Apply for a Job

1. Click "Job Vacancies" from main page

2. Click "Job Vacancies" again in upper right corner of screen

3. Select position you are interested in by clicking on the Job Title

4. Review the job requirements and click "Apply"

5. If you do not have a login for our new application system, you will need to create one, otherwise, log in and skip to Step 13

6. **Register and write your username and password here:**

   _____   _____
           Username   Password

   Please keep this information in a safe place; you will need it to access your on-line job account and submit additional applications.

7. Click on "Create Application" button

8. Enter a name for your application – this is for your use only – and click "Create Application"

9. Complete all fields – paying special attention to the ones marked with an asterisk" and click on "Save and View Application"

10. Finish completing all areas by going in and Editing respective areas

    NOTE: After completing each area, be sure to click on "Save and View Application"

11. ***In order to attach your resume from this kiosk, you need to have brought a flash drive with you so that you can upload it.*** Otherwise, if doing this from home, you can just attach it normally and follow the on-screen instructions.

12. When you are satisfied that all is complete, click on "Job Opportunities" from menu on left and select the position you would like to apply for by clicking on the Job Title

13. Once Job Posting is open, click on Apply

14. Complete the additional questions, click "Save and Proceed"

15. Last chance to review your application and all information entered and click on "Confirm Application"

16. Certify and Submit your application by clicking the "Accept" button

17. If you see a "confirmation" screen, then your application has been successfully submitted.

Submit a Job Interest Form

1. Click on "Job Vacancies" from menu on left

2. Click on "Job Vacancies" from menu on right

3. Select "Job Interest Card" from menu on left

4. Select all areas that are of interest to you

5. Complete bottom of page with your information and click on "Submit Request"

For the next 12 months, if any position within the area of interest you indicated becomes available, you will receive an email notifying you of that and instructing you to go to the website to complete an application.

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