APPLICATION INSTRUCTIONS FOR EXTERNAL CANDIDATES TO APPLY

1. Go to the internet and type in http://mdcourts.gov/careers in the address box OR click the following hyperlink: http://mdcourts.gov/careers

2. Click on “Maryland Judiciary Careers”.

3. On the job search page you can:
   (a) Click on a position title, to review a “Job Description” before applying
   (b) Apply to one or more positions by clicking in the white box to the left of each position and selecting “Apply for Selected Jobs”.
4. If you chose to review a “Job Description”, from this page you can:
   (a) “Return to the “Job Search” page.
   (b) Review more job descriptions by clicking “Previous Job” or “Next Job”.
   (c) Click Apply.

5. If this is your first time, click “Register Now”.

6. If you have applied to the Maryland Judiciary and previously registered, enter your Username and Password then click “Sign In”.
Once you’ve selected a position(s) to apply to and registered or signed in, you’ll be prompted to start the application process.

8. After reviewing the terms and agreements, click the white box next to the “I have read and agree to the above terms and agreements” statement.
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9. If applicable, answer the required prequalification question(s) by clicking next to “Yes” or “No”.

10. Click “Next”.

Based on how you answer the prequalification question(s) you may or may not be eligible to apply.

11. If you are deemed eligible you’ll click “Continue” on the “Prequalify Results” page.

12. If you are deemed not eligible, you’ll click “Close” on the “Prequalify Results” page, which will return you to the main “Job Search” page (step 14).
13. You are now on the “Resume” page where you can:

(a) Upload your resume from your computer by clicking “Attach Resume” to locate your document on your computer.

(b) Click “Copy and Paste” your Resume.

(c) Click “Next”.

*Note: A resume is not required. To apply without a resume, simply click “Next”.

14. On the “Education” page you’ll need to:

(a) Select your “Highest Education Level” from the dropdown. *Note: This is a required field.

(b) Add any relevant job training (if applicable) by clicking “Add Job Training”.

(c) Add your specific degree information by clicking “Add Degrees”.

(d) Add any license and certification information (if applicable) by clicking “Add Licenses and Certifications”.

(e) Add any membership information (if applicable) by clicking “Add Memberships”.

(f) Click Next.
TIPS:

Be sure to choose the highest level of COMPLETED education from the dropdown.

To add more than one job training, click “Save and Add Another”. Note: “Course Title” and “Start Date” are required fields.
To add more than one degree, click “Save and Add Another”.  
Note: “Date Last Attended” and “Degree” are required fields.

To add more than one license and/or certification, click “Save and Add Another”.  
Note: “Start Date” and “License” are required fields.

To add more than one membership, click “Save and Add Another”.  
Note: “Membership Date” and “Membership” are required fields.
15. To add work experience, which is required, click “Add Work Experience”.

16. Once work experience is added, click “Next”.

The information contained on the application form (not your resume) is the only information that will be used to determine whether you meet the minimum job qualifications for the position for which you are applying.

To add more than one work experience, click “Save and Add Another”.

Note: “Start Date”, “End Date” or “Current Job box”, “Employer”, “Ending Job Title”, “Description”, are required fields.
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17. You’ve reached the “Questionnaire” page. Please answer all questions.

18. After answering all of the questions, click “Next”.

19. You’ve reached the “Referrals” page. Please answer how you heard about the job you are applying to by clicking the dropdown.

20. Click “Next”.
21. You’ve reached the “Preferences” page. Please answer all questions.

22. After answering all of the questions, click “Next”.
23. You’ve reached the “Review/Submit” page. Please review ALL information provided and verify accuracy.

24. After reviewing, click “Submit Application”.

25. After reviewing, click “OK”.

You may get the following message.
26. Once you’ve received your “Application Confirmation”, you can:

(a) Click “View Submitted Application” to review the application just submitted

(b) “Return to Job Search” where you can review your job application history and/or review the status of your application(s).

27. Upon return to the “Job Search” page, click “My Activities” to review your job application history and/or review the status of your application(s).

28. From the “My Activities” page, you can review the date of application submission, the status, and/or you could withdraw your application by clicking “Withdraw”.

For questions regarding the hiring process, please contact Talent Acquisition at (410) 260-6551.

For assistance applying, please contact the CONNECT Help Desk at (410) 260-6550.