# HOW TO APPLY

**The application process has three (3) simple steps:**

1. Create a log in user name and password. This will enable you to come back and apply for additional positions as well as check on the status of a position.
2. Create your online application(s).
3. Apply your online application to a specific job opening prior to 11:59 pm Pacific Time on the closing date or initial screening deadline.

Once you have completed your online application, you are ready to use that application to apply for one of the jobs shown on the job postings page. You can use the Search feature on the web site to find any open position(s) that may interest you and for which you meet the qualifications. You may also use the same online applications to apply for future jobs within the District.

When you apply your application to a job posting, you will be prompted at that time to answer supplemental questions (if applicable for the position), and to attach any applicable documents (i.e. resume, letters of recommendation, unofficial transcripts, etc.) along with your electronic application. It is important that you read and follow all instructions carefully.

**Your application has NOT been submitted to the District until you receive a CONFIRMATION # from the system. This confirmation number is your receipt that you have successfully submitted your application to the District.**

**\*Be sure to remember your user name and password so that you can log back into the system at a future time.**

HR staff members are available to help applicants get started and to answer questions about the online site for applicants. You may contact the Human Resources Department at (909) 274-4225 or employment@mtsac.edu, Monday - Friday, 7:30 am - 4:30 pm and Friday.