**Applying for State of Montana jobs**

1. **EXPLORE THE MONTANA CAREERS SITE AND SEARCH FOR A JOB OPENING**

Go to <https://statecareers.mt.gov> to research job postings through the “Careers Section” or through “Current State Employee Career Section” for current employees.

You can search jobs by keyword, city or agency. For DLI you will want to search by “Labor & Industry” in the organization search at the top of the page. Click on the job title to view the details of the position. You can apply for the position by clicking apply online.

1. **APPLY ONLINE**

Found the perfect job? Simply click the “Apply Online” button at the top of the job posting’s page. It will ask you to log in. First time applicants must create a username and password on the State of Montana Careers site by clicking the “New User” button, filling in the fields and then click the “Register” button.

* **Resume and Application:** The first time you apply for a position, you will have the option to upload a resume; the system will extract data and automatically fill in the application with your information from the resume. If a resume is requested in the job posting, you DO NOT need to correct the application that auto populates (other than your Personal Information) as the application will not be reviewed for screening purposes. If a resume is not requested, you will want to proofread and correct the State Application before submitting.
* **Required Relevant Files:** If you are applying for a position that requires additional information such as resume, cover letter, or writing examples you can upload files in the Attachments section. Be sure that ALL files that are required and applicable are marked “Relevant.”

***Note:*** Attachments are tied to your candidate file and not just one job application (resume, cover letters, writing samples, etc.). If you delete an attachment, it deletes it from all applications. Be sure to use separately named attachments that are specific for each job position you apply for to limit confusion.

**Important**: If you are claiming disability and/or veteran employment preference, DO NOT upload those documents in this online job application. You will receive an email stating where to send those.

1. **SUBMIT YOUR APPLICATION**

You can only submit your application on the Summary page. The application must be submitted by 11:59:00 PM, in Mountain Standard/Daylight Time, on the date the position closes.

 Be sure to check your email frequently as communications are sent to your email throughout the selection and hiring process.

For more detailed information and steps for applying for a State of Montana job please visit the [Candidate Tutorial.](https://statehr.custhelp.com/app/answers/detail/a_id/903)