



NORTHWEST OUTWARD BOUND SCHOOL

Application Process Guide

Step 1

Once you click on the Apply arrow, you will be brought to the PayNW website. Please create a password that you will remember as you may need to log in to this account long after you have submitted your application.

Step 2

Please upload the Cover Letter, Resume, and Technical Skills Log (if applicable) in one document. There are additional skills, work experience, education that we will ask you to complete, yet your Cover Letter, Resume, and Technical Skills Log will be a more in depth resources for hiring purposes. Please see the career page – field positions and internships for a template for the technical skills log (left side of page). Be sure to save and continue.

Step 3

Begin filling out personal information tab. Please note the **one** position you are interested in, if interested in more than one position, please include this in your Cover Letter. Be sure to save and continue to next section.

Step 4

Begin filling out skills, please review the Minimum Technical Skills Requirements that is linked at the top. Be sure to save and continue to next section.

Step 5

Begin filling out work experience tab. Please add all employment that is relevant to the position that you are applying for. To add more employment, click on the drop down number list in upper left corner. Be sure to save and continue to next section.

Step 6

Begin filling out education tab. Please add all school's that you have attended that are relevant for position. Please note extracurricular activity including sports, outdoor activities, clubs, etc. Be sure to save and continue.

Step 7

You have now arrived to my summary tab. Please review information to certify that it is true and complete. Once you have done so and made any edits, please certify by signing this summary. This is found at the bottom of the page. You will receive a message saying

Step 8

You are not done yet! Once completing your summary/profile, please go to Find Jobs (found at the top next to My Account). Click find jobs and then click search for jobs. You will see the 2018 Field Staff Application, click on this application and it should bring up the general information for this application. At the top it will say apply for this job, please click on this button to apply for the 2018 season! Now you are finished with the application process.