INFORMATION ABOUT APPLYING FOR MSCR EMPLOYMENT

- Where do I start to apply for a job with MSCR?
  The ONLY way to apply is to go to our online application system. We do not accept paper applications, resumes, etc. Here are instructions to apply:
  1. Go to www.mscr.org and click on Employment
  2. Read thru the job openings posted.
  3. If you want to apply for a position, click on APPLY NOW (highlighted in bright yellow). It will take you to the online application system (we share it with Madison Metro School District—we are a part of the district).
  4. Follow instructions to Create an Account. You must select MSCR in the Applicant Type (which is in the first line of the application).
  5. After you create your account and finish your application, you need to go to the JOBS tab (located at top of application page) and select the specific jobs you want to apply for by clicking VIEW/APPLY next to the job listing. If you fail to do this step, we will not be able to view your application in a particular job posting.
  6. Many of our positions require answering supplemental questions. This will appear automatically, but you must complete the questions or your application will be incomplete.
  7. You will get an email that your application was received.
  8. Your application will be reviewed. If you are selected for an interview you will receive an email (we send it to the address you give us). This email will give you instructions. Make sure you are checking your email regularly. If you are not selected for an interview, you will receive an email from us stating that.

- How do I attach documents to my online application?
  1. Click on the Application tab.
  2. Go to the “Current Page” box on the top of the page.
  3. Select “Attachments”, then select “Add”

Reminder! Do not send resumes, attachments, etc. to MSCR by email. They must be attached to application.

More....
- What do I do if I have already applied with MMSD, but I am not able to view MSCR postings?

  1. Log in to your account and click on the Application tab
  2. The first line of your application is “Applicant Type”. Click on the blue words “CHANGE TYPE” and check the “Madison School & Community Recreation (MSCR)” box. Then click on the “Save and Next” button.
  3. Go to the “Current Page” box on the top of the page. Select “Employment Preferences” to fill out your experience and preferences for any MSCR jobs.

- I have applied for many positions with MSCR, do I need to complete the Supplemental Questions for each one?

  You will need to complete any questions required with each position you apply for. If you are required to complete more than one set of questions and they are the same, you could save time by writing the answers in a Word document, then cut and paste them into each questionnaire you need to complete.

- What if I forget my password?

  Click on the link that says: Forgot User Name or Password? You will receive an email from our system administrator.