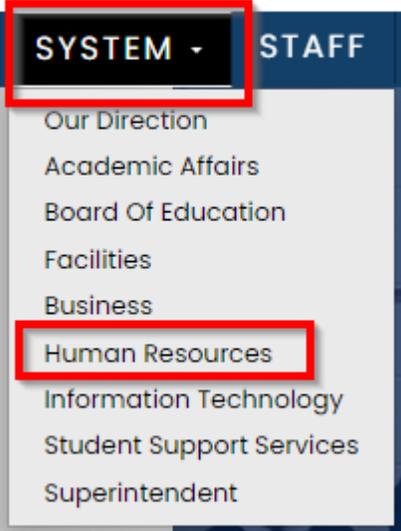
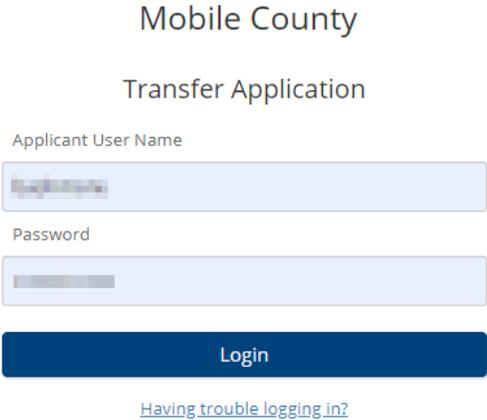
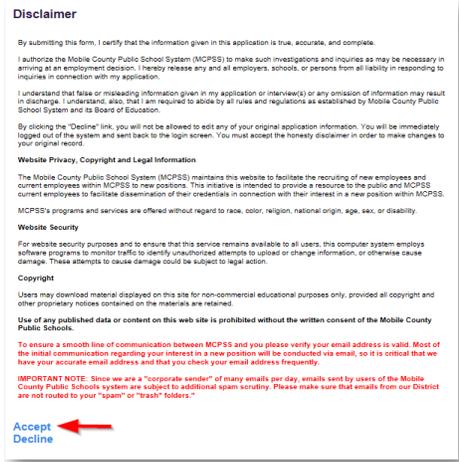
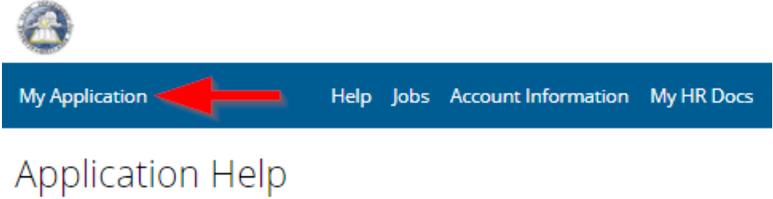




<p>1. Go to: www.mcps.com</p> <p>2. Click SYSTEM, then click Human Resources.</p>	
<p>3. Under the EMPLOYMENT header, click Job Opportunities.</p>	
<p>4. Click the Apply Now! button.</p>	<p style="text-align: center;"> <u>Certified Postings</u> <u>Classified Postings</u> <u>Administrative Postings</u> <u>Substitute Postings</u> </p> <p style="text-align: center;">  </p>

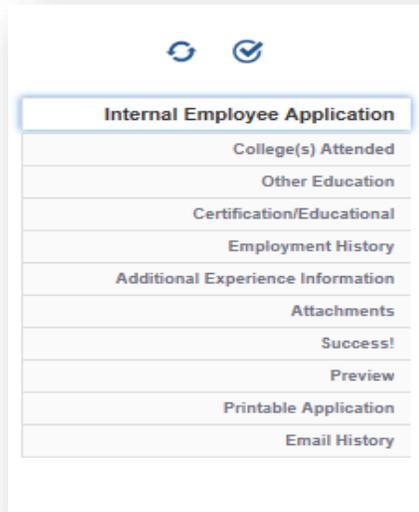


<p>5. Click the Transfer Application link.</p>	<p>New Applicants click the following link to create an account or to login and apply: Standard Application</p> <p>Current Employees click the following link to login and apply: Transfer Application </p> <p>Substitutes click the following link to create an account or to login and apply: Substitute Application</p> 
<p>6. Enter your credentials, then login to your application.</p>	 <p>The screenshot shows the 'Mobile County Transfer Application' login page. It includes fields for 'Applicant User Name' and 'Password', a 'Login' button, and a link for 'Having trouble logging in?'.</p>
<p>7. Click “Accept” at the bottom of the Disclaimer page, if you accept the terms as provided.</p>	 <p>The screenshot shows a disclaimer page with various terms and conditions. At the bottom left, there are two links: 'Accept' and 'Decline'. A red arrow points to the 'Accept' link.</p>
<p>8. Click “My Application” from the Welcome screen (at the top-left corner in the blue bar).</p>	 <p>The screenshot shows the 'Application Help' page. At the top, there is a blue navigation bar with several links: 'My Application', 'Help', 'Jobs', 'Account Information', and 'My HR Docs'. A red arrow points to the 'My Application' link.</p>



9. Fill out each item marked with a red asterisk (*) on each page of the Application Menu and click the blue “SAVE AND NEXT” button at the bottom once you finish each page.

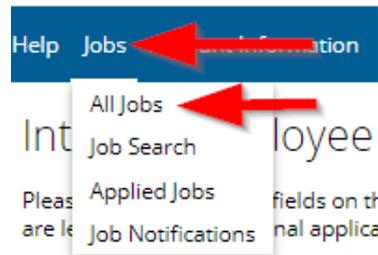
- For existing applications, be sure to review and update all previously entered information prior to applying for a job.



You must click the "Save and Next" button in order for your changes to be saved.



10. Click on “Jobs” then “All Jobs” (in the blue bar at the top of the page) to view the list of available positions to apply for.



11. Click the blue “VIEW/APPLY” button next to the job title that you are interested in to open the job description page.





12. Click the blue “**APPLY FOR THIS JOB**” button at the top-left of your screen to attach your application to the job advertisement.



13. You will be taken back to the page that lists all jobs and should see “Yes” under the “APPLIED” column on the right-hand side of your screen.

SYSTEM/SCHOOL	APPLIED
Mobile County	No
Mobile County	No
Mobile County - Middle/Spec - Scarborough Middle School	Yes

14. You may apply for as many jobs as you are interested in by repeating steps 10 – 12.

