



ONLINE APPLICATION PORTAL INSTRUCTIONS

You can now APPLY for open positions online from ANY device

Ways to access application portal:

- ◆ On this computer kiosk
- ◆ Scan QR Code
- ◆ Visit www.midwestcityok.org/jobs



BEFORE GETTING STARTED:

- You will be required to create a login
- You will be required to provide an email address
- You will be required to provide a valid phone number
- You are not able to attach or upload a resume on this kiosk but can provide a copy to the HR office or email to apply@midwestcityok.org
- Your application is not complete until you hit SUBMIT
- You will receive an email confirming that we received your application
- Please Log Out once you are finished
- Watch your email for further communication

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE PLEASE GO TO THE HR OFFICE DOWN THE HALL ON THE RIGHT SIDE OF THE INFORMATION DESK