

## Thank you for your interest in HOPES' Career Opportunities!

HOPES Community Action Partnership, Incorporated (HOPES CAP, Inc.) uses an online application portal called Paycom. If this is your first time applying to HOPES, welcome, and we look forward to receiving your application! HOPES has various positions, including Early Childhood Teachers, Cooks, Custodians, Administrative, and more.

## If you want to start your career in Early Childhood Education, consider applying to <u>the</u> <u>HOPES CDA Apprenticeship program. Click here</u>.

- First, review job opportunities on this website. Once you click on a desired position or positions, you will see Apply Now.
- Fill in your name, email, phone number, and resume; then click Start Application.
- As you fill out the application, you will need to upload or share education credentials/certifications and provide 2 professional references. These references can be from a previous supervisor or school official such as a dean, advisor, principal, or professor. \*Please note that HOPES HR follows up with references, and an unresponsive reference may slow down your application review.
- You will be able to save and resume your application at a later time if you need more time to collect the necessary information.
- Please note some applications may include the option to apply for similar positions with the same application.
- Once you submit a complete application(s), HOPES HR and Hiring Manager will review it.

Due to the volume of applications that we receive, the agency is unable to respond to telephone inquiries regarding the status of an application. You will receive a notification whether you are selected or not selected to continue in the recruitment process. You can also check the status of an application by using the "Manage Applications" link.