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## Need e-Help?

Call the Help Desk  
at 2-4357

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## Employees Now Can Submit Job Applications Electronically

- Applications can go by e-mail to Human Resources

(Sept. 8, 2004) MTA and PTSC employees now can submit employment applications to Human Resources electronically by e-mail, as well as by U.S. Mail or in person.

The new electronic application process offered to MTA and PTSC employees is a pilot program that, if successful, will be offered to the public.

The electronic application can be accessed through the Career Opportunities e-mails issued twice weekly by HR. It also is available by mousing over the "Information" link on the HR home page or by clicking on "Metro Careers," found on the green navigation bar, and then clicking on "Application Information." Check it out > [Job Application](#)

The "Job Application Information" page includes links to the electronic MS Word MTA or PTSC employment applications, to the supplemental application, and also to a .pdf application that can be downloaded and completed by hand.

The page also includes helpful hints, the addresses of the three Metro locations that accept job applications, how to mail an application, a sample resume, application and Jobline phone numbers, and how to request a receipt.

HR describes the electronic applications as "a major step forward in automating the application process, thus making it as easy as possible for employees to apply for MTA/PTSC jobs."