



Division of Human Resources

Mobile County School System uses an online application for **current employees** desiring to apply for a position that is **advertised**. This online application is the only means to apply for an advertised vacancy.

To begin the process:

You must access your online application.

Please visit www.mcps.com. On the main page, under the heading “**Apply For,**” select “**Job Opportunities.**”> At the top of the **Job Openings** page, there are three sentences with links. Select “**Internal Applicants CLICK HERE**” to proceed to the Transfer Application Login screen.

You will be asked to login to your account with a username and password.

Reminder: A valid email address is required during the application process. Ensure that the email address listed on your application is updated as all communication concerning your applied job status will be sent to this email address.

You will need to select an applicant type of Certified, Classified, and/or Administrative. If applicable, you may select all types. This information is at the beginning of the application before entering your name.

The “Applicant Type” that you select will determine which jobs you will be able to view. For example, if you select an “Applicant Type” of “Certified”, you will only be able to view and apply for Certified positions. Classified and Administrative vacancies will not appear unless you broaden your “Applicant Type” to include them. Each “Applicant Type” will require information pertaining to that classification.

To apply for an advertisement:

Select the Jobs tab at the top of the page, then select “All Jobs” from the drop-down menu. Review the job list and select the specific job number you are interested in by clicking the blue “VIEW/APPLY” button to the left of the job. To apply, click the blue “APPLY FOR THIS JOB” button at the top of the page. This will complete the process.

Please note, this process is date sensitive and will not allow your application to be posted to a closed advertisement. Carefully review the instructions and time frame of each advertisement.

Your application allows for attachments should you want to include a resume or other documents highlighting your qualifications for the advertised vacancy. For certified and administrative applicants, a resume is required.

If you have any questions you may contact one of the following HR representatives:

Administrative Employees

Dean Hassell – 221-4548

dhassell@mcps.com

Certified Employees

Krystal Smith – 221-4515

kvsmith@mcps.com

Classified Employees

Kristy Whitehurst – 221-4516

kwhitehurst@mcps.com