Applicant FAQ

What technical requirements and support do I need to apply?

You will need an email account in order to register and apply online. You may obtain a free email account from providers such as Google Gmail or Microsoft Outlook.

For the best user experience, NEOGOV works best with using Internet Explorer, Google Chrome, or Firefox web browsers.

All documents submitted become the property of the college and will not be returned.

Persons with disabilities who need assistance with the recruitment process will be accommodated to the extent reasonably possible. For assistance, please contact the Human Resources Office by calling 253.680.7181 or send us an email.

NEOGOV applicant support can be reached at 855.524.5627.

How can I find more information about current openings at Bates Technical College?

Visit the Job Opportunities page for currently open jobs. If you are interested in a category of position (for example childcare, faculty, maintenance, etc.), you can sign up for "Job Alerts/Job Interest Cards." This service will send you an email when a job that fits that category becomes available.

What do I need to submit in order to have a "complete" application?

To be considered for a position, your application must include the following. An application will not be considered complete if any portion of the online application says "see resume."

- Contact information
- Personal information
- Work experience
- Education
- References
- Resume or CV
- Cover letter or letter of interest
- Transcripts*
- Answers to all agency questions

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Central/Mohler Campus: 2320 S. 19th St., Tacoma WA 98405 - 253.680.7603
Downtown Campus: 1101 S. Yakima Ave., Tacoma WA 98405 - 253.680.7000
South Campus: 2201 S. 78th St., Tacoma WA 98409 - 253.680.7400
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- Answers to supplemental questions (if included in the job posting)

*Unofficial transcripts are acceptable for the application process. If hired, official transcripts must be sent to the Human Resources Office within 45 days of employment.

How do I apply?

New Applicants:

1. Click on the job for which you are interested in applying.
2. Review the application description and required supplemental questions, if any.
3. Click "Apply" in the upper right corner of the screen.
4. Create an online application account and follow the instructions on the screen and in the email.
5. Complete the application and attach the required documents.
6. Verify the information on the application, make any edits if necessary, and submit your application.
7. Once submitted, you will receive an email that confirms your application was successfully received.

Returning Applicants:

1. Click on the job title.
2. Review the application description and required supplemental questions, if any.
3. Click "Apply" in the upper right corner of the screen.
4. Complete the application and attach the required documents.
5. Verify the information on the application, make any edits if necessary, and submit your application.

How will I know if I am selected for an interview?

Only candidates who have submitted complete applications and have met the minimum qualifications will be considered. Following the review of application materials, the most qualified candidates will be contacted for an interview. Check the email account you used to submit your application for communications regarding the status of your application or follow the status of your application in the "Application Status" tab in your online applicant account.

How do I access my online application account after I set it up?

You may access your account by clicking the "Sign In" link in the upper right corner of the Job Opportunities Page. You may check the status of your applications, update your information, create a new application, and see all the jobs to which you have previously applied at Bates Technical College.

What do I do if I forget my password or I can't access my account?

Use the "Forgot My Password" link on the application login page. The system will send your password to the email address on file. Be sure to add info@governmentjobs.com and info@neogov.com to your "Safe Senders" list. If you do not receive the email notice, contact NEOGOV Customer Support at 855.524.5627.

Can I apply for more than one job?

Yes, we encourage anyone who meets the minimum requirements to apply for any position in which they are interested.

What's the deadline to submit a job application?

You must submit your application for an open position by 11:59 PM on the closing date, unless otherwise noted on the announcement.

Can I add more information to my application after the deadline date?

Once you submit an application for a job, you cannot change the information that was submitted until 24 hours after initial submission.

To whom do I address a cover letter or letter of interest?

You may address your letter with "Dear Screening Committee" or "Dear Interview Panel." College committees conduct interviews and will review application materials, including your letter.

I don't have time to complete my application at once. Can I do it later?

Yes, you can start your application, log off the system, then log back in and finish at a later time. Please note, however, you must apply to a specific job before the listed closing date and time. There is also a 24-hour waiting period from the time you submit your application to being able to make any edits or changes to the application.

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I applied for one job and a similar job opened. Do I have to apply for the other job opening too?

Yes, you must apply for each position separately.

I'm a current employee. Do I have to submit an application, resume, and cover letter for an open job?

Yes, you must submit an online application, including a resume and cover letter, for each position you are interested in.

I'm a current employee and I was offered another position at Bates Technical College. Why am I being asked to submit official transcripts?

Sometimes our office does not have official transcripts on file for all employees and maintaining official transcripts with our office is a requirement of employment for accreditation purposes. Even if you are a current employee, official transcripts will be required upon transfer within 45 days of the new position start date.

Can I un-apply from a job?

To withdraw any application from consideration, contact us directly by calling 253.680.7174 or send us an email.

What else should I know about applying for a job with Bates Technical College?

Application materials submitted to Bates Technical College are the property of the College and will not be returned. This is a competitive selection process. Your application materials will be reviewed and evaluated based on the minimum qualifications listed for the position. Applicants whose qualifications most closely correspond to the College's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

I still have questions or need assistance. Who do I contact?

If you have questions that were not answered here or need assistance, please call the Human Resources Office at 253.680.7181 or send us an email.

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