

# Completing your Application



**NORTHEAST**  
WI Technical College  
— TALENT AND CULTURE —

## JOB OPPORTUNITIES

[Home](#) » [About NWTC](#) » [Talent and Culture](#) » [Job Opportunities](#)

Want to impact students and transform lives? At NWTC, we offer fulfilling career opportunities in full-time, benefit-eligible positions and in part-time or work study roles. Jobs are available at locations throughout Northeast Wisconsin. If you want to shape the lives of students – and be respected for the work that you do – you'll feel instantly connected to our College culture.

### How to Apply

#### Current NWTC Students

1. Review [how to apply](#)
2. Click below to log in to your student portal

[Apply Now - Current Students](#)

#### Current NWTC Employees

1. Sign in to your Workday account
2. Go to Menu and select Jobs Hub
3. Select Browse jobs

[Apply Now - Current Employees](#)

#### External Candidates

1. Sign in or create a candidate home
2. Search job opportunities
3. Finalize job application, review for accuracy, and submit

[Apply Now - External Candidates](#)

[CHAT WITH US](#)

The screenshot shows a job search interface with a 'Sign In' modal window. The modal has a close button (X) in the top right corner. It contains the following elements:

- Sign In** (Section Header)
- Email Address** (Label) with an input field.
- Password** (Label) with an input field.
- Sign In** (Blue Button)
- Don't have an account yet? [Create Account](#)
- [Forgot your password?](#) (with an arrow pointing to the 'Create Account' link)

The background shows a search results page with filters for 'Full/Part-time' and '53 JOBS FOUND'. Job listings include 'Part-Time Library Circulation' (Marinette, Posted Today, JR100095) and 'Part-Time CDL Corporate Trainer' (Green Bay).

# Step 1: Start Your Application

NORTHEAST NWTC  
WI Technical College

nwtc.edu Search for Jobs Introduce Yourself Sign In

Inspire students and transform lives.

Search for jobs or keywords Search

Location Time Type Job Category More

41 JOBS FOUND

**Part-Time Career Services Assistant**

Green Bay Posted 3 Days Ago JR100641

**Click Apply**

Green Bay Part time Posted 3 Days Ago JR100641

Northeast Wisconsin Technical College is a nationally recognized and locally trusted college dedicated to advancing the success of all students and economic vitality of the communities we serve through access, high-quality education, and strategic partnerships.

The community that we serve is home to people with a rich range of backgrounds and

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Location Time Type Job Category More

41 JOBS FOUND

**Start Your Application**

Part-Time Career Services Assistant

Autofill with Resume

Apply Manually

Use My Last Application

**\*Select one option**

Green Bay Posted 3 Days Ago JR100641

Civil Engineering Technology Surveying Instructor

Green Bay Posted 3 Days Ago JR100579

Part-Time Trades & Engineering Technologies Office Assistant

Northeast Wisconsin Technical College is a nationally recognized and locally trusted college dedicated to advancing the success of all students and economic vitality of the communities we serve through access, high-quality education, and strategic partnerships.

The community that we serve is home to people with a rich range of backgrounds and

# Step 2: My Information

Progress bar: My Information (active), My Experience, Application Questions, Voluntary Disclosures, Review

## My Information

\* Indicates a required field

**Fill out boxes with an asterisk**

How Did You Hear About Us?\*

Have you previously been employed with Northeast Wisconsin Technical College? CURRENT EMPLOYEES: Please apply via your internal Workday account instead.\*

Yes  
 No

Country\*

United States of America

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### Legal Name

Prefix

select one

First Name\*

Middle Name

[Save and Continue](#)

### Address

Address Line 1

City

State

select one

Postal Code

---

### Phone

Phone Device Type\*

Mobile

Country Phone Code\*

Phone Number\*

Phone Extension

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**Press to continue**

[Save and Continue](#)

# Step 3: My Experience

My Information  My Experience  Application Questions  Voluntary Disclosures  Review

## My Experience

\* Indicates a required field

### Work Experience

← **Click to add to Work Experience box 1**

---

### Education

**School or University:** If you are unable to find an exact match of the institution's name, please enter "Not Found".  
**Hint:** You MUST type in the full name of the school or university.

**Field of Study:** If you are unable to find an exact match or closely related field of study, please enter "Other"

---

### Licensure/Certifications

If you are unable to find an exact match or closely related Licensure or Certification, please enter "Other".

---

### Languages

**Click to go back to My Information**

## My Experience

\* Indicates a required field ← **\*Fill out asterisk boxes**

### Work Experience

#### Work Experience 1

Job Title\*

Company\*

Location

I currently work here

From\*

To\*

Role Description

← **Click to remove entire box**

← **Click to add Work Experience 2**

# Step 3: My Experience Continued

## Education

**School or University:** If you are unable to find an exact match of the institution's name, please enter "Not Found".  
Hint: You MUST type in the full name of the school or university.

**Field of Study:** If you are unable to find an exact match or closely related field of study, please enter "Other"

Add

← **Click to add to  
Education 1**

## Education

**School or University:** If you are unable to find an exact match of the institution's name, please enter "Not Found".  
Hint: You MUST type in the full name of the school or university.

**Field of Study:** If you are unable to find an exact match or closely related field of study, please enter "Other"

### Education 1

Delete

School or University\*

Degree\*

select one

Field of Study\*

Overall Result (GPA)

From To (Actual or Expected)

YYYY YYYY

Add Another

← **Click to add  
Education 2**

Back

Save and Continue

## Attachments

← **At the bottom of the page**

Please use this section to attach your resume, cover letter, certificates, and/or educational transcripts.

Upload a file (5MB max)



Drop files here  
or [Select files](#)

**Select files to add  
Resume or  
attachments**

# Step 4: Application Questions

My Information My Experience **Application Questions** Voluntary Disclosures Review

## Application Questions

\* Indicates a required field

For your most recent employment, please provide your annual salary or hourly rate of pay? (Numerical Values Only). If no employment history, please enter 0.

Are you authorized to work lawfully in the United States? \*

Will you now or in the future require Northeast Wisconsin Technical College to commence ("sponsor") an immigration case in order to employ you (for example, H-1B or other employment-based immigration case)? This is sometimes called "sponsorship" for an employment-based visa status. \*

Have you ever been convicted of a crime or do you currently have criminal charges pending? \*

Are you a current employee at NWTC? \*

**\*Fill out asterisk boxes**

Back Save and Continue

# Step 5: Voluntary Disclosures

My Information ✓ My Experience ✓ Application Questions ✓ Voluntary Disclosures ○ Review ●

## Voluntary Disclosures

\* Indicates a required field

### College's Non Discrimination Policy

NWTC adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. NWTC does not discriminate on the basis of political affiliation, age, race, creed, marital status, color, sex, including sexual orientation and gender identity, national origin, disability, veteran status, genetic testing or other applicable legislated categories, in its services, employment programs, and/or its educational programs and activities, including but not limited to admissions, treatment and access.

Completion of the form is entirely voluntary. Whatever your decision, it will not be considered in the hiring process or thereafter. Any information that you do provide will be recorded and maintained in a confidential file.

Please select the gender which most accurately describes your status.\* ← **\*Fill out asterisk boxes**

select one ▼

Please indicate if you are Hispanic or Latino?

select one ▼

Please select the ethnicity (or ethnicities) which most accurately describe(s) how you identify yourself.\*

select one ▼

Please select the veteran status which most accurately describes your status.\*

select one ▼

## Terms and Conditions

I certify that all responses provided upon submission of this application are true and complete to the best of my knowledge. I authorize any and all current and former employers and institutions of learning to release my personnel records and/or transcripts to NWTC or its agents and respond to reference inquiries from NWTC or its agents in connection with this application, and release and hold harmless such organizations from any claims on my part in connection with such release or response. I authorize release of my contact information to NWTC staff for employment purposes. I understand that this Application is not, nor intended to be a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may disqualify me from consideration for hire or may result in discharge. I also understand that I am required to abide by all rules and regulations of the College. As a public employer, this application and other employment materials you provide may be considered public records open to inspection under Wisconsin's public records law.

I understand and acknowledge the terms of use for NWTC.\*

← **Check box**

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# Step 6: Review

Progress indicators: My Information (checked), My Experience (checked), Application Questions (checked), Voluntary Disclosures (checked), Review (unchecked).

**Review** (with arrow pointing to the progress bar)

**Verify information is correct** (with arrow pointing to the My Information section)

**My Information**

How Did You Hear About Us?  
WI Hmong Chamber of Commerce

Have you previously been employed with Northeast Wisconsin Technical College? CURRENT EMPLOYEES:  
Please apply via your internal Workday account instead.  
No

**My Experience**

Work Experience  
No Response

Education  
No Response

Licensure/Certifications  
No Response

Languages  
No Response

Attachments  
No Response

**Application Questions**

**Press back to edit previous information** (with arrow pointing to the Back button)

Back Submit

**Application Questions**

For your most recent employment, please provide your annual salary or hourly rate of pay? (Numerical Values Only). If no employment history, please enter 0.  
No Response

Are you authorized to work lawfully in the United States? \*  
Yes

Will you now or in the future require Northeast Wisconsin Technical College to commence ("sponsor") an immigration case in order to employ you (for example, H-1B or other employment-based immigration case)? This is sometimes called "sponsorship" for an employment-based visa status. \*  
No

Have you ever been convicted of a crime or do you currently have criminal charges pending? \*  
No

Are you a current employee at NWTC? \*  
No

**Voluntary Disclosures**

College's Non Discrimination Policy  
Please select the gender which most accurately describes your status.  
Female

Please indicate if you are Hispanic or Latino?  
No Response

Please select the ethnicity (or ethnicities) which most accurately describe(s) how you identify yourself.  
I do not wish to answer. (United States of America)

Please select the veteran status which most accurately describes your status.  
I AM NOT A VETERAN

Terms and Conditions  
I understand and acknowledge the terms of use for NWTC.  
Yes

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**Press Submit to turn in application** (with arrow pointing to the Submit button)

Back Submit

# Step 7: Confirmation Email



**Applicants will not be able to upload additional attachments after their application is submitted**

**Email [TalentandCulture@nwtc.edu](mailto:TalentandCulture@nwtc.edu) to add attachments to an application**