

Returning Applicant: If you have previously filled out a classified application or employee transfer request, and are returning to apply for additional vacancies, there are four tasks you will want to complete.

1. Login to your application by clicking the “Returning to Apply For Additional Positions”
2. Go directly to the “Vacancy Desired” page and select the new positions you wish to apply for.
3. Review and if necessary, update information on your application pages. Please double check your contact information to ensure it is current.
4. Once the first two steps are completed, click “Submit” on the last application page to ensure your application is updated and submitted for the newly selected vacancies.