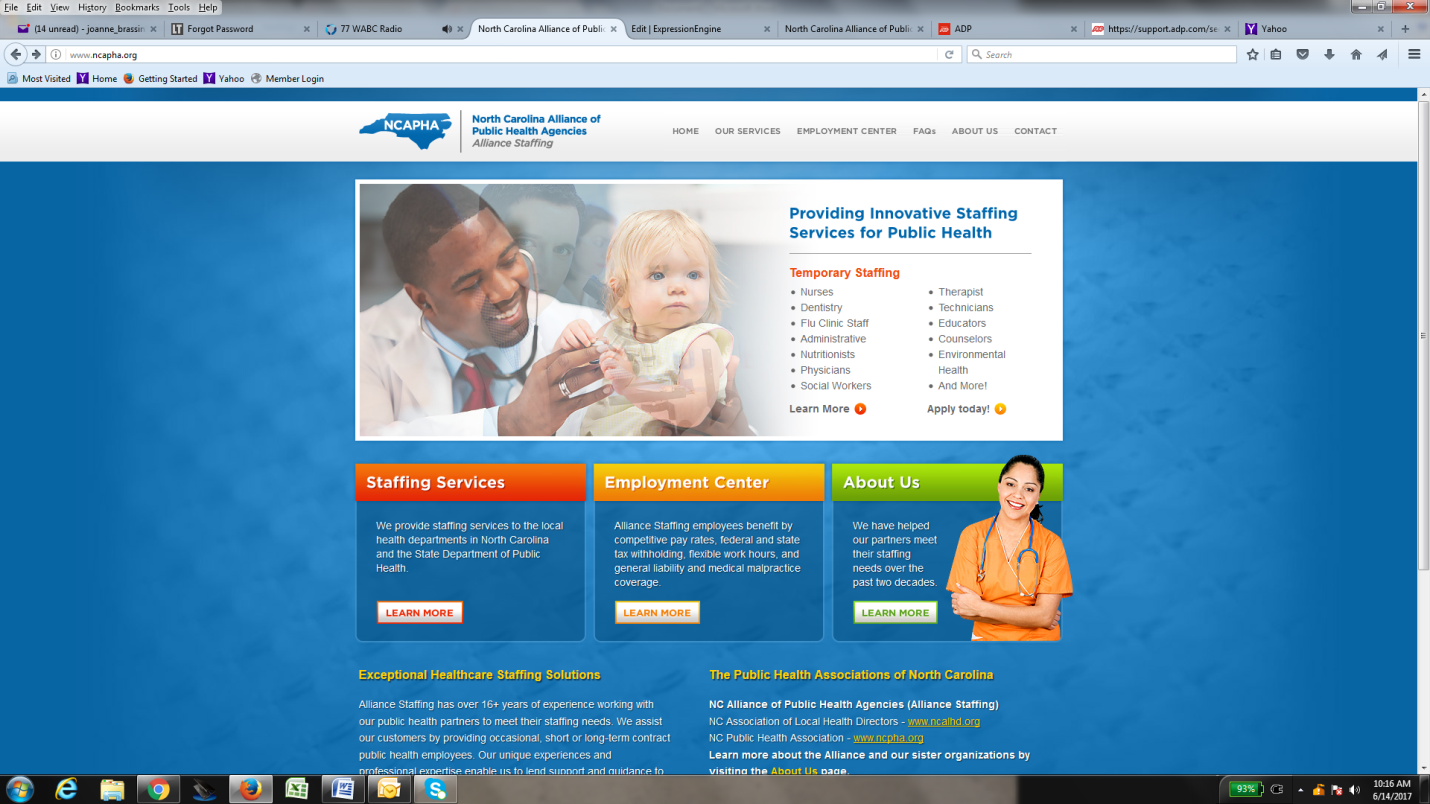
Instructions to apply online with upgraded ADP Work Force Now

Go to our website at: [www.ncapha.org](http://www.ncapha.org)

Above Green “About Us” box see “Apply today”



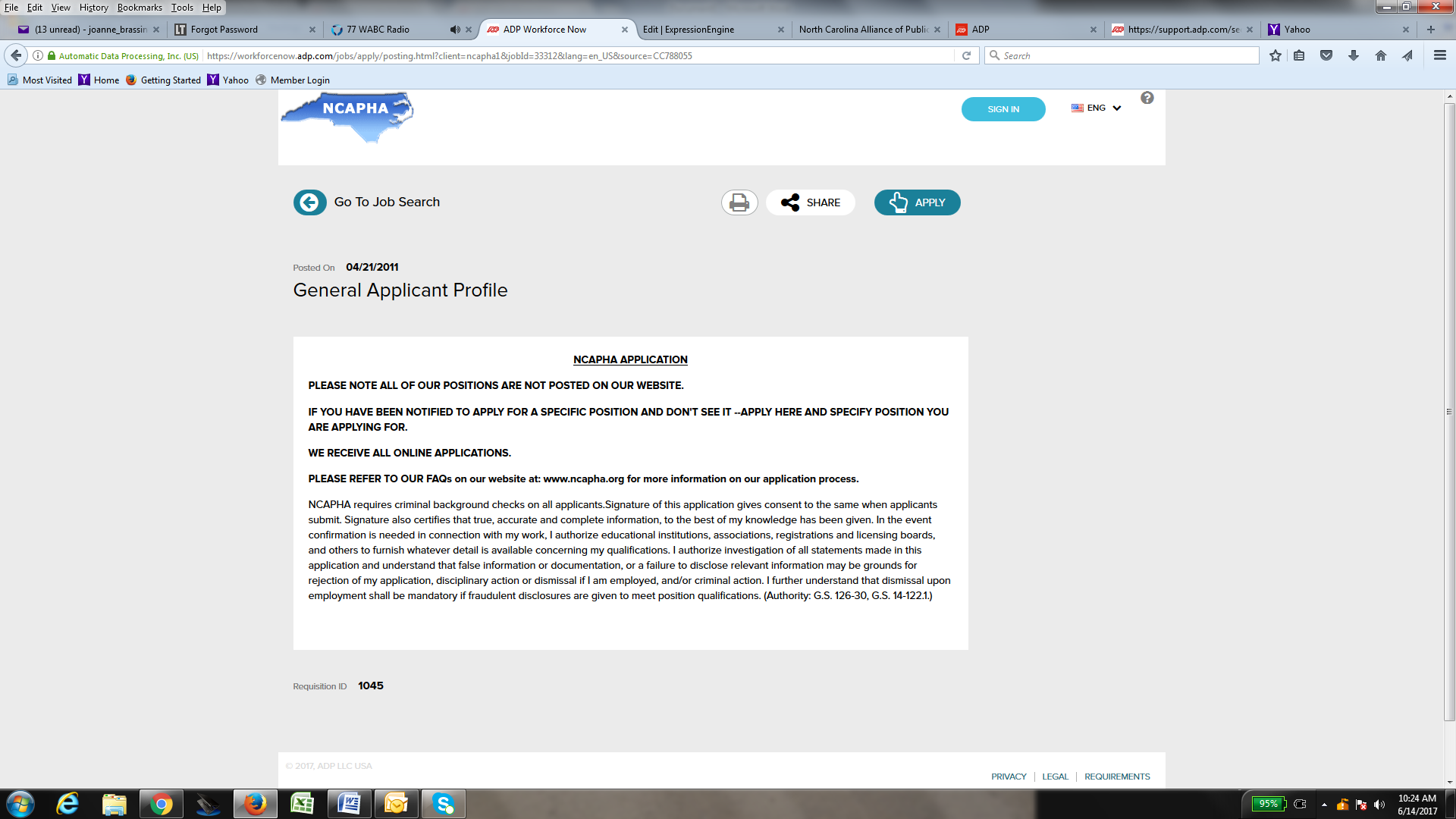
**You will be directed to ADP Work Force Now (see example below)**

1.) You’ll need to set up a Profile by selecting “apply” on upper right hand corner

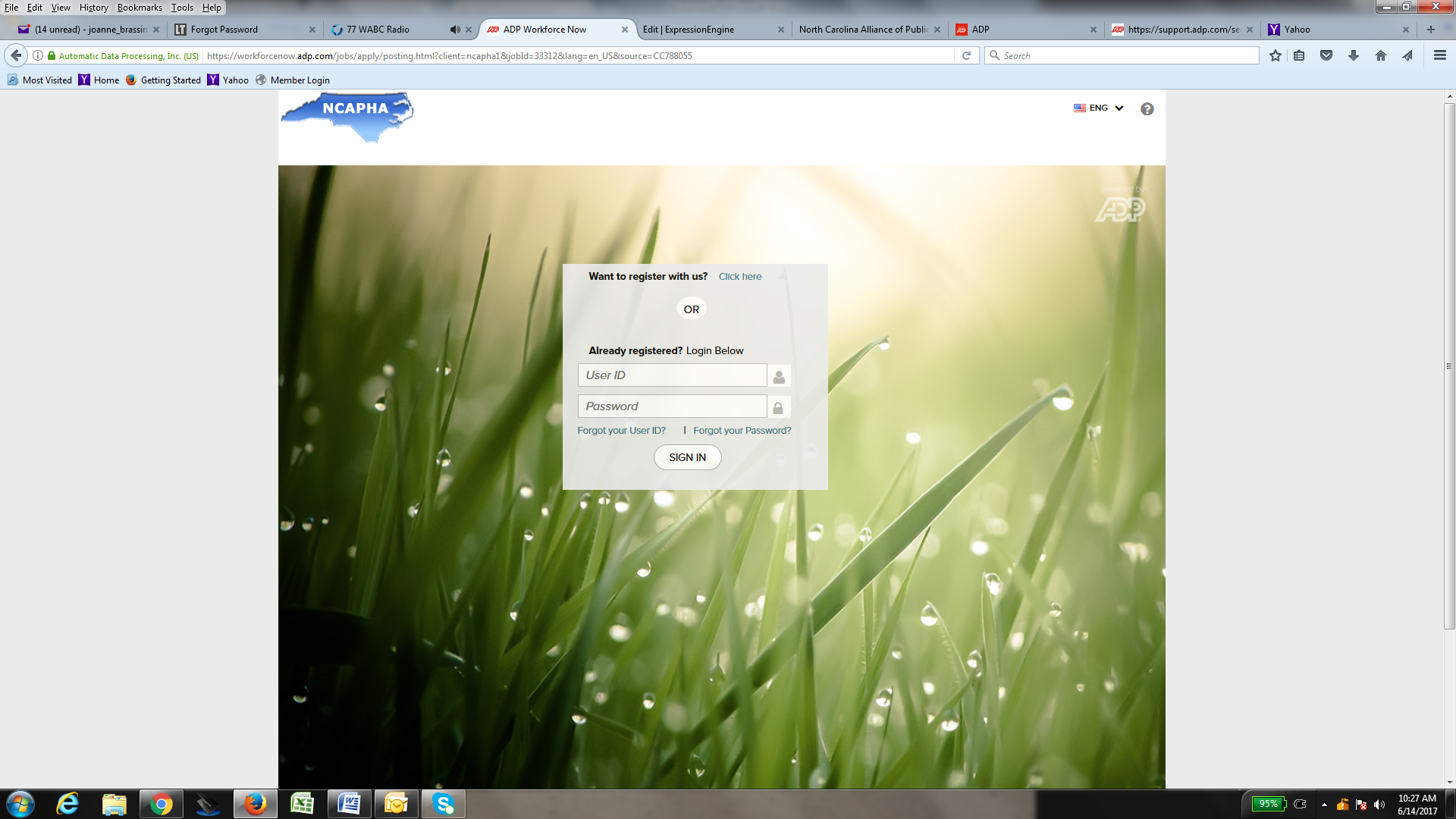
You’ll set up security questions

3.)You’ll be re-directed to log in

4.) You’ll need to “apply



1.) You’ll need to set up a Profile by selecting “apply” on upper right hand corner

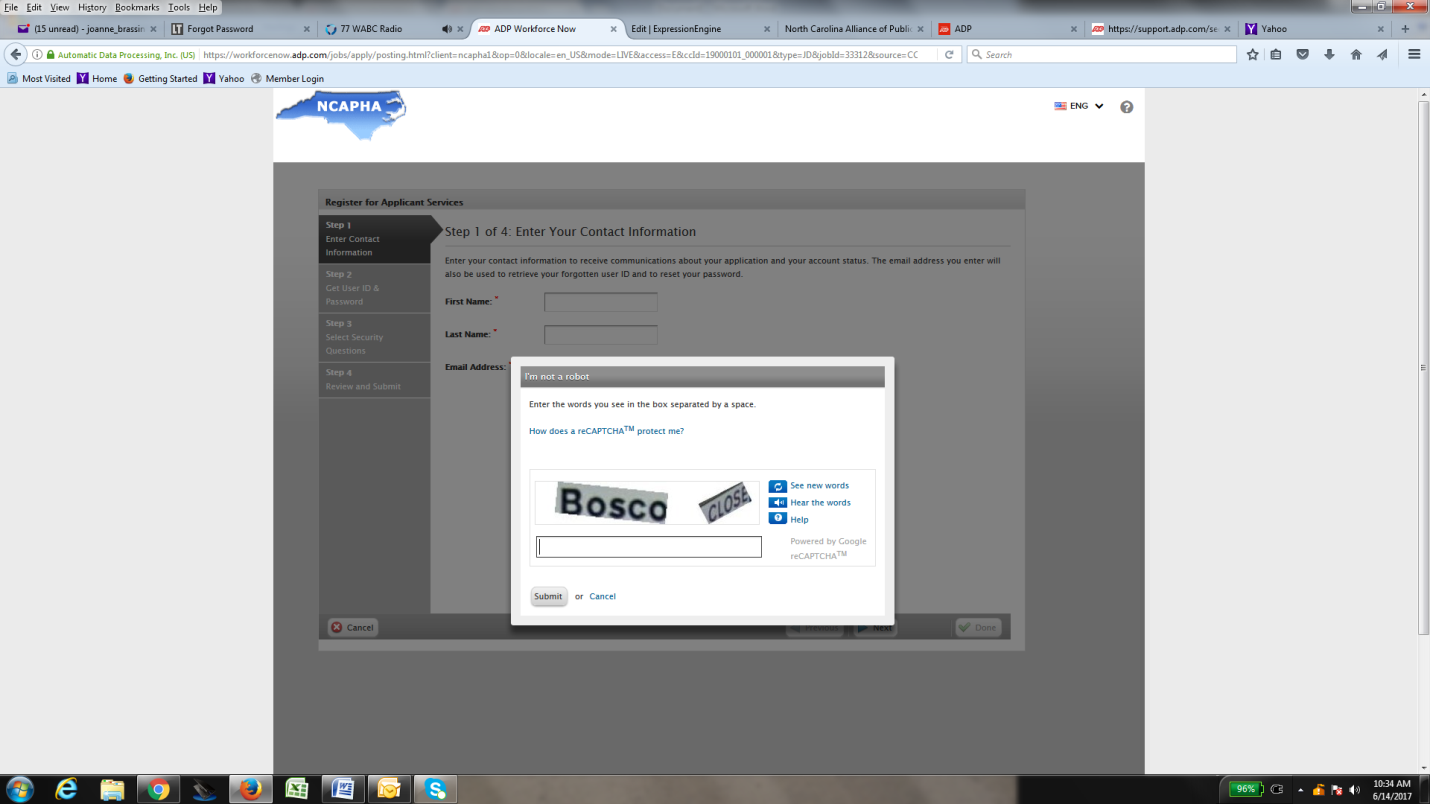


2.) You’ll need to set up a Register by selecting “Want to register with us?” select “click here”

A. Enter a User ID

B. Enter a Password

C. Select “sign in”

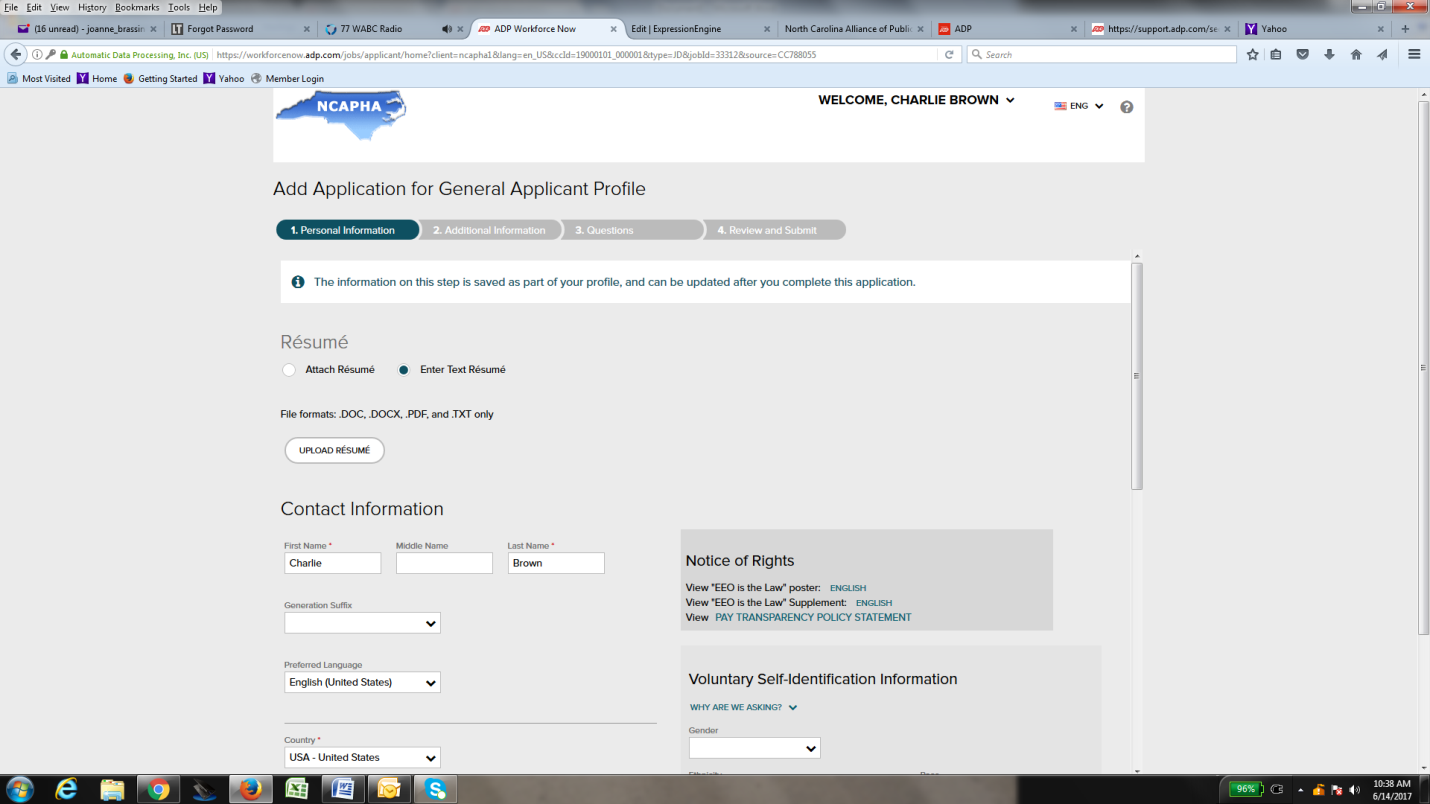


*This is the initial page after setting up a profile –*

You’ll need to proceed through 4 steps to register and apply including:

1. Enter Contact Info
2. Get User ID & password
3. Select Security questions
4. Review & submit

**Step 1 – Enter Contact Info**



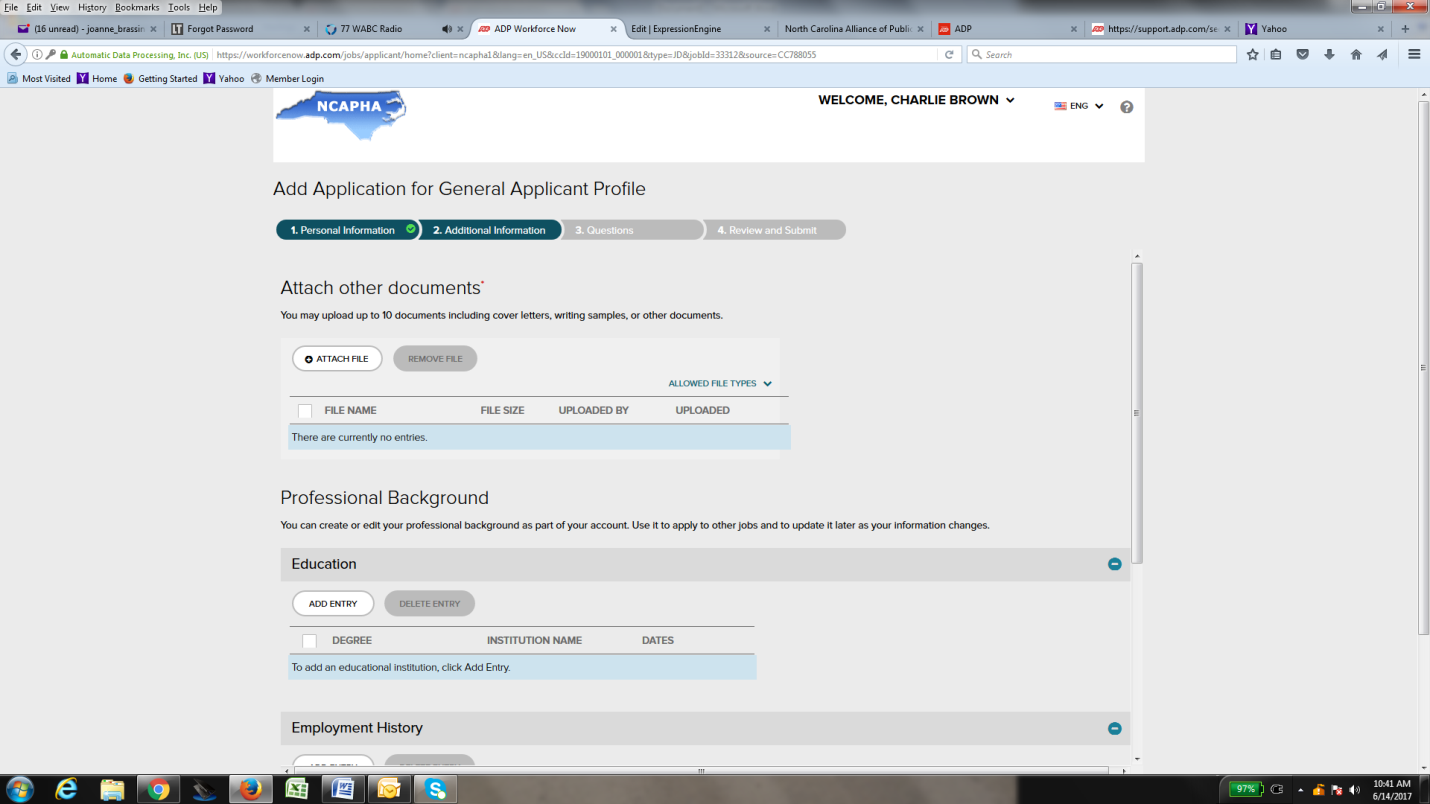
You will need to upload a resume or enter resume text (see below)

**Résumé**

Attach Résumé

Enter Text Résumé

File formats: .DOC, .DOCX, .PDF, and .TXT only



**Step 2 – Additional Information**

Applicants can add documents to their application such as: Cover letters.

ON THIS PAGE :

#1

Top of Form

Bottom of Form

Top of Form

Bottom of Form

Top of Form

Bottom of Form

Top of Form

|  |  |
| --- | --- |
| **Attach other documents** | \* |

You may upload up to 10 documents including cover letters, writing samples, or other documents.

#2:

**Professional Background**

You can create or edit your professional background as part of your account. Use it to apply to other jobs and to update it later as your information changes.

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Top of Form

Bottom of Form

Top of Form

Bottom of Form

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| |  | | --- | | To add an educational institution, click Add Entry. | |
|  |

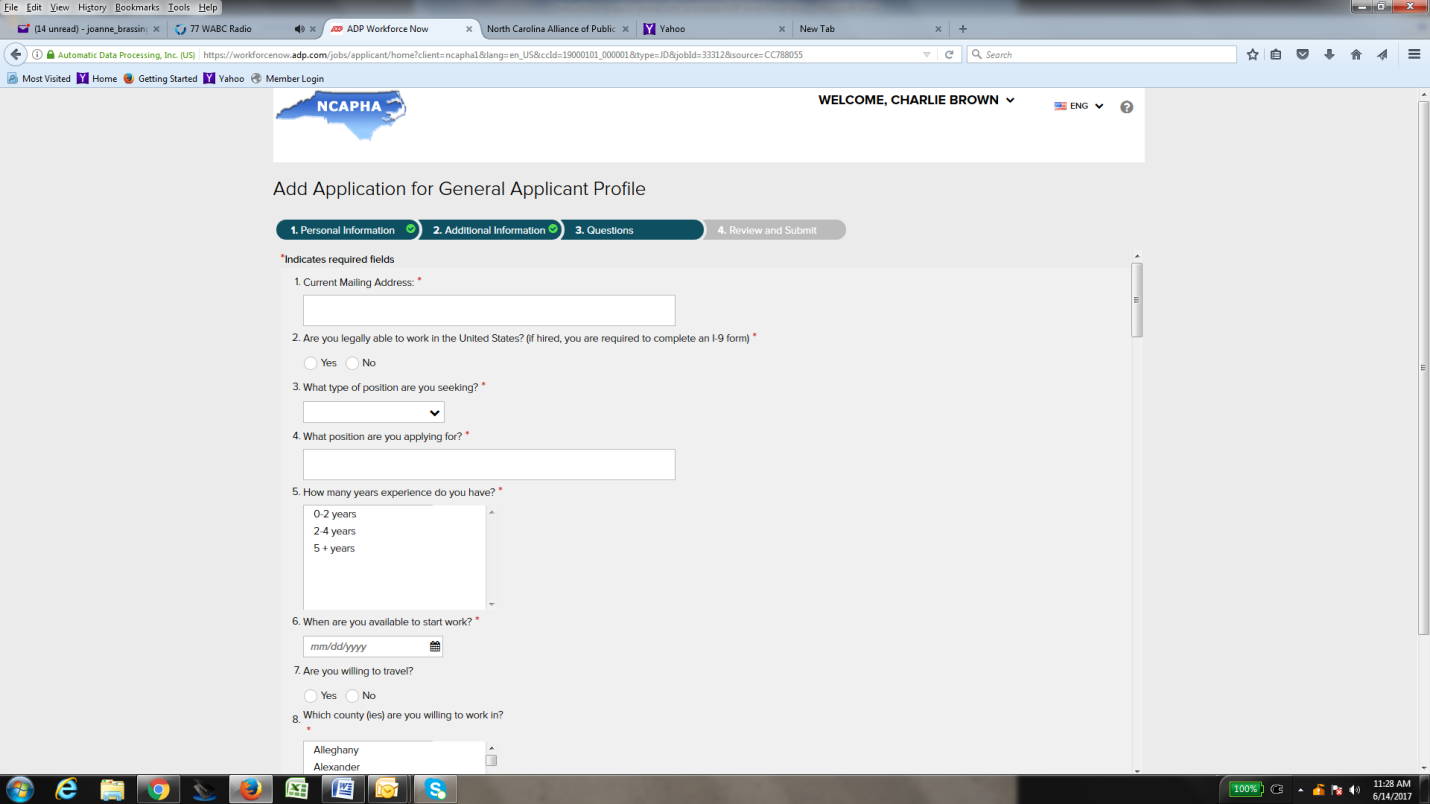
Remainder of page applicants can enter information on the following 3 areas:Bottom of Form

1. Education 2.) Employment History 3.) Skills

## Add Application for General Applicant Profile

This page is where the applicants answers questions for their online application:

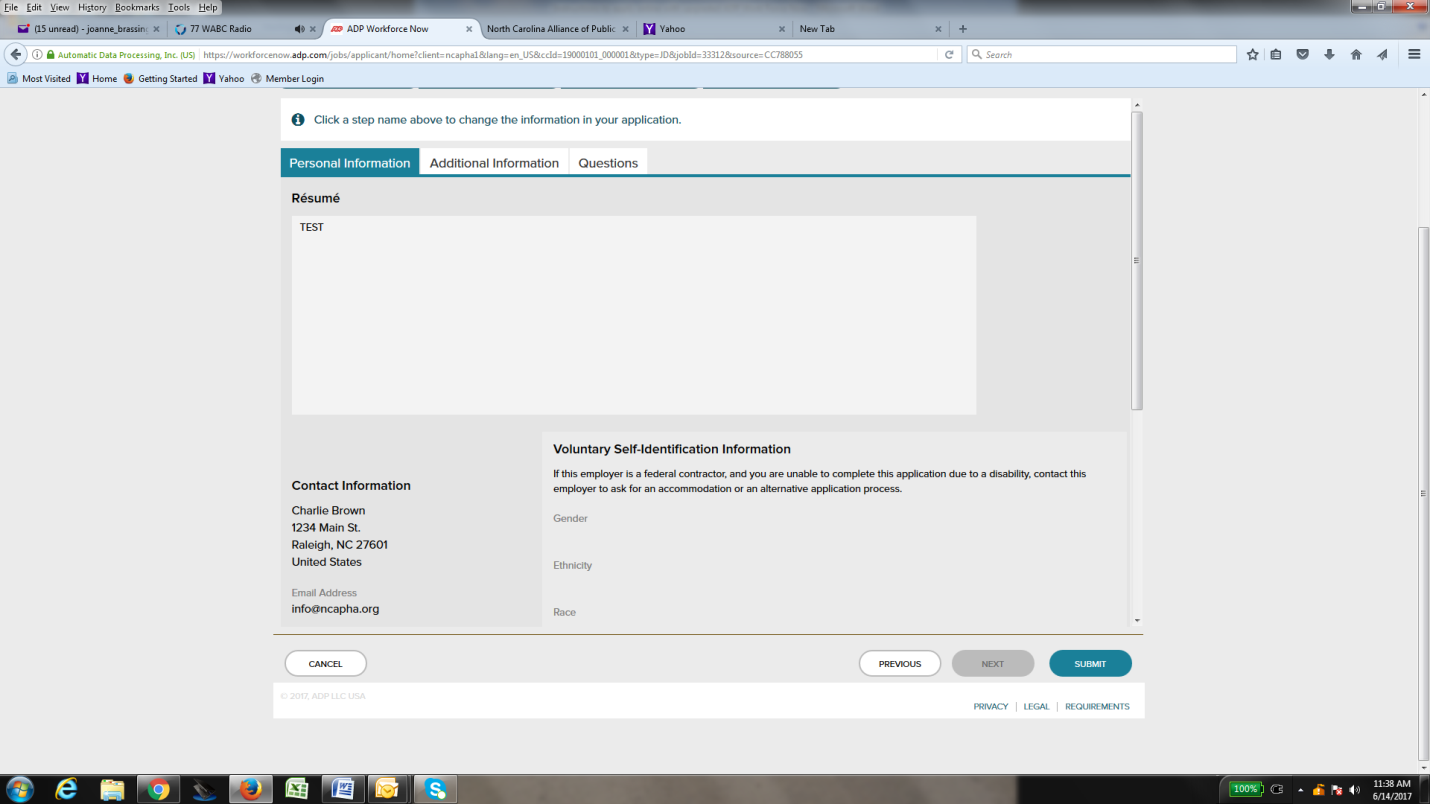
**STEP 3: QUESTIONS**



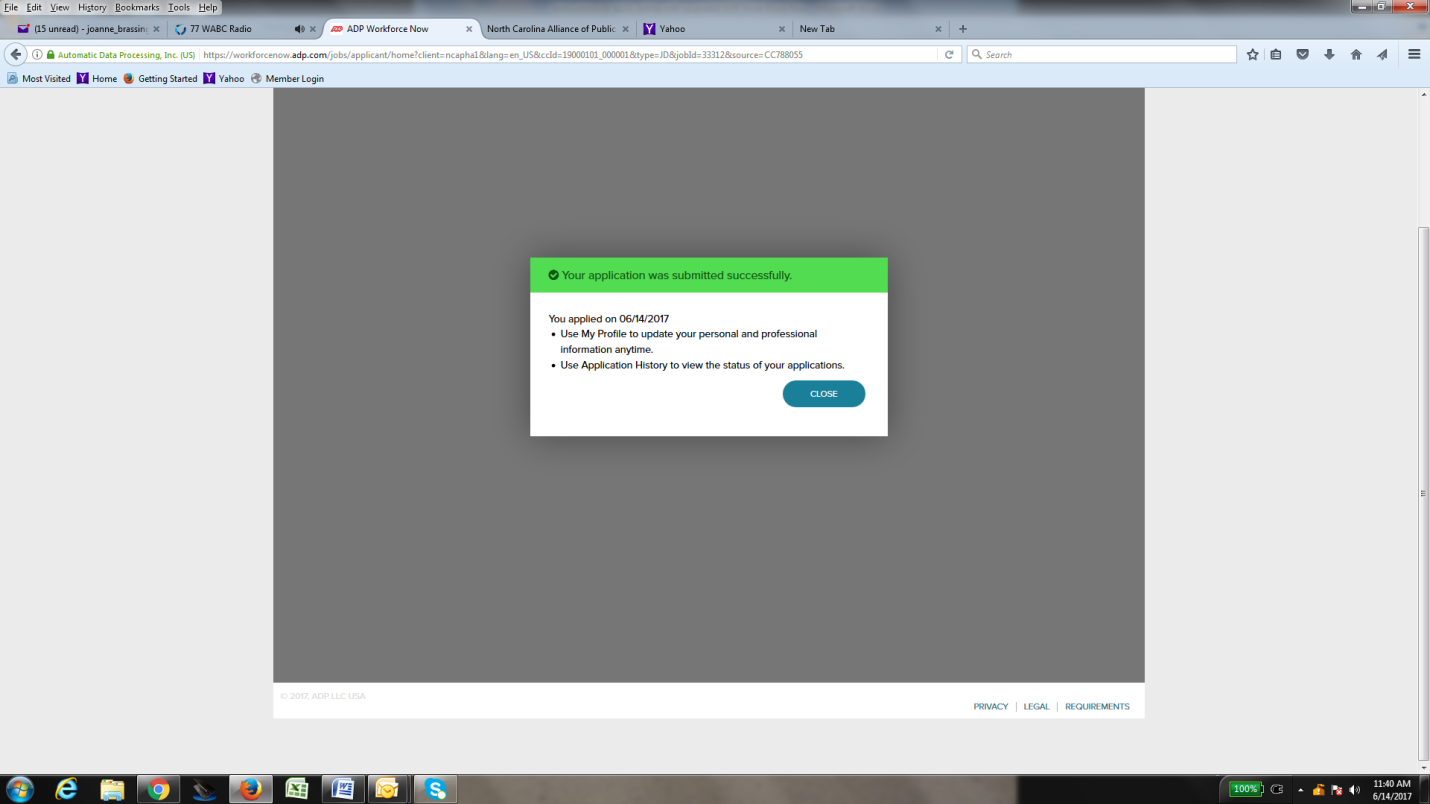
* Questions with an \*\* are required
* Once all questions have been answered, select “next”
* Will be directed to LAST PAGE of Online Application

STEP 4 – REVIEW AND SUBMIT

* Applicants can review all entered data and make necessary changes.
* After reviewing all information must hit “submit”



* After an applicant selects “submit” they’ll receive this message.



ONLINE APPLICATION IS COMPLETE!

**\*\*\*We’ve recently upgraded our HR system. Our vendor has recommended using the following browsers when submitting an online application: Google Chrome or Internet Explorer version 10 or higher. DO NOT use a cell phone or tablet to apply online only a computer.**