

Online Application for NEW Temporary Employee

(Online application only for BRAND NEW Student Assistants, Short-Term Hourly, Professional Experts and Substitutes who have never worked at Mt. SAC.)

<https://hrjobs.mtsac.edu/postings/12797>

1. Click on Apply for this Job.

The screenshot shows the Mt. San Antonio College HR website. The header is dark red with the college name. Below the header, there's a navigation menu with links like Home, Search Jobs, Create Account, Log In, and Help. The main content area is titled "Temporary Employment (Short-Term, Professional Experts, Student Assistants, Substitutes)". There are three buttons: "Bookmark this Request to Recruit", "Print Preview", and "Apply for this job". The "Apply for this job" button is highlighted. Below the buttons, there's a "Posting Details" section with a table of information:

Posting Number (Application)	014
Job Title	Temporary Employment (Short-Term, Professional Experts, Student Assistants, Substitutes)
Department	Human Resources
Employee Classification	Short Term/Temporary
Term (months/year)	
Salary	Varies - Minimum Wage is \$12.00 an hour
Open Date	
Initial Screening Date	
Open Until Filled	No
Basic Function/Overview:	

2. Log in. If you do not have a login, an account must be created first in order to log in.

The screenshot shows the "Log In" form. It has two input fields for "Username" and "Password". Below the password field is a link that says "Forgot your username or password?". There are two buttons: a green "Log In" button and a blue "Apply with LinkedIn" button. At the bottom, there is a link that says "Or Create an Account" which is circled in red.

3. After online application form is completed, Certify and Submit Application to receive an Online Application confirmation code. Provide the confirmation code to your hiring department.

The screenshot shows the Mt. San Antonio College HR website after the application has been submitted. The header is dark red with the college name. Below the header, there's a navigation menu with links like About Us, Academics & Training, Admissions & Aid, Campus Life, Students, Faculty/Staff, Alumni, and Community. The main content area has a green box that says "Your Application has been submitted." Below that, there's a section titled "You have successfully submitted your Application." with the confirmation code "CN000136224". There's also a thank you message and a link to view the completed application or continue the search.