

Education

You may record up to 5 schools.

Schools will be listed on your (anonymous) JCW Profile, JCW Résumé or JCW Work Application in chronological order, with the current or most recent school listed first, based on the Dates Attended. If the Dates Attended fields are blank, schools will be listed in random order.

You are not required to enter any Education History, but if you decide to add one, you must then complete the required fields.

Highest Grade Completed

If you are currently attending high school, or didn't finish high school, choose 'Other' in the Highest Grade Completed drop-down list. To view the list, click on the upside down triangle.

Add Education History

Click on the **Add Education History** button to add information about the school you attended.

- Enter the name of the school you attended.
- You are not required to enter any dates.
- Enter the Course(s) of Study information.
 - ▲ When employers are looking for new employees, **Course(s) of Study** is searched for matching keywords.
- Enter the Degrees/Awards information.
 - ▲ When employers are looking for new employees, **Degrees/Awards** is searched for matching keywords.
- Click on the **Add** button. Click on the **Save** button.
 - If you change your mind and don't want to add this Education History, click on the **Cancel** button.

To change the information for an existing Education History, click on the **Edit** button. Review and change the information, then click on the **Update** button. Click on the **Save** button.

To delete an existing Education History, click on the **Remove** button. The item will be deleted. Click on the **Save** button.