

# ***PasadenaLEARNs Is Going Paperless!***

**Youth Leader applications must now be completed online.**

**Follow these simple instructions:**

## **How to Create an Account:**

Start here if you do not have an existing governmentjobs profile:

- Go to [www.governmentjobs.com](http://www.governmentjobs.com)
- Click the "Career Seekers" tab
- Create and save your account
- Log out

## **How to apply for the Job:**

Start here if you have an existing governmentjobs profile:

- Go to [www.pusd.us](http://www.pusd.us)
- Click on the employment button (to the left of the screen)
- Click the "Apply online for classified positions" link
- Click on "Employment Opportunities"
- Select the PasadenaLEARNs youth leader position
- Click the "Apply" button
- Log in (using the username and password you created)
- Follow the onscreen prompts

## **You may also:**

- Submit interest notification requests
- View and print PUSD job descriptions
- Check the status of a pending application
- Use the Job Seeker Kiosk (JSK)

Use the [Online Employment Application Guide](#) to assist you with creating an application or contact the Personnel Commission at (626) 396-3600 Ext:88400 to schedule an appointment for Commission staff to assist you.

