Welcome!
Before starting your application…

Welcome to our online application system, Employment Opportunities!

General Information:

 There are unique benefits to an online application.

1) Ability to reuse, edit and re-submit an application to multiple positions.

2) Though any browser will work with an online application, Mozilla has a built in spell check feature that improves spelling accuracy. The Employment Opportunities site will offer a similar feature.

3) Your employment opportunities account will provide you with copies of uploaded documents, the ability to view old applications and the option of uploading previous documents to a new application.

Start Here!

Prepare to complete an online application:

Completing an online application requires similar preparation as a paper application. Please read the following helpful hints before you being your application.

1) Gather employment and reference information.

2) Prepare to provide documents as listed in the posting (transcripts, resume, video files etc…) If documents are not submitted as described under applicant instructions, your application may not be considered.

   Lane only accepts requested documents. IF NOT REQUESTED we do not want the document and it will not be submitted to the search committee. **We do NOT accept letters of reference.**

3) Read the position posting in its entirety. Our postings provide helpful and detailed information about the job including specific application instructions.

4) The system will time you out after 50 minutes of no activity. Remember to save your work frequently!

5) Most of our positions require responses to supplemental questions and attached documents in order to complete your application. These items are explained under Application Instructions and Supplemental Questions within the application.