



UNCG Application

To fill out the UNCG application:

- a. Go to <https://jobsearch.uncg.edu/> and click on Create Account. Once your account is created, make sure you are logged in.
- b. Then click on the Temporary Staff link at the bottom of the “Staff” column (see the red arrow).



- c. Look for the position titled **Administrative Support Associate** and click the link to view the position.
- d. Click on the Apply to this Job link (at the top of the job posting). Answer all the questions. *If you do not already have an account, you will need to create one.*
- e. When you are finished answering all the questions, click on Print Version.
- f. Print the completed application from the new window that pops up.
- g. Sign and date the application. Submit signed copy with the ACCESS application.
- h. After printing, SUBMIT the UNCG application online.