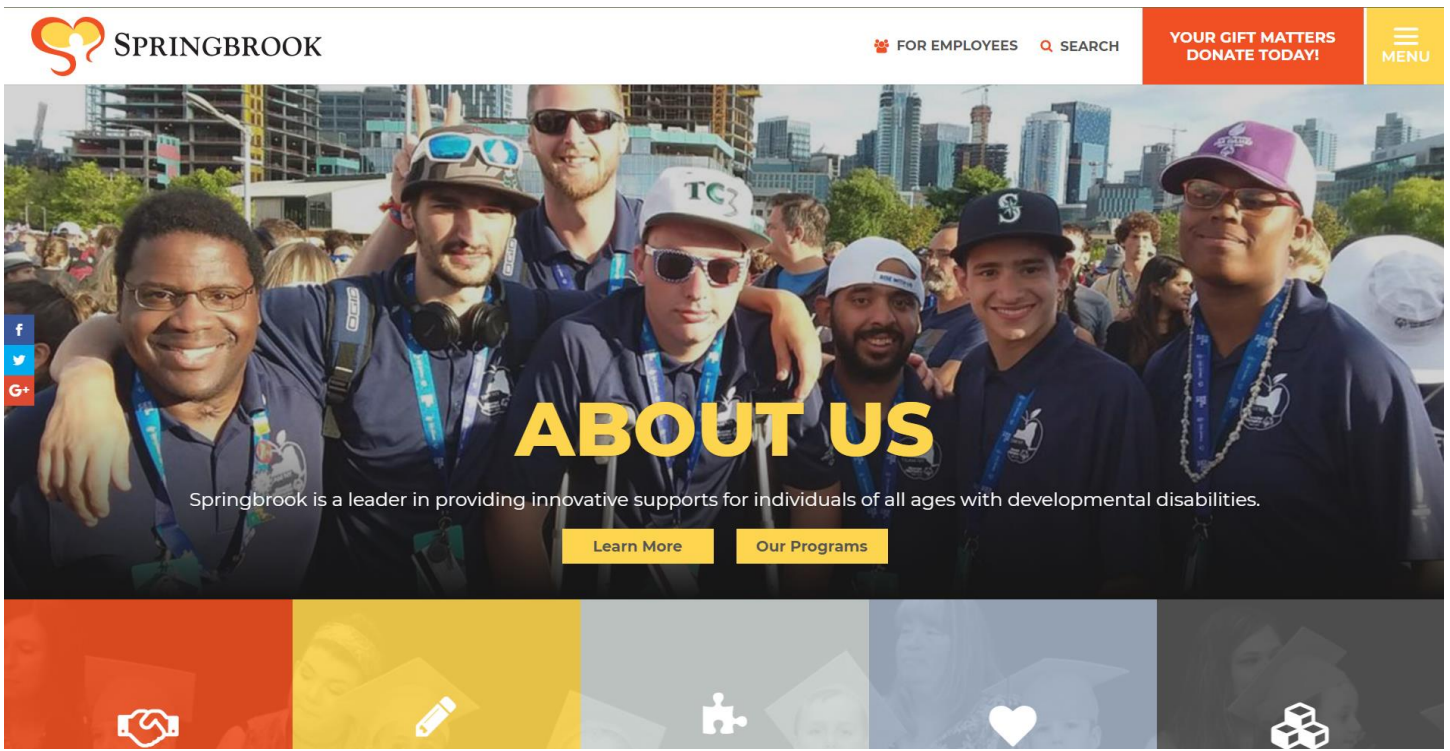
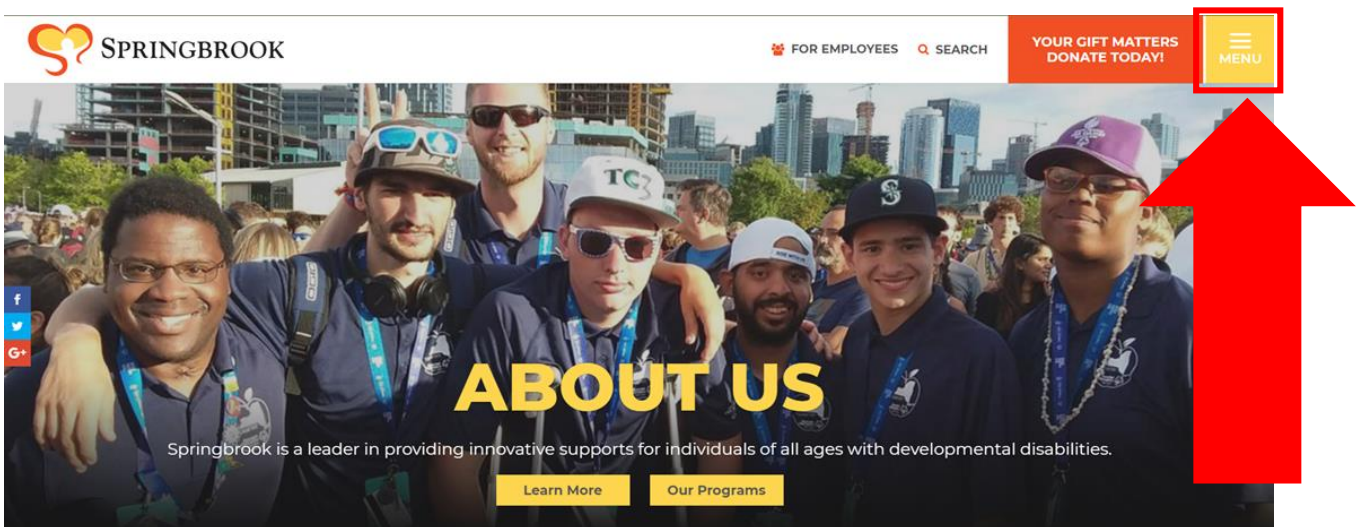


Hiring Process for All SDS Staff

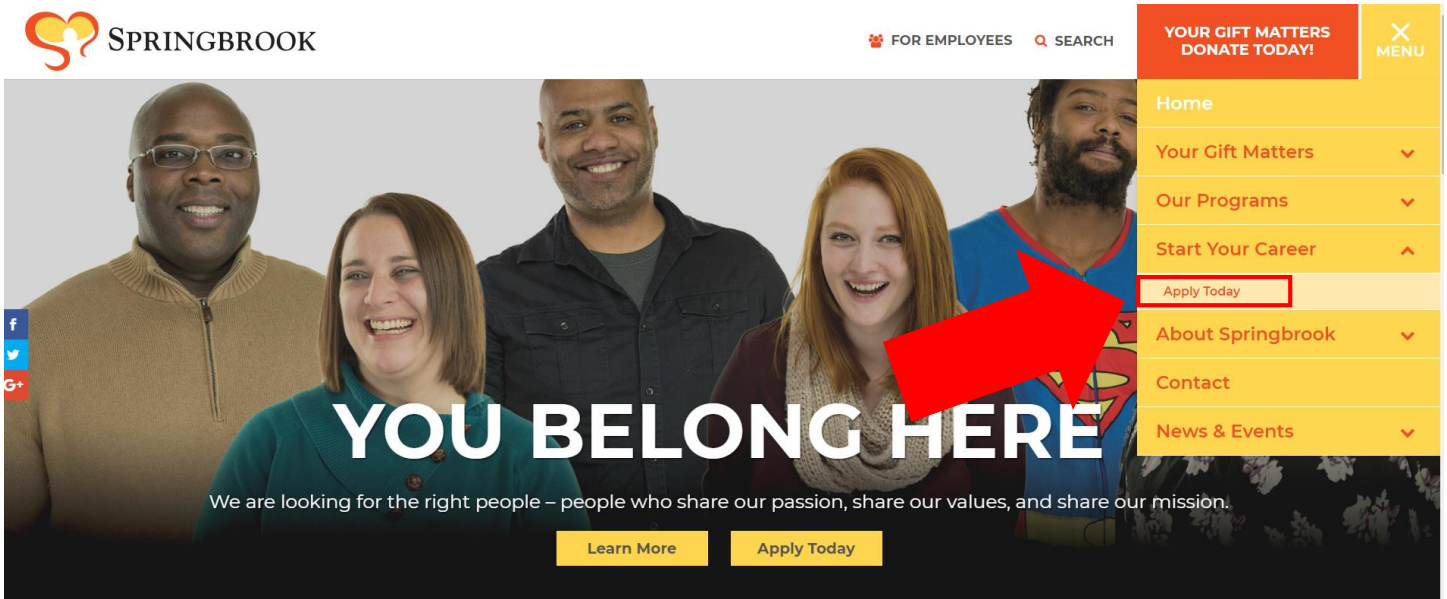
1. Go to www.springbrookny.org



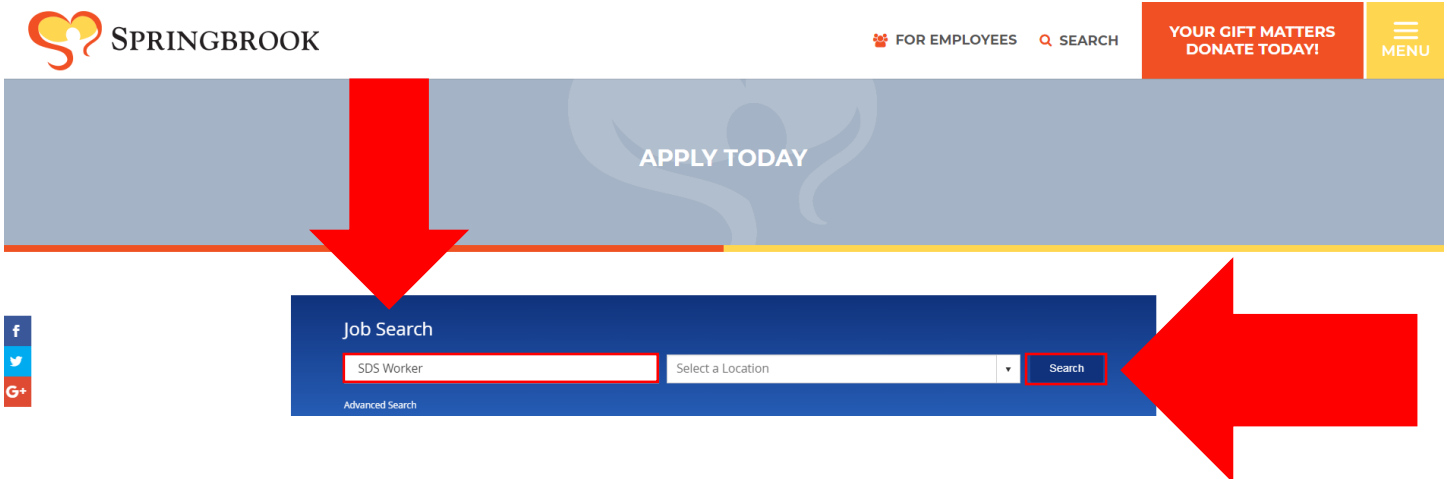
2. Click on the Menu icon in the Upper-Right corner of the screen.



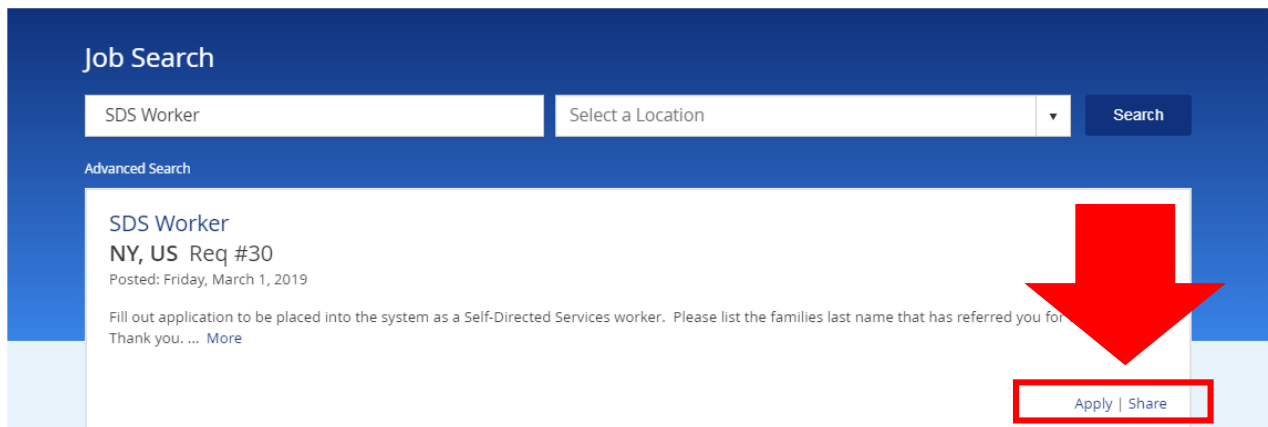
3. Click on “Apply Today” under the heading, “Start Your Career”.



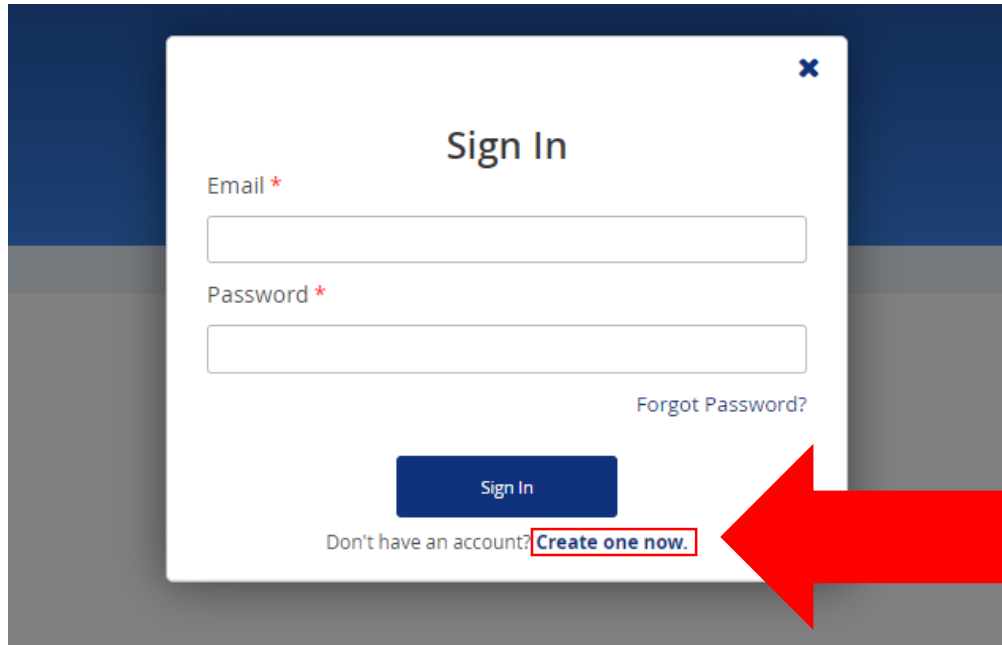
4. Type “SDS Worker” as the position in the search box. Then click “Search”.



5. Click on the “Apply” button under the first result for “SDS Worker”

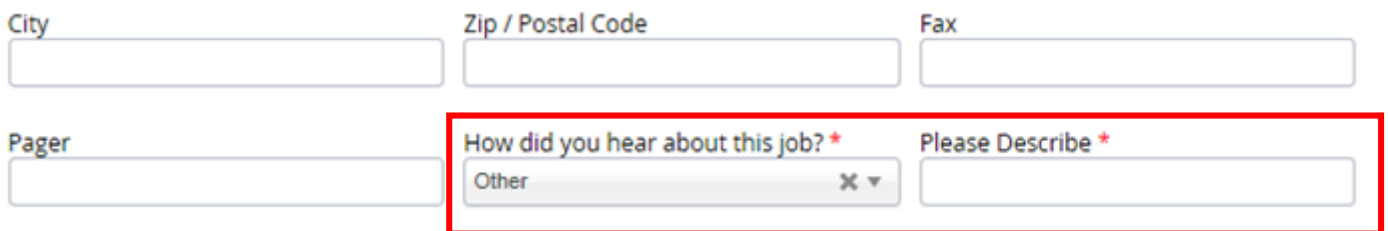


6. Sign into your existing application account OR create a new account and begin the online application. **REMEMBER YOUR PASSWORD FOR FUTURE USE!**



The image shows a 'Sign In' modal window. It contains two input fields: 'Email *' and 'Password *'. Below the password field is a link for 'Forgot Password?'. At the bottom, there is a blue 'Sign In' button and a link that says 'Don't have an account? **Create one now.**'. A large red arrow points from the right side of the screen towards the 'Create one now' link.

7. Once you're logged in and begin filling out your demographic information, you will see a section that asks how you heard about this job. Select "Other," and in the text box that appears to the right, write the name of the individual you will be working with. **SDS APPLICATIONS MUST HAVE AN INDIVIDUAL OR FAMILY ASSOCIATED WITH THEM.**



The image shows a form with several input fields: 'City', 'Zip / Postal Code', 'Fax', and 'Pager'. Below these is a section for 'How did you hear about this job? *' with a dropdown menu showing 'Other' and a 'Please Describe *' text box. A red box highlights the dropdown menu and the text box.