

APPLY FOR JOB

You may apply for a job opening either from the search results or by clicking on the job posting and applying after viewing the description.

Job Description

Job Details	
Job Title Administrative Professional	Job ID 900040
Location Twin Cities	Full/Part Time Full-Time
Regular/Temporary Regular	

Apply online by clicking "Apply for this posting" and following the instructions. You will be given the opportunity to attach a CV/resume. This is a required document for full consideration.

Additional documents may be attached after application by accessing your "My Activities" page and uploading documents there.

[Apply](#) [Save Job](#) [Email to Friend](#)

[Return to Previous Page](#)

We will walk through the process as a new applicant who is applying for a job.

If you click Apply, and are a new external applicant, you will first go to the Sign in page.

Sign In

You must sign in to continue.

*User Name	<input type="text"/>	Forgot User Name
*Password	<input type="password"/>	Forgot Password
<input type="button" value="Sign In"/>		
Don't have a User Name or Password?		Register Now

* Required Information

[Return to Previous Page](#)

As a new applicant, click Register Now.

(If you have previously registered in Careers, then you may enter your User Name and Password and click the Sign In box.)

The registration page appears after clicking Register Now:

Register

If you are new, you must first register in order to continue.

Account Information

*User Name	<input type="text"/>	<small>Please select a password that: (1) Has minimum of 6 total characters with at least 1 digit and 1 uppercase character. (2) Does not match your user name. (3) Does not match any of your email addresses.</small>
*Password	<input type="password"/>	
*Confirm Password	<input type="password"/>	
*First Name	<input type="text"/>	
*Last Name	<input type="text"/>	

Contact Information

Primary Email Type	Home	<input type="text"/>
Email Address	<input type="text"/>	
Primary Phone Type	Home	<input type="text"/>
Phone	<input type="text"/>	Ext <input type="text"/>
Preferred Contact Method	Not Specified	

Address Information

Country	United States	<input type="text"/>
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
Address 3	<input type="text"/>	
City	<input type="text"/>	State <input type="text"/>
Postal	<input type="text"/>	County <input type="text"/>

Terms and Agreements

In order to create an account with us and submit applications for positions with our company you must read the following Terms and Agreements and select the "I agree to the Terms and Agreements" checkbox before registering.

In the event that you do not accept our Terms and Agreements you will not be able to submit applications for positions with our company.

You agree to the storage of all personal information, applications, attachments and draft applications within our system. Your personal and application data and any attached text or documentation are retained by our company for a time period in accordance with all relevant data legislation.

You agree that all personal information, applications, attachments and draft applications created by you may be used by us for our recruitment purposes. It is specifically agreed that we will make use of all personal information, applications, attachments and draft applications for recruitment purposes only and will

I agree to the Terms and Agreements

Register

Already Registered?

Sign In Now

* Required Information

You will need to create a User Name and Password that meets the minimum requirements, provide your name, and include an email address. You also have the ability to enter address information. Once you have completed this, click the check box next to "I agree to the Terms and Agreements" and click the Register button.

I agree to the Terms and Agreements

Register

This button will be grayed out until you agree to the terms and agreements. Once the button has changed color to yellow, you may click the button in order to continue with applying for a job.

Once you register, you will be guided through the steps of the application process. If a job opening has questions associated with it, they would appear after Applicant References.

