## Searching Job Postings and Applying

1. Click **Search Jobs** from the Apply to Education Homepage (www.applytoeducation.com).

2. Type in **St. Clement's** in the **Employer** search field.

3. Click the **Search** button to view your job search results.

4. Select the **Position/Subject** of the job posting of interest to view the job description.

5. Click the **Apply Online** button on the bottom of the page of the job description page and answer any job posting related questions.

## How Do I know I Have Successfully Applied?

You receive **3 Confirmations** when you successfully apply to a job posting:

1. A pop up advising you of your successful application submission

2. An email confirmation with the details of the posting

3. The posting appears in your **Job Application Log** under the **Job Postings** section.

## Activating a Job Alert

1. Create your account to apply online or log into an existing account.

2. **Search jobs** in your account.

3. At the bottom of the **'Job Search Results'** page select **'Yes'** for **'Save Search'**, select **'Yes'** for **'Job Alert'** and then give your search a name.

4. Click **SAVE** to save your job alert and saved search.