



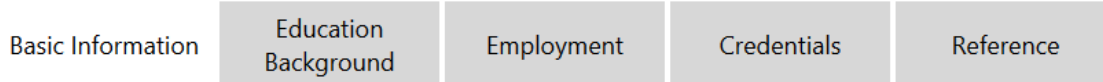
MCCSC hiring managers access employment applications electronically. To ensure your application materials reach the hiring managers in a timely manner, we do respectfully request all candidates complete an online application. Included below are instructions for submitting an electronic employment application through our corporation website.

***Monroe County Community School Corporation (MCCSC) Online Job Application Instructions:***

- Log onto the Monroe County Community School Corporation website at: [www.mccsc.edu](http://www.mccsc.edu).
- Click on **Employment** tab.
- Click on **Online Postings and Application**.
- Click on **Sign In as Applicant**
- Click on **New? Sign Up**.
- Provide all required information and click **Register**.
- Use your new user name and password to **Login**.
- Click on **Common Information**.

Common Information is used to populate information across the applications you complete as you apply to jobs at the district. It's recommended that you begin by completing your common information, and then apply for jobs you're interested in.

1. Use the tabs along the top to complete your Common Information profile

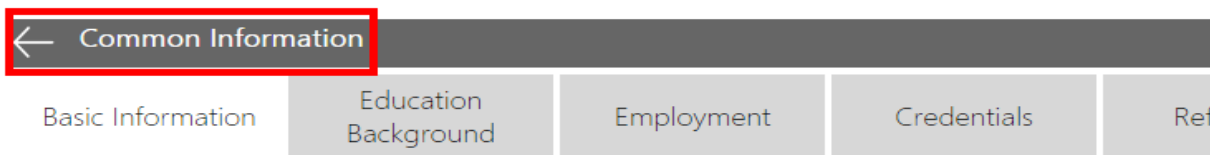



2. Fill out all required fields "\*" and other information in each section

3. To save your changes click on the Actions Button



4. Return to the previous screen you were on using the arrow (located in the upper-left corner of your screen)



You can return to your My Desktop homepage by clicking on the  icon

## Apply to a Job

- Click on **View Job Postings**.

You can search for open positions under

▶ **Active Job Postings**

To Apply:

1. Click on the name of posting you want to apply to
2. On the screen to the right you will be able to view a description of the position requirements

**Actions**

3. Scroll to the bottom of the page and click on and then select "**Apply**"

1. Once you've selected "Apply" the screen will change to the application for that posting
2. To the left is a listing of the application's sections which you will click between to proceed through the application. Each of these sections must be completed. Once completed, a green checkmark will appear next to that section.
3. To the right is the information you will complete for that section
  - a. A "\*" indicates a required field that you will need to complete in order to apply
  - b. Your common information will populate automatically as you move through the application. If you want to edit your common information just click on

**Actions**

**Actions**

4. When you are ready to apply, click on located along the left side of the page and select "Apply" to send your application to the district. You can also "Save" your changes at any time and return back to it later

## **View or Edit your Application**

You can return to the application for a job you applied to under

▶ **Applied Job Postings**

To View or Edit your Application, Withdraw from a Posting:

1. Click on the name of the posting you applied to

**Actions**

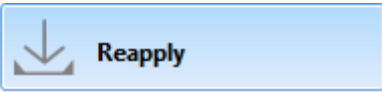
2. Click on the name of the posting you applied to

Select



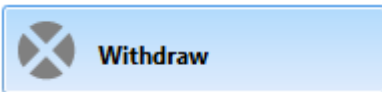
to edit any information in your application

Select



to refresh your application date

Select



to remove yourself from consideration for this position

1. Once you've selected "Apply" the screen will change to the application for that posting

2. To the left is a listing of the application's sections which you will click between to proceed through the application

3. To the right is the information you will complete for that section

a. A "\*" indicates a required field that you will need to complete in order to apply

b. Your common information will populate automatically as you move through the application. If you want to edit your common information just click on

**Actions**

**Actions**

4. When you are ready to apply, click on **Actions** located along the left side of the page and select "Apply" to send your application to the district. You can also "Save" your changes at any time and return back to it later

Supplemental documents such as: license(s), resume, letters of reference, transcript(s), cover letter, etc. may be attached to your application. Individuals applying for a position that requires the aforementioned documents are encouraged to attach all documents at the time of application.

Please contact Leisa Crandall if you have any questions: (812) 330-7700 extension 52501 or [lcranda@mccsc.edu](mailto:lcranda@mccsc.edu).

**Thank you for your interest in Monroe County Community Schools!**