

# APPLYING FOR A POSITION

1. Click **Begin Your Search**
2. Search for Job

[Career Site](#) / [Jobs](#) / [Job Search](#)

## Job Search

Enter Keywords:

Human Resources

To select multiple values, hold down the Ctrl key (Command key for Macs) while making selections.

Select Location:

All

Select Category:

All

GO

3. Click on the position title
4. Click **Apply for This Job** at the bottom of the page
5. New page will load; click **Apply Now** at the bottom of the page.
6. Enter your username and password. *If you do not have a username and password click on **Register Now**.*

## Login

You must login or register in order to continue.

[Register Here.](#)

Login

User Name:  Password:

[Login Help](#) [Register Now](#)

7. Choose to **Copy and Paste Resume Text** or **Apply Using a Resume**.
8. Create your profile.
9. Complete the application.

Qualified individuals with a disability have the right to request a reasonable accommodation. If you are unable or limited in your ability to use or access our careers website as a result of your disability, request a reasonable accommodation by: (1) sending an e-mail to [gradytalent@gmh.edu](mailto:gradytalent@gmh.edu) or by calling (404) 616-2625 (2) informing us regarding the nature of your request and (3) providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for a reasonable accommodation will be responded to from this e-mail address and/or phone number.