

NDCEL's Educational Employment Website

Enrollment Form for 2018-2019

(Please type or print)

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Job Posting Administrator: \_\_\_\_\_  
Name Position

Job Posting Administrator's Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

School Website address: \_\_\_\_\_

Username (6 characters only; may be alpha-numeric): \_\_\_\_\_

Password (6 characters only; may be alpha-numeric): \_\_\_\_\_

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**Annual Fee:** This annual fee is paid by the school district based on total K-12 student enrollment within the district. Annual membership in this service will run for one year after date of payment.

Total number of K-12 students as of this application date or number of employees if you are not a school: \_\_\_\_\_

Check the appropriate fee:

- Student enrollment 0 – 100 (up to 10 employees) \$ 105
- Student enrollment 101-200 (between 10 and 20 employees) \$ 215
- Student enrollment 201-300 (between 20 – 30 employees) \$ 265
- Student enrollment 301-500 (between 30 – 40 employees) \$ 320
- Student enrollment 501-1000 (between 40 – 100 employees) \$ 410
- Student enrollment 1001-5000 (between 100 – 300 employees) \$ 535
- Student enrollment 5001-10,000 (between 300 – 600 employees) \$ 1,175
- Student enrollment 10,000 and up (more than 600 employees) \$ 1,685

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*The signature below authorizes the acceptance to the assurances listed on the back of this enrollment form.*

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return this form with payment to: NDCEL  
125 Slate Drive, Suite 7  
Bismarck, ND 58503

**Assurances from www.EdJobsND.com:**

- ✓ Offer FREE services to all potential applicants and provide a web-based job vacancy service as described:
  - Space to list all of your openings – both teaching and non-teaching (i.e. administrative, maintenance, etc.);
  - Control over the size and wording of the listing;
  - Control over how long each position will remain posted;
  - Ability to archive common listings so you can quickly and easily revise them from year to year, just making the adjustment for date, location, etc.
  - Search capabilities for participating members to view the entire pool of candidates and communicate with those who fit the desired profile based on your own keywords;
  - Electronic résumés to provide you with a quick, easy and efficient way to assess qualifications of potential candidates;
  - Automatic notification upon submitting a job posting of registered candidates who meet the criteria for your position.
- ✓ Ensure confidentiality of information entered on the “Member Only” side of the service.
- ✓ Regularly communicate and promote the site’s use by post-secondary agencies, potential applicants and schools throughout the US, including periodic advertising to placement offices in major universities, employment security offices, libraries, school district offices and other job placement services.
- ✓ Offer a “help” contact phone number for members’ questions.

**Assurances from Members enrolled in www.EdJobsND.com:**

- ✓ Restrict site access and password to a select few employees of the authorized member;
- ✓ Authorized users agree not to release the password and only to list positions that would be legally considered employment by the participant member;
- ✓ Assist in advertising the site by posting information and using other forms of local publication to promote the site and its purpose;
- ✓ Follow the Acceptable Use Guidelines detailed below:

**Acceptable Use Guidelines:**

- ✓ The user is responsible for accuracy, content and appropriateness of all information posted under the authorized password of the member;
- ✓ Any use of the system must be compliance with all state and federal laws and conform to the high standards of professional conduct;
- ✓ The vacancy service is a fee-based service of NDCEL, and NDCEL reserves the right to revoke the access, without a refund, of any authorized user who violates these guidelines.