

# Moraine Park Technical College

## Online Job Application Process

**Please follow the simple steps below in order to utilize the system:**

### Login

1. View the Moraine Park Technical College Web site at **[morainepark.edu/employment](http://morainepark.edu/employment)**.
2. Select "Career Opportunities."  
**First time users** select "Create your account" – you will need to establish a username, password and e-mail address. If you do not have an e-mail account, the system will provide a link for you to sign up for a free account.  
**Returning applicants** select "Login" and enter your username and password.
3. At this point you may:
  - Select "Search Jobs" to see Moraine Park's current career opportunities.
  - Select "Bookmarked Jobs" to view those you have marked from an earlier visit to the site.
  - Submit updated information and maintain a current application at all times by clicking on "Your Applications."
  - Upload updated cover letters, résumés, etc., by clicking on "Your Documents."

### Applying

1. When searching through the current career opportunities, click on the opening you are interested in. To apply for the position, click on "Apply to This Job."
2. Please fully complete the application by filling in all required fields.
3. Once the application is completed and signed electronically, click "Submit."

Once the application is submitted, you will receive a confirmation number as well as a confirmation e-mail. The status of the position you applied for can be viewed at any time by logging into your account.

**Free computer access is available at your Public Library, the MPTC libraries and the Department of Workforce Development.**

If you have questions regarding Moraine Park's new online application process, please contact Human Resources at 920-924-6402.

### Frequently Asked Questions (FAQs)

- **Can I apply directly with the hiring department? Can I submit materials via e-mail, mail or fax?**

*The Moraine Park Technical College jobs online application system is the central intake point for all application materials. If you have questions or concerns regarding our application process, please contact Human Resources.*

- **I don't have an e-mail account. Can I still apply through the online application system?**

*All applicants must create an account to use the online application system and, as part of this registration process, you will be asked for your e-mail address. If you do not currently have an e-mail address, you will be prompted with a link and instructions to create a free e-mail account.*

- **What if I have submitted application materials prior to the new online application system, can I still use those materials for positions that are open?**

*To ensure we have the most up-to-date information, we will no longer utilize hard copy materials. We are asking you to update your materials using our online application system.*

- **Where can I view Job Postings and apply?**

*Please visit our Web site at **[morainepark.edu/employment](http://morainepark.edu/employment)**. Click on Career Opportunities for a list of our current job postings and to apply to a position.*

- **May I use more than one résumé?**

*You can submit a new résumé for each position that you apply for. The site will hold several versions of your résumé and cover letter. These can later be attached to subsequent jobs you apply for and can be viewed by logging into your account and selecting "Your Documents."*

- **Who should I address my cover letter to?**

*Please address your cover letter to the Hiring Committee.*

- **How do I view the status of a position I've applied for?**

*Once you login to your account and select "Your Applications," you can view the status of your completed and/or archived applications.*

- **What are the next steps in the hiring process after I submit my application?**

*After the posting closes, our screening committee will review all applications to select candidates to be interviewed. The selected candidates will be contacted by phone or e-mail. The status of the position you applied for can be viewed at any time by logging into your account.*