



- Q.** Do I have to use the online application process? Can I turn in a printed or written application form, resume, or cover letter?
- A.** You may only use the online application process to apply for any job at LWTech. We don't accept hardcopies of applications, resumes, or cover letters. You can attach job specific resumes and documents to your online application for each job you apply to.
- Q.** What if I don't have a computer at home?
- A.** You can access our online application from any internet-connected computer. You can find computers on campus at:
- The college library.
 - Various kiosks on campus.
- If you're off campus, try these options:
- Public libraries.
 - Internet café.
 - Washington State WorkSource offices.
- Q.** The online application requires an email address. How do I get one?
- A.** If you don't already have an email address, you can get free email through various providers like Google Gmail www.gmail.com, Yahoo www.mail.yahoo.com, or Hotmail www.hotmail.com.
- Q.** How do I get help to complete the online application and search for open jobs?
- A.** We recommend you read through our online [Application Guide](#), and also view the [Job Opportunities](#) page. If you still have questions after viewing these documents, please feel free to contact our office at hr@lwtech.edu or (425) 739-8212 during normal business hours (Monday – Friday, 7:30am – 4:30pm).
- Q.** How do I access my online application account after I set it up?
- A.** You may access your account by clicking the "Applicant Login" link on the main [Job Opportunities](#) page. You may check the status of your applications, update your applications, create a new application, and see all the jobs you applied to.
- Q.** What do I do if I forget my password or can't access my account?
- A.** To recall your password, use the "Forgot My Password" link on the application login page. The system will send your password to your email address on file. Be sure to add info@governmentjobs.com and info@neogov.com to your "safe senders" list. If you still don't get the email notice, contact NEOGOV customer support toll-free at 1-855-524-5627.
- Q.** I tried to apply to a job and got a message that "the email address you have chosen is already in use." What does this mean and what do I do?
- A.** This notice means you may have previously applied for a job with another subscriber to NEOGOV/GovernmentJobs.com. If you do not remember your username and password, click [here](#).
- Q.** How can I find out about current job openings at the college?
- A.** Visit the [Job Opportunities](#) page for currently open jobs. If you're interested in a job that isn't open yet, you can sign up for a "Job Interest Card" which will send you an email when a job you're interested in becomes available.
- Q.** When do you post your job openings?
- A.** We post jobs as soon as they open on the [Job Opportunities](#) page. We update jobs' statuses weekly or as needed.
- Q.** Can I apply for more than one job?
- A.** Yes, you may apply for any open job for which you're qualified.



- Q.** What's the deadline to apply to a job?
A. You must submit your application for open jobs by 4:31pm on the closing date, unless otherwise stated in the job posting.
- Q.** Can I add more info to my application after the deadline date?
A. Once you submit an application for a job, you can't change the info you submitted for that particular job. However, if you apply to future jobs you can add or change more info at that time.
- Q.** To whom do I address a letter of interest?
A. You may address your letter with "Dear Human Resources", "Dear Interview Committee", or "Dear Hiring Committee". College committees conduct interviews and will review your letter.
- Q.** I don't have time right now to complete the whole application. Can I do it later?
A. Yes. You can start your application, log off the system, then log back in and finish at your convenience. Please note, however, that you must apply to a specific job before the listed closing date and time.
- Q.** I applied for one job and a similar job opened. Do I have to apply for the other job opening too?
A. Yes. You must apply for each job opening separately.
- Q.** I'm a current employee. Do I have to submit an application, résumé, and letter for an open job?
A. Yes. You must submit an online application, including résumé and cover letter.
- Q.** Can I un-apply from a job?
A. To withdraw from consideration, contact us directly at hr@lwtech.edu or (425) 739-8212.
- Q.** I have a disability and need special accommodation for the application process. What should I do?
A. Please contact:
Melissa Lamy, MSHR, SPHR
Executive Director, Human Resources
Title IX Coordinator
Affirmative Action Office
Room E215, East Building
11605 132nd Ave NE, Kirkland, WA 98034
(425) 739-8212
melissa.lamy@lwtech.edu
- Q.** How can I check the status of my submitted application?
A. Visit the [Job Opportunities](#) and click the link that reads "To check your status on an existing application, click [here](#) (do **NOT** use this link to apply to a job.)".
- Q.** How do I hear about an interview?
A. We'll email you a notice at every step of the recruitment process. You may also login to your account to view the status of your application for a particular job. If we select you for an interview, you will either get an email or phone call notifying you of your interview appointment. We usually contact applicants selected for interviews 2 to 4 weeks after the job closes.
- Q.** I have an interview with LWTech. Can I get reimbursed for my travel expenses?
A. For most jobs, we do not reimburse applicants for travel or other related expenses.
- Q.** Does the job I applied for have benefits?
A. It may or may not. Check the specific job opening for benefit details. We comply with state Health Care Authority rules and regulations to determine benefits eligibility.
- Q.** What benefits does a standard benefits-eligible job get?
A. Eligible employees have access to a competitive package of insurance, retirement, and fringe benefits. Visit the [Employee Benefits](#) page for specific details.