# HOW TO APPLY ONLINE FOR A MOUNTAIN LINE JOB

Your career search starts on the Mountain Line website where you will be able to look at open positions and then create an account to submit and monitor applications.

Getting You Where You Want To Go

LOOK FOR OPEN POSTIONS

1. Start at **www.mountainline.az.gov/jobs** (or click on the **EMPLOYMENT** tab at the top of Mountain Line's home page – **www.mountainline.az.gov**)

2. Check out the list of open positions and click on any that interest you to learn more. Or click where it says "See all available positions and apply online" to visit the main hiring page where you can search for jobs using the keyword, categories, and/or location option.

3. Select an open position and click the blue **APPLY FOR JOB** button in the job description.

4. Sign into your existing account or create a new account to upload and manage your personal application information.
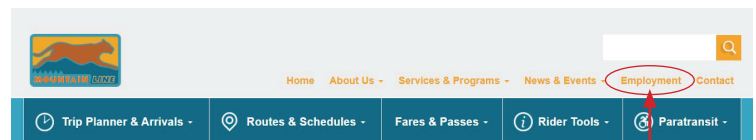
Click on the **EMPLOYMENT** tab at the top of Mountain Line's home page.
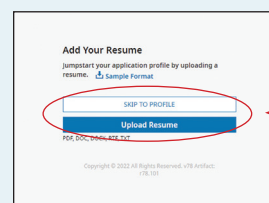
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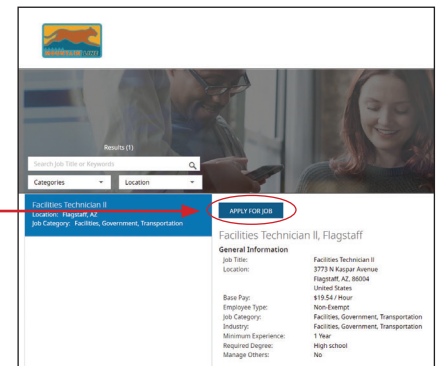
TO CREATE A NEW ACCOUNT

1. Click **CREATE NEW ACCOUNT** on the secure application site.

2. Enter the email address where you wish to receive news regarding positions you are interested in.

3. Re-enter that email address to confirm.

4. Enter your first and last name (do not use nicknames).

5. Enter a password (must be a minimum of 6 characters).

6. Re-enter your selected password.

7. Enter the postal/zip code where you reside.

8. Click **SAVE & CONTINUE**.

9. You may upload a resume or click the **SKIP TO PROFILE** button.

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GENERAL APPLICATION INFORMATION

- Fill in blank fields. Some areas may autofill, so make sure they are correct. Edit those sections if necessary.

- Click on the field you want to add information to and type in your answer.

- Click the white **SAVE** button at the bottom of the screen to save your work. We recommend saving your work every 15 minutes.

- Click the blue **SAVE & CONTINUE** button at the bottom of the screen to save your work and continue to the next step of the application.

- You can also click the **POPULATE FROM LINKEDIN** button at the bottom of the screen to connect your application to your LinkedIn account.

- Tabs on the left show each section of the application.

- Completed sections will have a green check mark.

- Some positions have agency questions: Questions with a red asterisk are required. All other questions are optional.

- Select a security question to help keep your account secure.

Tabs on the left show each section of the application.

Fill in blank fields. Some areas may autofill, so make sure they are correct. Edit those sections if necessary.

TO SUBMIT YOUR APPLICATION

1. Complete each section of the application.

2. Scroll to the bottom of the Application Summary and click **APPLY WITH SIGNATURE** to agree to the Consent/ Acknowledgement or click **APPLY WITHOUT SIGNATURE** to withhold your agreement. If an applicant withholds the agreement, the application will not be submitted.

3. A confirmation pop up will appear on your screen. Click **OK** to be redirected to the "My Applications" page of your profile.

Scroll to the bottom of the Application Summary and click **APPLY WITH SIGNATURE** to agree to the Consent/Acknowledgement or click **APPLY WITHOUT SIGNATURE** to withhold your agreement.

mountainline.az.gov