applications			
Display applications from: <input type="text"/>		Refresh	
First Previous Next Last			
Application	Description	Application Date	
<a href="#">PT ADJ Professional Studies</a>	020 Applied	05/01/2008 8:24PM	