APPLICATION INSTRUCTIONS

1	After logging in, click the **Advanced Search** link found in the Basic Job Search box on the Careers Home page.
2	Enter the Job Opening ID of choice into the **Job Opening ID** field.
3	Click the **Search** button.
4	Click the **Posting Title** link to open and view a job posting.
5	Click the **Apply Now** button
6	A resume may be copied and pasted but **the applicant profile pages will still need to be completed** in order to be considered for open positions. Select either the **Copy and Paste Resume Text, Using an Existing Resume**, or **Apply Without Using a Resume option**.
7	Click the **Continue** button.
8	Complete the information on the **Education and Work Experience page**. You <u>must</u> add work experience to be considered. Select **Yes-Add Work Experience** from the drop down box. This will take you to a new page where you will enter work experience. If more than one position needs to be entered, click the **Save and Add More** button. When all work experience has been added, click the **Save and Return** button to return to the **Education and Work Experience** page.
9	To enter education, indicate the highest education level by selecting a value from the **Highest Education Level** drop down menu. Click on the **Add Degree** link which will open another window. Here you will be able to enter your education from high school through the highest education level you have completed. After completing all education history, click the **Save and Return** button to return to the **Education and Work Experience** page. **NOTE:** You must click the magnifying glass icon to search for the following fields: Degree, Major, State, School.
10	Click the **Next** link to go to the **Additional Information** page.
11	Complete any necessary information on the **Additional Information** page. To add job training, license and certificates, languages, and/or memberships click on the appropriate link. When finished with each section, click the **Save and Return** button to return to the **Additional Information** page.
12	Click the **Next** link to go to and complete the **Application Questionnaire** page.
13	Click the **Next** link to go to the **Referral Information** page
14	Complete the fields in the **Preferences** section as desired. Complete the fields in the **Referral** section. Review the **Prior Convictions** question and select the correct option.
15	Click the Next link to go to the **References** page.
16	Fill out all of the available reference information on the Add Reference page by clicking the **Add Reference** link. If more than one reference needs to be entered, click the **Save and Add More** button. After all references have been entered, click the **Save and Return** button.
17	Click the **Next** button
18	Complete the requested Equal Opportunity Employee (EEO) Information. NOTE: If you prefer not to provide this information, click the 'I decline to provide my self identification details' checkbox.
19	Review the terms and then click the **I Agree to These Terms** option at the bottom of the page. Click the **Submit** button.
20	When the application has been successfully submitted, the application **status** will read **Applied** on **My Application** page.
21	Congratulations, you have successfully completed and submitted an application. Going forward, the application information you entered will carry through for any additional positions you wish to apply.