

INSTRUCTIONS FOR APPLICANTS

GENERAL INSTRUCTIONS

- HAVE ALL YOUR INFORMATION ON HAND (DATES, REFERENCES, SALARY) PRIOR TO BEGINNING APPLICATION PROCESS
- ALL INFORMATION MUST BE "SAVED" ON THE APPLICATION BY CLICKING THE *SAVE* BUTTON AT THE BOTTOM OF EACH PAGE PRIOR TO PROCEEDING TO THE NEXT/FOLLOWING PAGE/SECTION
- YOU WILL HAVE THE OPTION TO UPLOAD ONE DOCUMENT
NOTE: MAKE SURE COVER LETTER, RESUME AND REFERENCES ARE SAVED AS A SINGLE DOCUMENT
- FIELDS DENOTED WITH AN ASTERISK (*) MUST BE COMPLETED TO PROCEED
- TO STOP AT ANY TIME DURING THE APPLICATION PROCESS, YOU CAN SAVE INFORMATION BY CLICKING THE *SAVE* BUTTON ON CURRENT PAGE AND LOGOUT
- TO CONTINUE THE APPLICATION PROCESS, LOG-ON AS A RETURNING APPLICANT
- ONCE YOUR APPLICATION IS SUBMITTED FOR POSITION, YOU WILL NOT BE PERMITTED TO MAKE ANY CHANGES
- WHEN YOUR APPLICATION IS COMPLETE, CLICK *SUBMIT APPLICATION* BUTTON TO SUBMIT APPLICATION FOR POSITION

FIRST TIME APPLICANT

- FIRST YOU MUST CREATE USERNAME AND PASSWORD - ON NEW APPLICATION REGISTRATION FORM: YOUR USERNAME MUST BE A MINIMUM OF 4 CHARACTERS LONG
- THEN CREATE PROFILE - ON NEW APPLICATION REGISTRATION FORM: INPUT NAME, PHONE, EMAIL, PASSWORD, USERNAME AND CLICK *REGISTER* BUTTON
- TO APPLY FOR A POSTED POSITION - ON APPLICANT MENU: ENTER POSTING NUMBER OF POSITION
NOTE: YOU WILL NOT BE ABLE TO APPLY FOR A POSITION BEYOND THE CLOSING DATE INDICATED
- TO CHECK APPLICATION STATUS - ON APPLICANT MENU: VIEW CURRENT LIST OF PREVIOUS JOB APPLICATIONS
- TO VIEW/EDIT PROFILE - ON APPLICANT MENU: CHANGE ANY INFORMATION
- TO CHANGE YOUR PASSWORD - ON APPLICANT MENU: ENTER CURRENT PASSWORD, NEW PASSWORD, CONFIRM AND CLICK *CHANGE PASSWORD* BUTTON

RETURNING APPLICANT

- FIRST YOU MUST LOG-ON WITH USER NAME AND PASSWORD - CLICK *LOG ON*
- IF YOU HAVE FORGOTTEN PASSWORD/USERNAME - ON LOG ON SCREEN, REQUEST EMAIL OF PASSWORD BY ENTERING USERNAME AND CLICKING *RETRIEVE PASSWORD* BUTTON; LOOK-UP USERNAME BY ENTERING YOUR HOME PHONE AND EMAIL (OPTIONAL) AND CLICKING *LOOK UP USER NAME* BUTTON
- TO APPLY FOR A POSTED POSITION - ON APPLICANT MENU: ENTER POSTING NUMBER OF POSITION
NOTE: YOU WILL NOT BE ABLE TO APPLY FOR A POSITION BEYOND THE CLOSING DATE INDICATED
- TO CHECK APPLICATION STATUS - ON APPLICANT MENU: VIEW CURRENT LIST OF PREVIOUS JOB APPLICATIONS
- TO VIEW/EDIT PROFILE - ON APPLICANT MENU: CHANGE ANY INFORMATION
- TO CHANGE YOUR PASSWORD - ON APPLICANT MENU: ENTER CURRENT PASSWORD, NEW PASSWORD, CONFIRM AND CLICK *CHANGE PASSWORD* BUTTON