

QUICK TIPS:

HOW TO SUBMIT A SUCCESSFUL ONLINE APPLICATION!



1. Applicant responsibility:

- All required documents must be attached to your employment application each time you apply. Uploaded documents remain in your online profile but they will not attach automatically to your current application. It is the applicant's responsibility to ensure that all required documents uploaded are clear, legible, and in proper format or risk being disqualified.
- Applicants must completely detail their work experience on the employment application. An application will be considered incomplete if a resume is used instead of completing the work experience section.
- It is also important to keep your profile updated with personal data, work experience, education, and certifications.



2. Acceptable forms of proof for Educational Documents:

- A high school diploma, college degree, and official/unofficial transcripts are accepted. If a college degree does not reflect the academic major on its face, a transcript must be submitted. Transcripts must include the following: student's name, school name, major, number of credits, and degree completion.
- Foreign diplomas/degrees must be submitted with a credential evaluation report from an approved credential evaluation agency. For more information click on the **Get A Diploma or Degree** tab on our Career Seekers page.



3. Do you require assistance with our online application?

- If you're an individual with a disability, you can apply and compete for any job for which you are eligible and meet the qualifications. If you require assistance with the application process, please call and make an appointment to apply in person.