



Are you a **NEW** applicant?

Create an online application profile through the HR/Payroll Web site at www.lwtc.edu/hr

- 1) Click on "Jobs @ LWTC" then "Apply for a Job"
- 2) Review all information listed on the "Apply for a Job" page
- 3) Click on "Begin your online application"



[Begin your online application](#)

(NEW applicants) Use this link to create a User ID and password, start a new application profile, then apply for a job

- 4) The introduction page for new applicants appears
 - Review all instructions detailed in the online application system
 - Follow each step of the online application in order
 - You are given a User ID and password – keep this information on hand and secure to log into your application profile at any time
 - Once your application is complete, the online system asks if you'd like to apply for a job now. Click "YES" to review job openings and apply for specific jobs

To submit a complete application through the online application system, you must:

- Have a valid email address. FREE email is available through various online providers such as Hotmail www.hotmail.com, Yahoo www.mail.yahoo.com, or Google Gmail www.gmail.com
- Make a note of your User ID and password so you can log into the system at any time
- Upload electronic versions of your resume and cover letter as part of your online application – only Microsoft Word documents accepted

If you are not able to complete the entire online application at one time, you can log off the system and log back in at any time to finish; your entries up to the point you log out will be saved

- Review the next section on "Are you a CONTINUING applicant?"

Note: If you have already been *hired* for a job at the college, please see your supervisor for employment documents that need to be completed.

Are you a **CONTINUING** applicant?

If you did not finish your online application you can complete it at any time and then apply for specific jobs:

- 1) Visit HR/Payroll Web site at www.lwtc.edu/hr
- 2) Click on "Jobs @ LWTC" then "Apply for a Job"
- 3) Review all information listed on the "Apply for a Job" page
- 4) Click on "Continue your online application"



[Continue your online application](#)

(CONTINUING applicants) You do not have to complete your application profile all at one time. Use this link to complete your application profile if not finished, then apply for a job

- 5) Follow each step of the online application in order
- 6) You are given a User ID and password – keep this information on hand and secure to log into your application profile at any time
- 7) Once your application is complete, the online system asks if you'd like to apply for a job now. Click "YES" to review job openings and apply for specific jobs

Are you a **PREVIOUS** applicant? (You've already completed your online application)

If you have already completed an online application profile and want to either update your application information or apply for jobs:

- 1) Visit HR/Payroll Web site at www.lwtc.edu/hr
- 2) Click on "Jobs @ LWTC" then "Apply for a Job"



(Previous applicants – continued)

- 3) Review all information listed on the “Apply for a Job” page
- 4) Click on “Update your online application”



[Update your online application](#) (PREVIOUS applicants) Use this link to log in with your User ID and password, and update your application with new or changed information, then to apply for a job

- 5) LOG IN using your User ID and password
- 6) Select the appropriate section tab for what you want to do in the online system:
 - Update Application – update or add more information to your application profile
 - Letter/Resume – upload or update your letter and resume
 - Apply For a Job – apply for jobs

Check the status of current job openings on the HR/Payroll Web site at www.lwtc.edu/hr

- Click on “Jobs @ LWTC” then “Job Openings”
- Click on the specific job for which you applied or are interested in applying

Applicants selected for an interview are usually contacted by phone 2 to 4 weeks after the job closes; all applicants receive email notification when a job is filled

Common Questions About the Online Application Process

- Q.** Do I have to use the online application process? Can I turn in a printed or written application form, resume, and cover letter?
- A.** You may only use the online application process to apply for any job at LWTC. We do not accept hard copies of applications, resumes, or cover letters.
- Q.** I don't have a computer at home. How can I access the LWTC Web site to apply for a job?
- A.** You can access the online application system from any internet-connected computer. Computers are available on campus at:
- the college library
 - various kiosks on campus
- If you are off campus, try these options for internet-connected computers:
- public library
 - internet café
- Q.** I don't have time to fill out the whole application right now. Can I do it later?
- A.** Yes: you can start your application, log off the system, then log back in and finish whenever convenient for you. See the “Are You a CONTINUING applicant?” section on the reverse side of this page for more information.
- Q.** Can I apply for more than one job?
- A.** You may apply for multiple jobs. First review the jobs in which you are interested to ensure that you are qualified to apply. Then, login to the online application system as described in the “Are you a PREVIOUS applicant?” section on the reverse side of this page.
- Q.** Can I upload more than one resume or letter for multiple jobs?
- A.** At this time, you may only upload *one* cover letter and *one* resume into the online application system. If you have updated your letter or resume you can, however, replace your previously uploaded documents with your updated ones.
- Q.** I'm having technical problems opening the online application – what do I do?
- A.** Please note the online application system is best viewed in the following internet browsers: Internet Explorer, Firefox, Safari, or Opera. Keep trying as we look forward to receiving your application. If you continue to have problems, contact Human Resources at hr@lwtc.edu or (425) 739-8212.
*Not recommended for use with our online application system: Netscape Navigator.