



FAQ: Job Application

- ✓ Applying for Jobs - New positions are posted every Friday!
- ✓ How do I create an account?

Follow these steps to create an account:

 1. Go to the [Careers at KCKCC](#) and click [Create an Account](#).
 2. Create a username and password.
- ✓ What to do if I forgot my username and password?
 1. Go to the [Careers at KCKCC](#) > My Account and click on [Retrieve your Login](#).
 2. To retrieve your username, enter your email address when prompted and click Submit. Note: If you no longer have access to the original email, you will need to create a new account.
 3. An email containing your username will be sent to the email address you used to sign up. Please check your 'spam or junk' folder for this email.
- ✓ How do I apply for an open position?
 1. Go to the [Careers at KCKCC](#) and log in. Search for jobs by employee categories or click on [View Career Opportunities](#).
 2. Search for and select the posting for which you want and click on 'Apply Now.'
 3. For your application to be considered for initial screening, you should fully describe all your work experience and/or training. Required sections and documents will be denoted with an asterisk (*). Other sections may not be required; however, it is recommended that applicants complete the entire application and answer all questions if applicable.
 4. Until you submit the application, you can save & finish it later and return to edit it.
 5. You will be prompted to answer supplemental questions and attach any required documents. Applications that are submitted without all required documents may be disqualified.
 6. Your application has not been submitted until you receive a confirmation email from the ApplicantStack Recruitment System. If you are unable to 'Submit', scroll to the top of the page to see the submission error to correct before you can submit.
 7. Please note that the jobs portal site automatically times out if you leave your computer idle for more than 60 minutes. If you time out or exit the site before saving your employment application, your data will not be saved, and you will need to re-enter your application in its entirety.
 8. If you are interested in being considered for other positions, you must also apply separately to those positions. While some or all your previously submitted application information may pre-populate, we encourage you to review your application and make any applicable changes related to the new position.