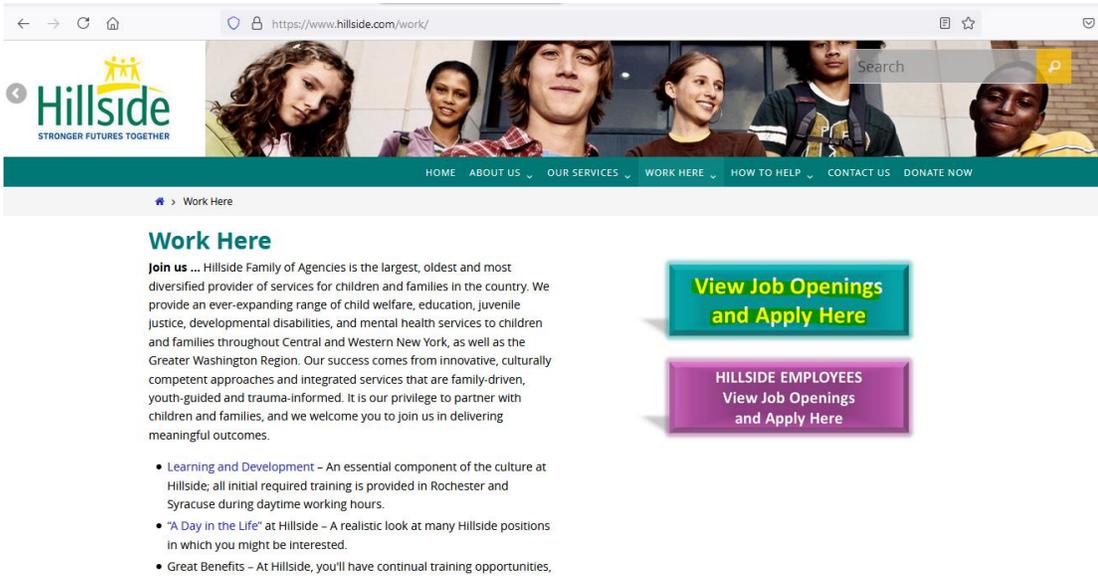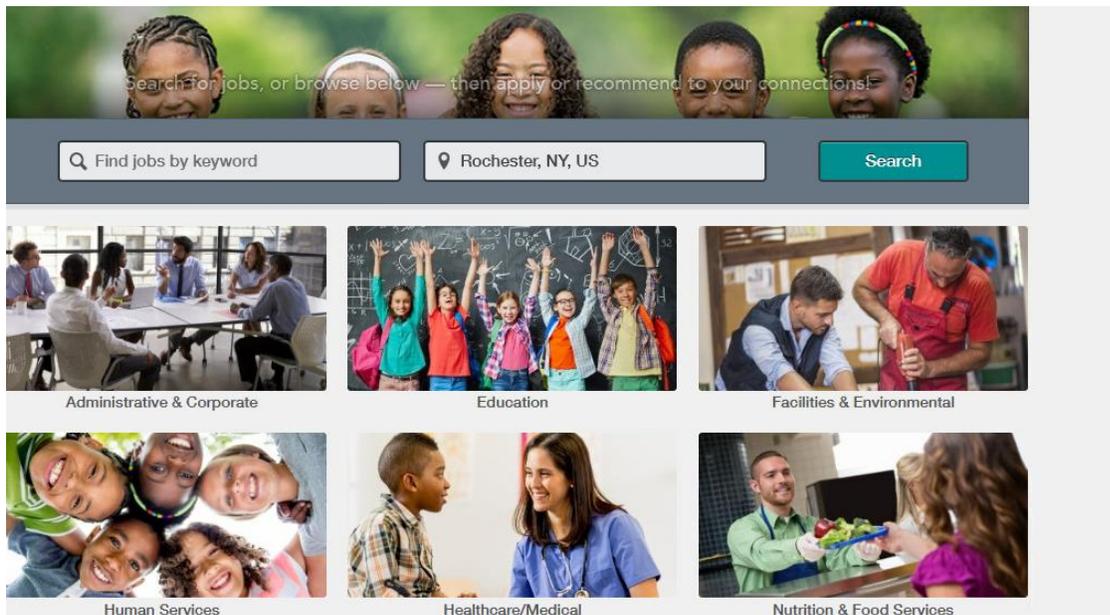**HOW TO APPLY FOR JOBS AT HILLSIDE**

Under the "Work Here" tab, click on the green "**View Job Openings and Apply Here**" icon

Search for jobs either by key word and/or location OR click one of the 6 picture icons to view openings in that category. (see graphic below)

From there, open positions based on your search criteria will be displayed for your review. On the left side of the screen you can select additional search criteria to only see job openings that fit your specific needs (job level, job type, travel preference, etc.). Use this tool at your convenience to tailor your job search.

To learn more about a specific job, click the job title. If the job is a match for your education, experience and interest, click on the green "Apply for the Job" icon.

This will open a pop up box with the heading "**Apply for this Job**". Please read the instructions carefully.

* If you are a first time user of our system, you will need to first enter your email address and then enter your first and last name and click "start your application". From there, follow the prompts to create your account!

* If you are a returning user to the system, enter your email address and click "go". Then enter your user name and password and click "login" to view openings and apply to open positions.

Once logged in, complete all required fields of the job application and submit for next steps. The system will remember your answers from the first time you complete the application, so applying for additional positions should be quick and easy!

You will want to complete a job application for each open position you would like to be considered for.

Applicants experience best results when using a desk or lap top computer.