



Forward Thinking, High Achieving.

INSTRUCTIONS TO APPLICANTS

For questions, please contact the
Human Resources Department.
(406) 728-2400 ext. 1035

Important Notes to Get Started

- * If applicable for the position, cover letter, resume, unofficial transcripts, 3 reference letters, license/certification(s), test scores, etc. **must** be saved to the computer you are working from **or** to a flash drive so the items may be uploaded to your application. Each job posting lists the required application documents for that position.
- * You must have each **category** of documents (i.e. transcripts, reference letters, license, etc.) saved **separately** as you will upload them from your computer to your application **separately**.
- * **Internet Explorer is the most compatible browser.** Generally Mozilla, Firefox, Google Chrome, Safari, etc. are not compatible for completing the online application.
- * Web site: www.mcpsmt.org
 - * Click on **"Employment"** on the far right of the green bar
 - * Click on the large green dot that says **"Click Here"**
 - * Click on **"Employment Opportunities"** on the right

Registering & Completing the Online Application

New Applicants:

- * Click on **"Create New Account"** in the center toward the top of the page
- * Fill in First Name, Last Name, Zip Code, Email, and the Validation Numbers
- * Click on **"Create Account"**
- * A message will appear on your screen:
"A PIN is required to access your account in the future. Your PIN is ---." (Note: You will also receive a confirmation email.)
- * Click on **"Continue"**
- * The **Employment Opportunities** page will come up
- * Locate the Job Posting of the position for which you are interested in applying
- * The left column of the Job Posting a link is provided to access the **"Job Description"** for the position.
- * The right column provides **Special Requirements/Notes** for review for the Job Posting.
- * Click on the **"Apply"** at the bottom of the right column of the Job Posting.
- * **"Important Instructions"** are provided that **must** be reviewed prior to proceeding to complete the online application.
- * Following the review of the instructions, scroll to the bottom of the page and Click on either **"Next Section"** to proceed **or** **"Save for Later"** for completion of the application at a later time.
- * Proceed by following the instructions on each screen to complete the application.
- * Pay close attention to areas requiring dates (**mm/dd/yyyy**) and phone numbers (**xxx-xxx-xxxx**) as these sections **require** information in the specific format noted.
- * Continue through the entire application, completing every section/screen that is required by the **red ***.
- * Some Job Postings **require** the upload of attachments (cover letter, resume, transcripts, reference letters, license, etc).
 - *Click on the **"Browse"** button to find the applicable document
 - *Select the applicable document
 - *If additional documents need to be uploaded in an applicable area, select the **"Add Another"** link and proceed following the same instructions.
- * Once all sections of the application are complete, select **"Review Application"**
- * The initial instruction screen will appear. Scroll through the document to review all sections of the application. **Make changes as needed.**
- * **FINAL STEP** = Click **"Submit Application"** for the application to be submitted and received.
- * Once submitted, a confirmation email is sent to the email provided when registering.