

How To Apply for a Role at Marketplace Chaplains

Purpose:

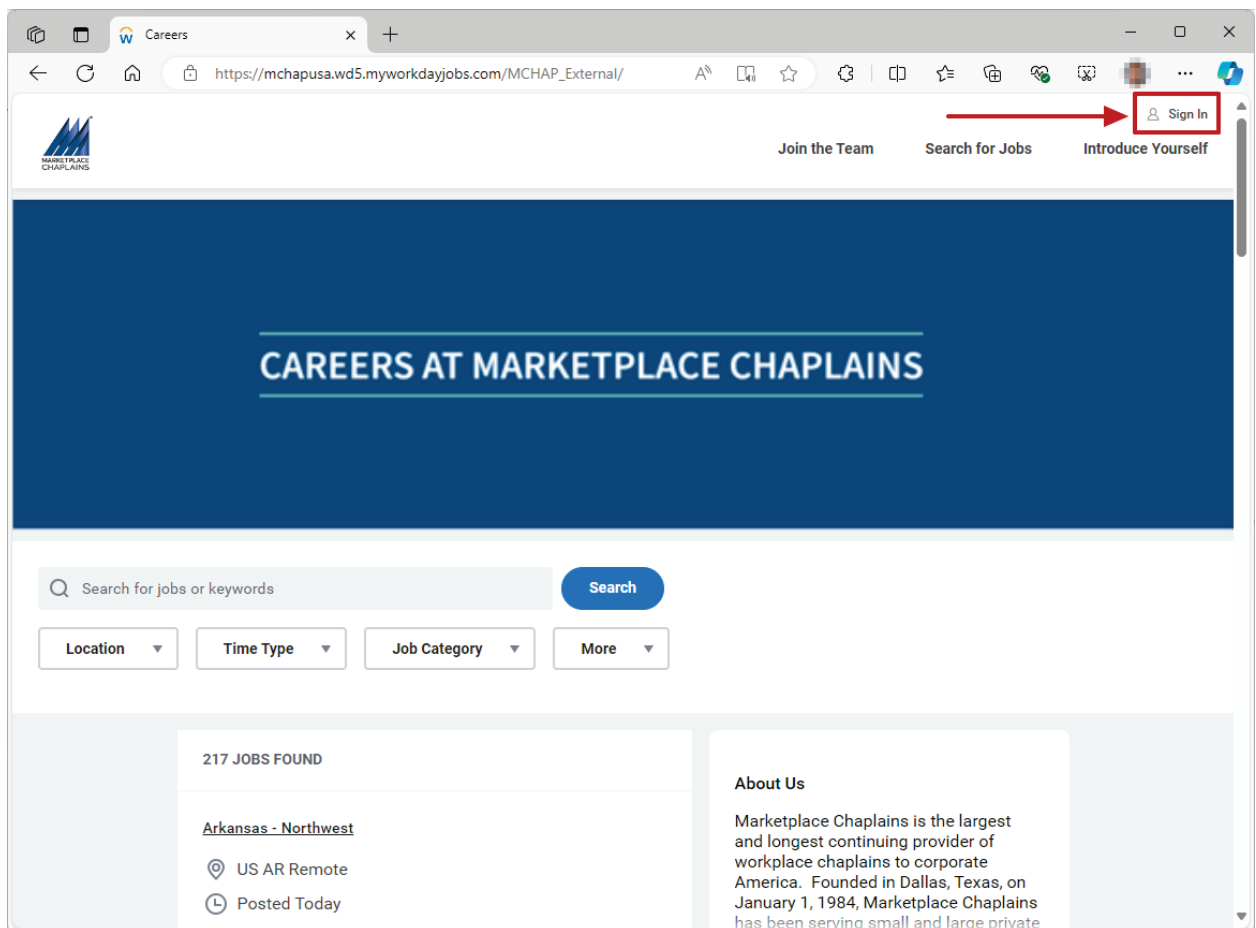
This document will provide you with general information on how to apply for a role at Marketplace Chaplains through our Careers' Site.

Marketplace Chaplains

How To Apply for Role



1. Go to <https://mychap.com> (this will redirect you to our Career site)
 - a) If you already have an account, please click the **“Sign In”** button to login to your account and proceed with the job application process.
 - b) If you have previously applied for a position with us and want to use your last application information, please sign in with your existing account and proceed with the job application process (see page 8 for reference).
 - c) If you do not have an account, click the **“Sign In”** button at the top-right corner of your web browser screen, and then click the **“Create Account”** link in the **Sign In** page (see screenshot in the following page).



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2. Example screenshot of the “Sign In” page and the “Create Account” link.

Workday

https://mchapusa.wd5.myworkdayjobs.com/Marketplace-Chaplain-USA/MCHAP_External/L...

Join the Team Search for Jobs Introduce Yourself

MARKETPLACE CHAPLAINS

CAREERS AT MARKETPLACE CHAPLAINS

Sign In

Email Address

Password

Sign In

Don't have an account yet? [Create Account](#)

[Forgot your password?](#)

Follow Us

in

workday

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3. Type your email address in the corresponding text box and create a password for your account. Pay close attention to the password requirements.

Workday

https://mchapusa.wd5.myworkdayjobs.com/Marketplace-Chaplains-USA/MCHAP_External/...

Join the Team Search for Jobs Introduce Yourself

CAREERS AT MARKETPLACE CHAPLAINS

Create Account

Password Requirements:

- An uppercase character
- A numeric character
- An alphabetic character
- A minimum of 8 characters
- A lowercase character
- A special character

Email Address

john.doe@yourownserviceproviderinc.com

Password

.....

Verify New Password

.....

Create Account

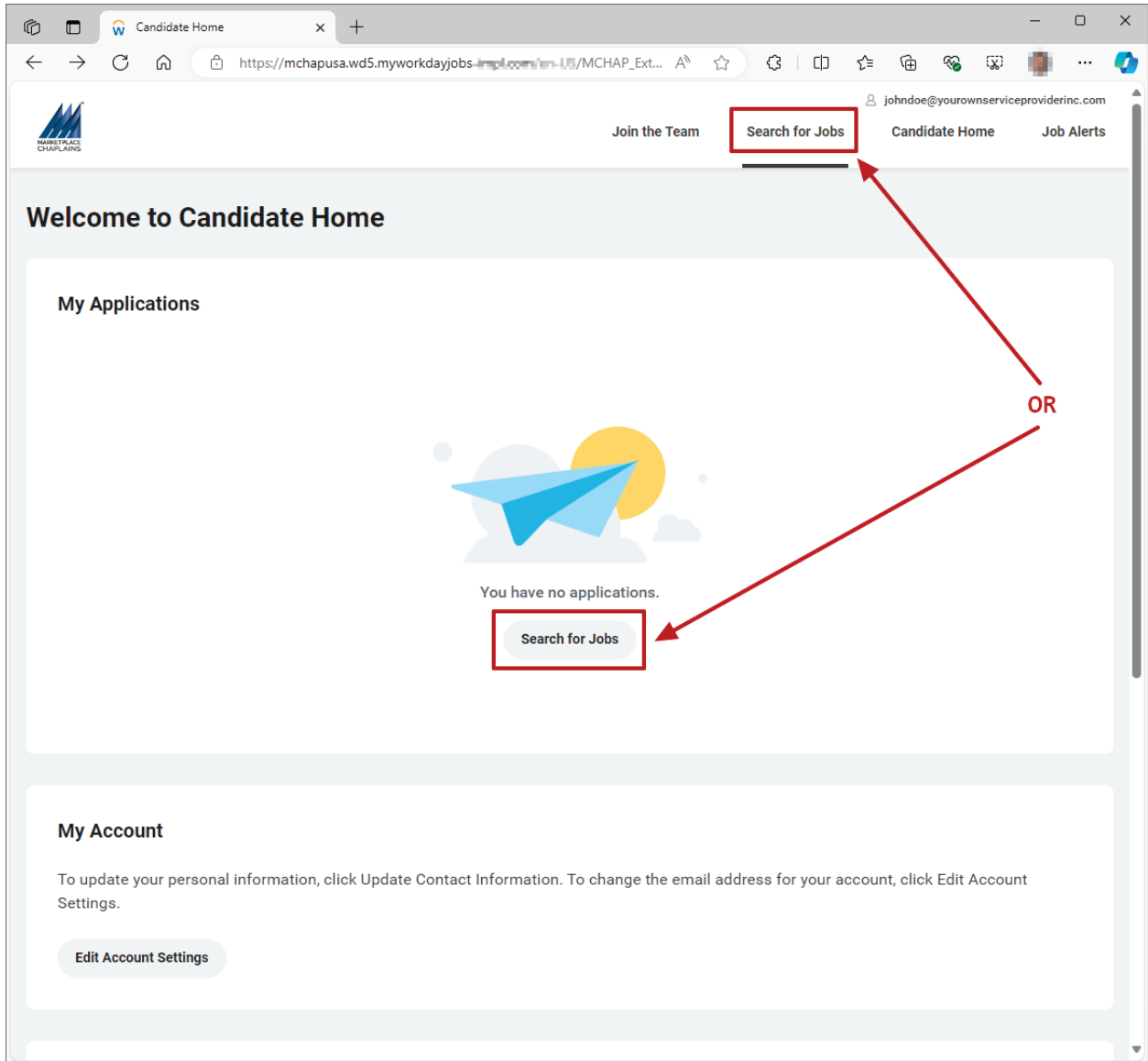
Already have an account? [Sign In](#)

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- Once you have created your account you can access the **“Search for Jobs”** section.

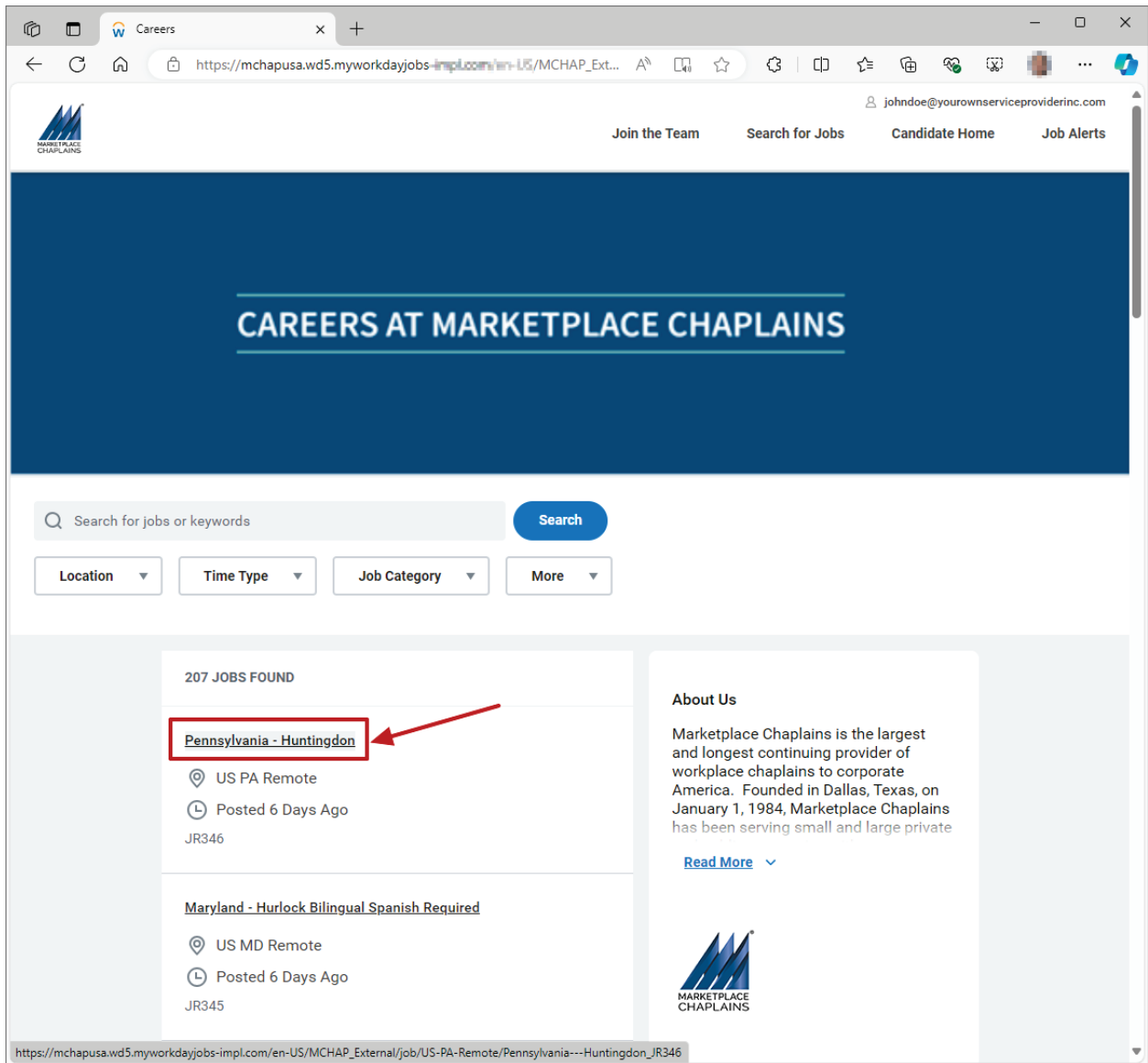


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5. In this example, we will apply for job JR346 in Huntingdon, Pennsylvania by clicking on the job's name link.

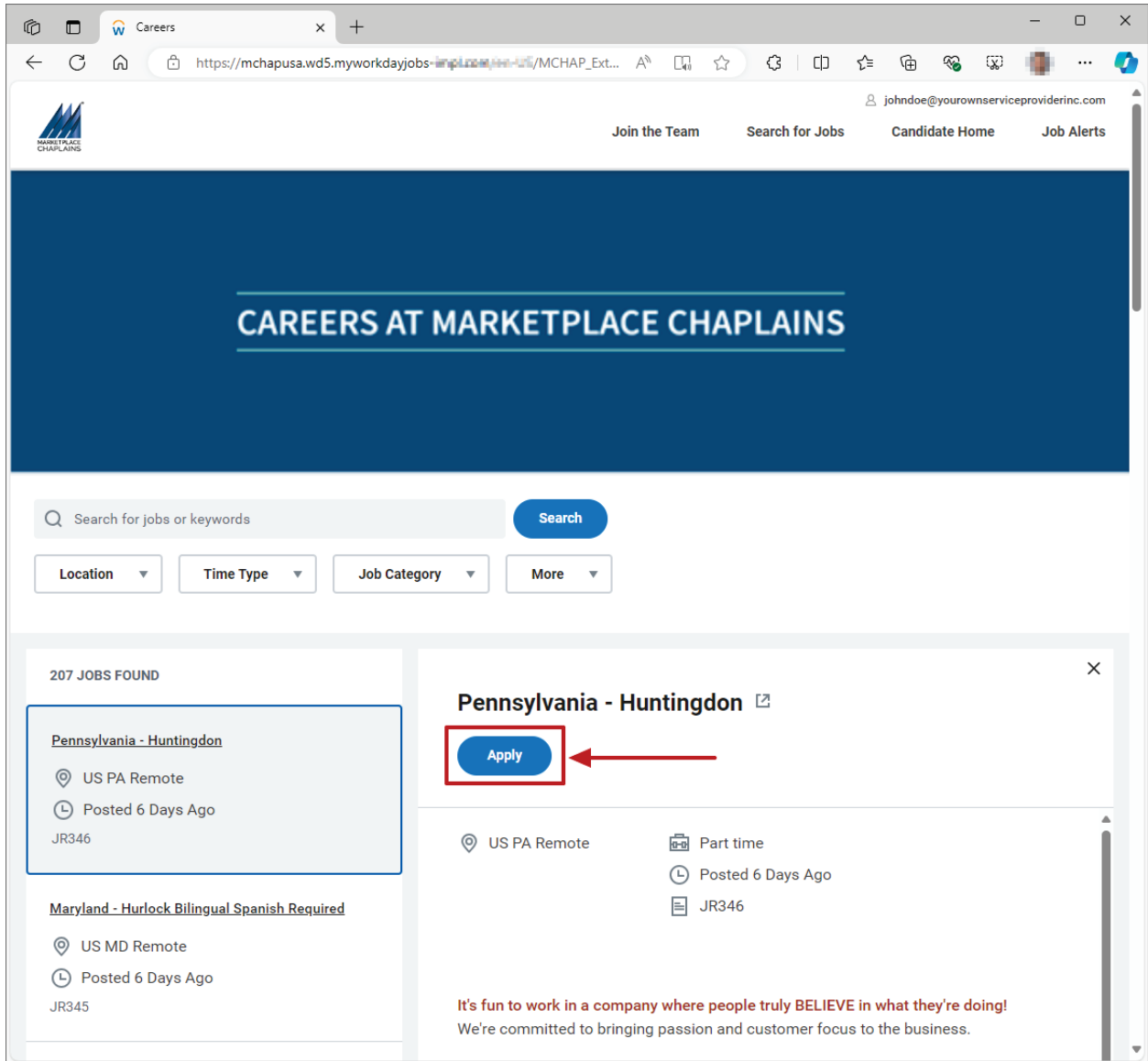


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- Once you have reviewed the job position summary on the right section of the screen, click the **“Apply”** button to start the job application process.

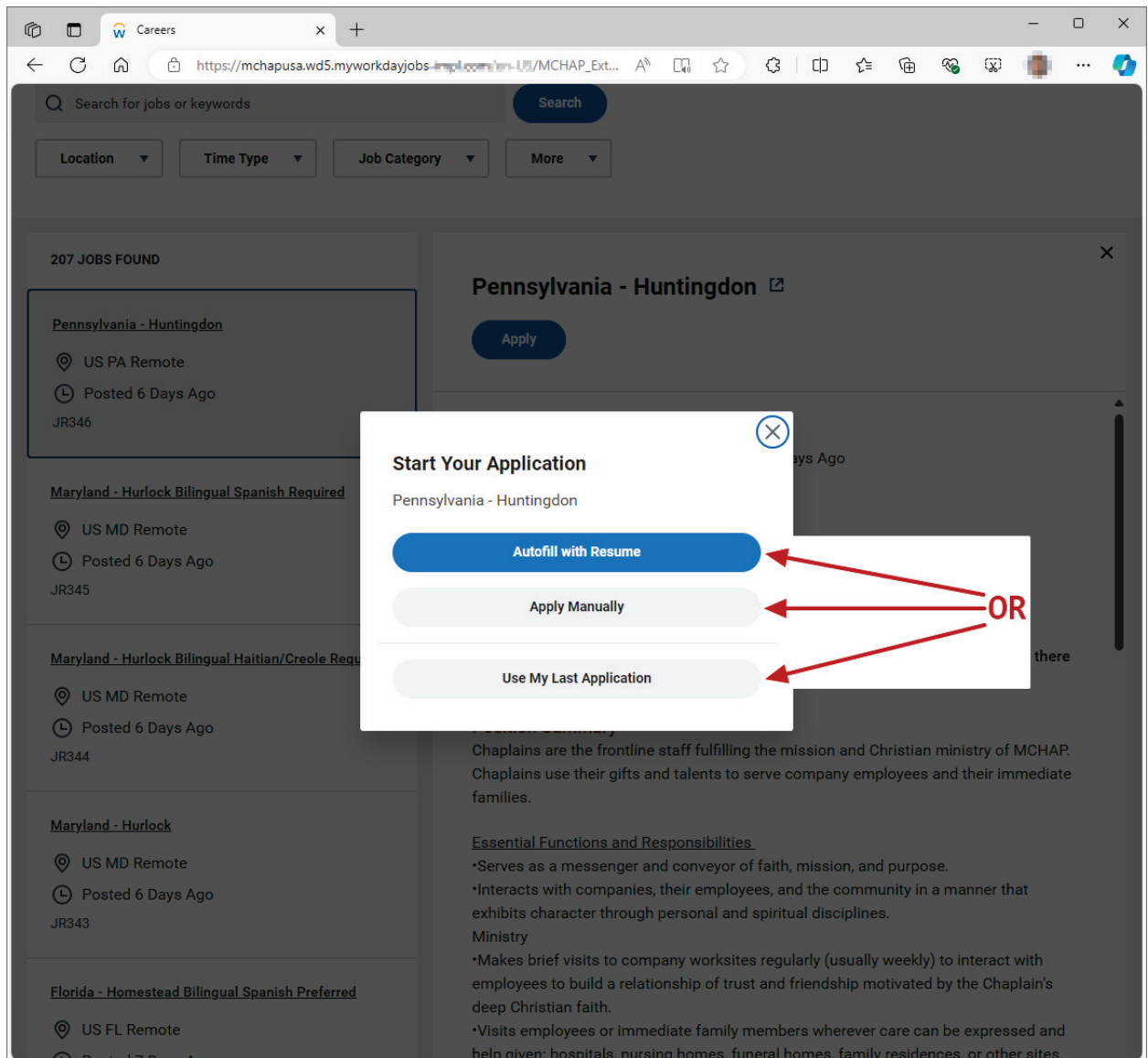


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7. You can apply in one of three ways:
- a) by uploading a well-formatted resume and let the system fill-in the information you will review in the next steps,
 - b) by manually entering the information on-screen, or
 - c) by using the information from a previous application (if you have previously applied for a position with us).



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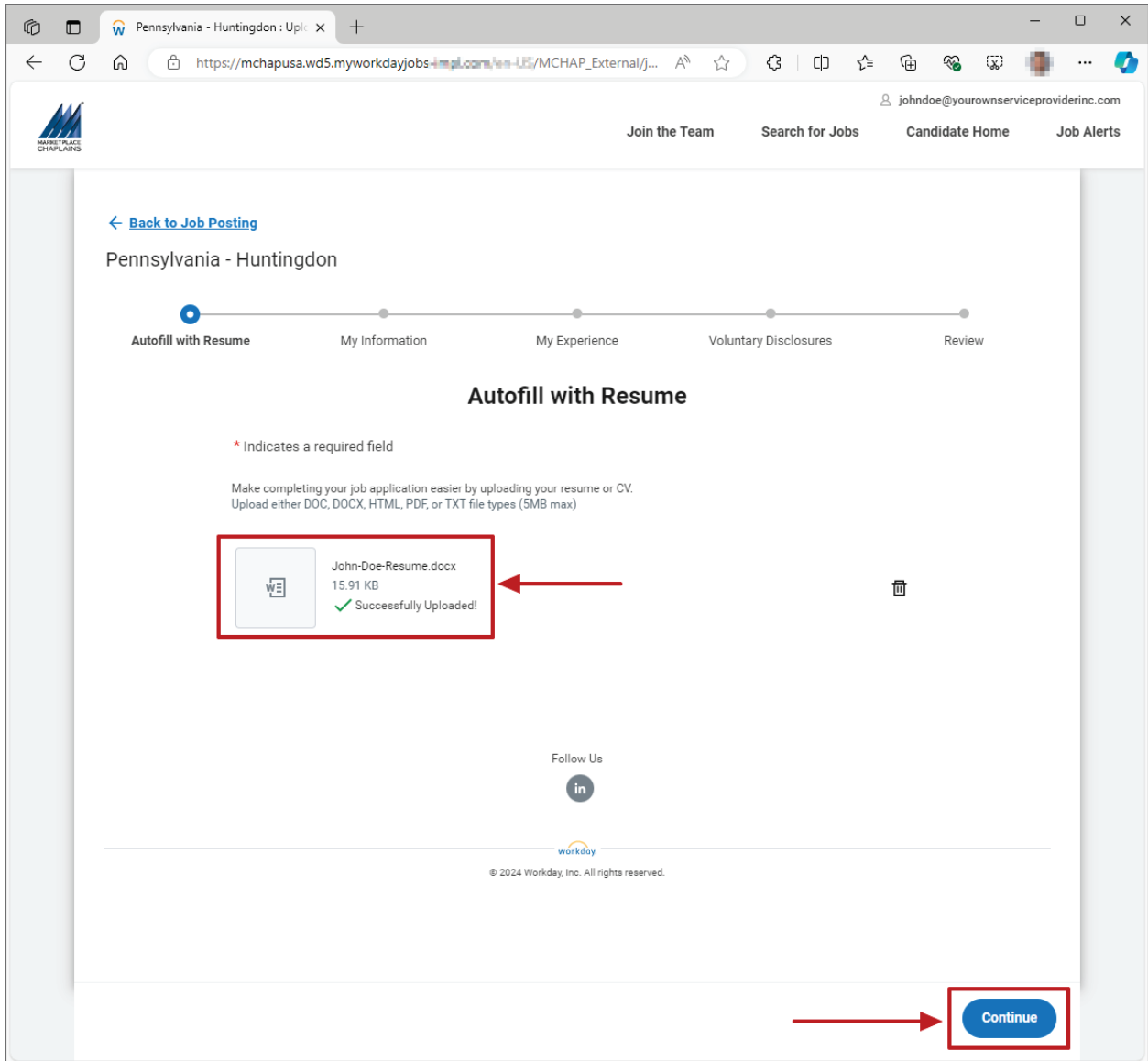
8. Because in this example we are utilizing a well-formatted resume in Microsoft Word format, we will simply drag-drop the document file in the specified screen-area. **Note:** *a resume file is not required - remember, you can also provide the information in each screen manually if you selected to “Apply Manually”.*

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9. The following screenshot shows a successful upload of the well-formatted resume.



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10. Even though the information was imported from the resume automatically in this example, we must review the data for accuracy before submitting the application. Please note that required fields are marked with an asterisk as in the screenshots for the information review below (**Note: not all fields are displayed in the two screenshots**).

← [Back to Job Posting](#)

Pennsylvania - Huntingdon

Autofill with Resume **My Information** My Experience Voluntary Disclosures Review

My Information

* Indicates a required field

How Did You Hear About Us? *

Indeed

Have you previously been employed by Marketplace Chaplains? *

☐ Yes

☒ No

Country *

United States of America

Legal Name

Prefix

Rev.

First Name *

John

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11. After reviewing the information click **“Save and Continue”**.

The screenshot shows a web browser window with the URL https://mchapusa.wd5.myworkdayjobs.com/.../MCHAP_External/j.... The page header includes the Marketplace Chaplains logo and navigation links: "Join the Team", "Search for Jobs", "Candidate Home", and "Job Alerts". The user is logged in as johndoe@yourownserviceproviderinc.com.

The form contains the following sections:

- Email Address:** johndoe@yourownserviceproviderinc.com
- Phone:**
 - Phone Device Type*: Mobile
 - Country Phone Code*: United States of America (+1)
 - Phone Number*: 215-123-4567
 - Phone Extension: (empty field)

At the bottom of the form, there is a "Follow Us" section with an "in" icon. Below this is the Workday logo and the text "© 2024 Workday, Inc. All rights reserved.".

At the bottom right of the form, there are two buttons: "Back" and "Save and Continue". The "Save and Continue" button is highlighted with a red box, and a red arrow points to it from the right.

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12. Next, review your **Work Experience** section for accuracy (**Note: not all fields are displayed in the two screenshots**).

The screenshot displays a web browser window with the URL https://mchapusa.wd5.myworkdayjobs.com/Marketplace-Chaplains/MCHAP_External/j.... The user is logged in as johndoe@yourownserviceproviderinc.com. The navigation bar includes links for 'Join the Team', 'Search for Jobs', 'Candidate Home', and 'Job Alerts'. The main content area shows a progress bar with five steps: 'Autofill with Resume' (completed), 'My Information' (completed), 'My Experience' (active), 'Voluntary Disclosures', and 'Review'. Below the progress bar, the 'My Experience' section is titled. A note states '* Indicates a required field'. Under 'Work Experience', 'Work Experience 1' is listed with a 'Delete' button. The form fields for 'Work Experience 1' are: 'Job Title*' (Senior Pastor), 'Company*' (Glorious Baptist Church), 'Location' (PA), 'I currently work here' (checked), 'From*' (01/2007), and 'Role Description'.

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13. After reviewing the information click **“Save and Continue”**.

The screenshot shows a web browser window with the URL https://mchapusa.wd5.myworkdayjobs.com/Marketplace-Chaplain-MCHAP_External/j.... The page header includes the Marketplace Chaplains logo and navigation links: "Join the Team", "Search for Jobs", "Candidate Home", and "Job Alerts". The user's email address, johndoe@yourownserviceproviderinc.com, is displayed in the top right corner.

The main content area features a file upload section with a "Drop files here" instruction and a "Select files" link. Below this, a file named "John-Doe-Resume.docx" (15.91 KB) is shown with a green checkmark and the text "Successfully Uploaded!".

Below the file upload section, there are two sections: "Websites" and "Social Network URLs". The "Websites" section has a sub-header "Add any relevant websites." and an "Add" button. The "Social Network URLs" section has a sub-header "Please enter your LinkedIn URL." and a text input field.

At the bottom of the page, there is a "Follow Us" section with a LinkedIn icon. Below this, the Workday logo and copyright notice "© 2024 Workday, Inc. All rights reserved." are visible.

In the bottom right corner, there are two buttons: "Back" and "Save and Continue". The "Save and Continue" button is highlighted with a red box, and a red arrow points to it from the right side of the page.

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14. Next, please review and provide any **Voluntary Disclosures** information.

The screenshot shows a web browser window with the URL https://mchapusa.wd5.myworkdayjobs.com/Marketplace-Chaplain-USA/MCHAP_External/j.... The user is logged in as johndoe@yourownserviceproviderinc.com. The page title is "Pennsylvania - Huntingdon". A progress bar at the top indicates the following steps: "Autofill with Resume" (completed), "My Information" (completed), "My Experience" (completed), "Voluntary Disclosures" (current step), and "Review".

Voluntary Disclosures

* Indicates a required field

Please select your gender.

Male

Please select the ethnicity which most accurately describes how you identify yourself.

- ☐ American Indian or Alaska Native (United States of America)
- ☐ Asian (United States of America)
- ☐ Black or African American (United States of America)
- ☐ I do not wish to answer. (United States of America)
- ☐ Native Hawaiian or Other Pacific Islander (United States of America)
- ☐ Two or More Races (United States of America)
- ☒ White (United States of America)

Please indicate if you are Hispanic or Latino?

select one

Please select the veteran status which most accurately describes your status.

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15. Review the **Terms and Conditions** section and check the box by the text that reads *"I willingly accept the Terms & Conditions for submitting an application with Marketplace Chaplains.*"* before clicking the **"Save and Continue"** button.

The screenshot shows a web browser window with the URL https://mchapusa.wd5.myworkdayjobs.com/Marketplace-Chaplains-US/MCHAP_External/j.... The page header includes the Marketplace Chaplains logo and navigation links: "Join the Team", "Search for Jobs", "Candidate Home", and "Job Alerts". The user's email address, johndoe@yourownserviceproviderinc.com, is displayed in the top right corner.

The main content area contains the following text:

Complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts or religious beliefs called for in this application process, whether in this document or not, may result in rejection of my application or discharge at any time during my employment. I authorize Marketplace Chaplains to verify any of this information."

I authorize MChap to investigate my references and communicate with my former employers concerning my employment unless specifically stated otherwise in this application. I authorize all individuals, schools, and employers named and all financial institutions, law enforcement agencies, and all persons except as specifically limited on this application to provide information requested about me, and I promise I will not bring any legal claims or actions against my current or former employers due to their responses to any job reference request.

FOR CALIFORNIA APPLICANTS: I recognize that I may waive my right to receive a copy of any public record obtained by the Company when conducting a background investigation of me per the requirements of California's Investigative Consumer Reporting Agencies Act (California Civil Code § 1786, ET SEQ.) I may waive my right by checking this box: I do not wish to receive a copy of any public records obtained by the Company about me.

FOR MARYLAND APPLICANTS: UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT OR TAKE A LIE DETECTOR OR SIMILAR TEST. ANY EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

FOR MASSACHUSETTS APPLICANTS: It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. Any employer who violates this law shall be subject to criminal penalties and civil liability.

FOR MONTANA APPLICANTS: The employment relationship is governed by the wrongful discharge from Employment Act, Mont. Code § 39-2-901.

FOR RHODE ISLAND APPLICANTS: If you provide false information about your ability to perform the essential functions of the job, with or without accommodations, you may be barred from filing a claim under the provisions of the Workers' Compensation Act of the state of Rhode Island.

I willingly accept the Terms & Conditions for submitting an application with Marketplace Chaplains.*

A red box highlights the checkbox next to the text "I willingly accept the Terms & Conditions for submitting an application with Marketplace Chaplains.*". A red arrow points to this checkbox.

Below the checkbox, there is a "Follow Us" section with a LinkedIn icon.

At the bottom of the page, there is a footer with the text "© 2024 Workday, Inc. All rights reserved." and a "workday" logo.

At the bottom right of the page, there are two buttons: "Back" and "Save and Continue". The "Save and Continue" button is highlighted with a red box, and a red arrow points to it.

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16. Next, you will get to the “**Review**” section where you’ll get to check that the information is accurate before submitting the application.

← [Back to Job Posting](#)

Pennsylvania - Huntingdon

Autofill with Resume My Information My Experience Voluntary Disclosures **Review**

Review

My Information

How Did You Hear About Us?
Indeed

Have you previously been employed by Marketplace Chaplains?
No

Legal Name
Pastor John Doe

I have a preferred name
Yes

Preferred Name
Pastor Juan Doe

Address
123 Governing Circle
Longington, PA 15001
United States of America

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17. Once you have checked the information for accuracy, click the **“Submit”** button.

The screenshot shows a web browser window with the URL https://mchapusa.wd5.myworkdayjobs.com/Marketplace-Chaplain/MCHAP_External/j.... The page features the Marketplace Chaplains logo and navigation links: "Join the Team", "Search for Jobs", "Candidate Home", and "Job Alerts". The user's email, johndoe@yourownserviceproviderinc.com, is displayed in the top right.

The form contains the following sections:

- Social Network URLs**: "Please enter your LinkedIn URL." with a "No Response" status.
- Voluntary Disclosures**:
 - "Please select your gender." with the selection "Male".
 - "Please select the ethnicity which most accurately describes how you identify yourself." with the selection "White (United States of America)".
 - "Please indicate if you are Hispanic or Latino?" with a "No Response" status.
 - "Please select the veteran status which most accurately describes your status." with a "No Response" status.
- Terms and Conditions**: "I willingly accept the Terms & Conditions for submitting an application with Marketplace Chaplains." with the selection "Yes".

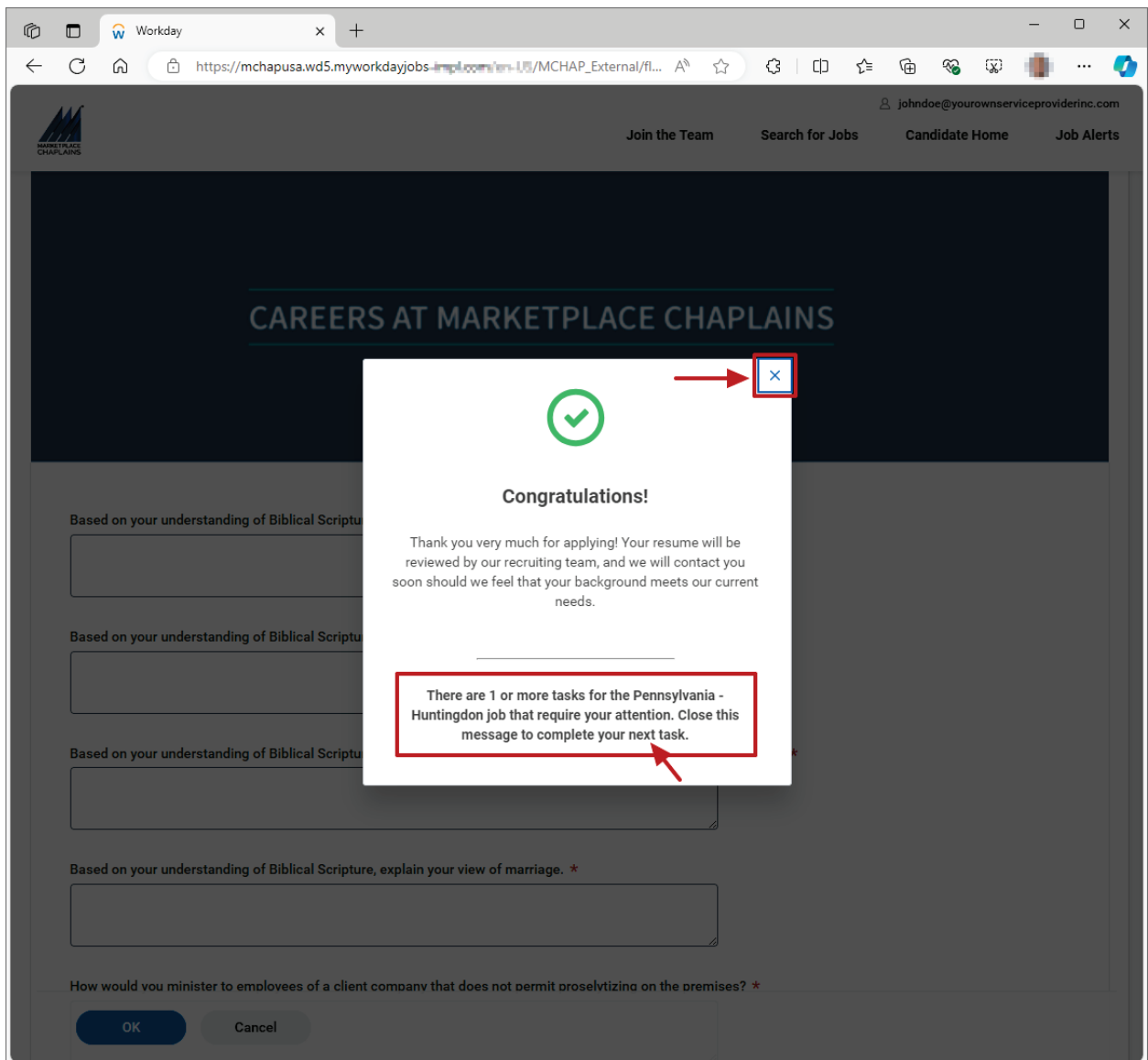
At the bottom, there is a "Follow Us" section with a LinkedIn icon and a "workday" logo. The footer text reads "© 2024 Workday, Inc. All rights reserved." In the bottom right corner, there are two buttons: "Back" and "Submit". The "Submit" button is highlighted with a red rectangle, and a red arrow points to it from the right side of the page.

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18. You will be presented with an application submission status message. Pay close attention to the next-steps instructions. Click the “X” in the top-right corner of the status message box to continue.



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19. Please provide your answers to the questionnaire in the next screen (you will need to scroll down to fill in your answers in all the questions. Please note that answers to all questions are required. When you are done, click the “OK” button.

Workday

https://mchapusa.wd5.myworkdayjobs.com/Marketplace-Chaplains/MCHAP_External/fl...

john.doe@yourownserviceproviderinc.com

Join the Team Search for Jobs Candidate Home Job Alerts

CAREERS AT MARKETPLACE CHAPLAINS

Based on your understanding of Biblical Scripture, explain your position on the sanctity of life. *

explain your position on the sanctity of life.

Based on your understanding of Biblical Scripture, explain your position on divorce. *

explain your position on divorce.

Based on your understanding of Biblical Scripture, explain your position on the inerrancy and sufficiency of the Bible. *

explain your position on the inerrancy and sufficiency of the Bible.

Based on your understanding of Biblical Scripture, explain your view of marriage. *

explain your view of marriage.

How would you minister to employees of a client company that does not permit proselytizing on the premises? *

employees of a client company that does not permit proselytizing on

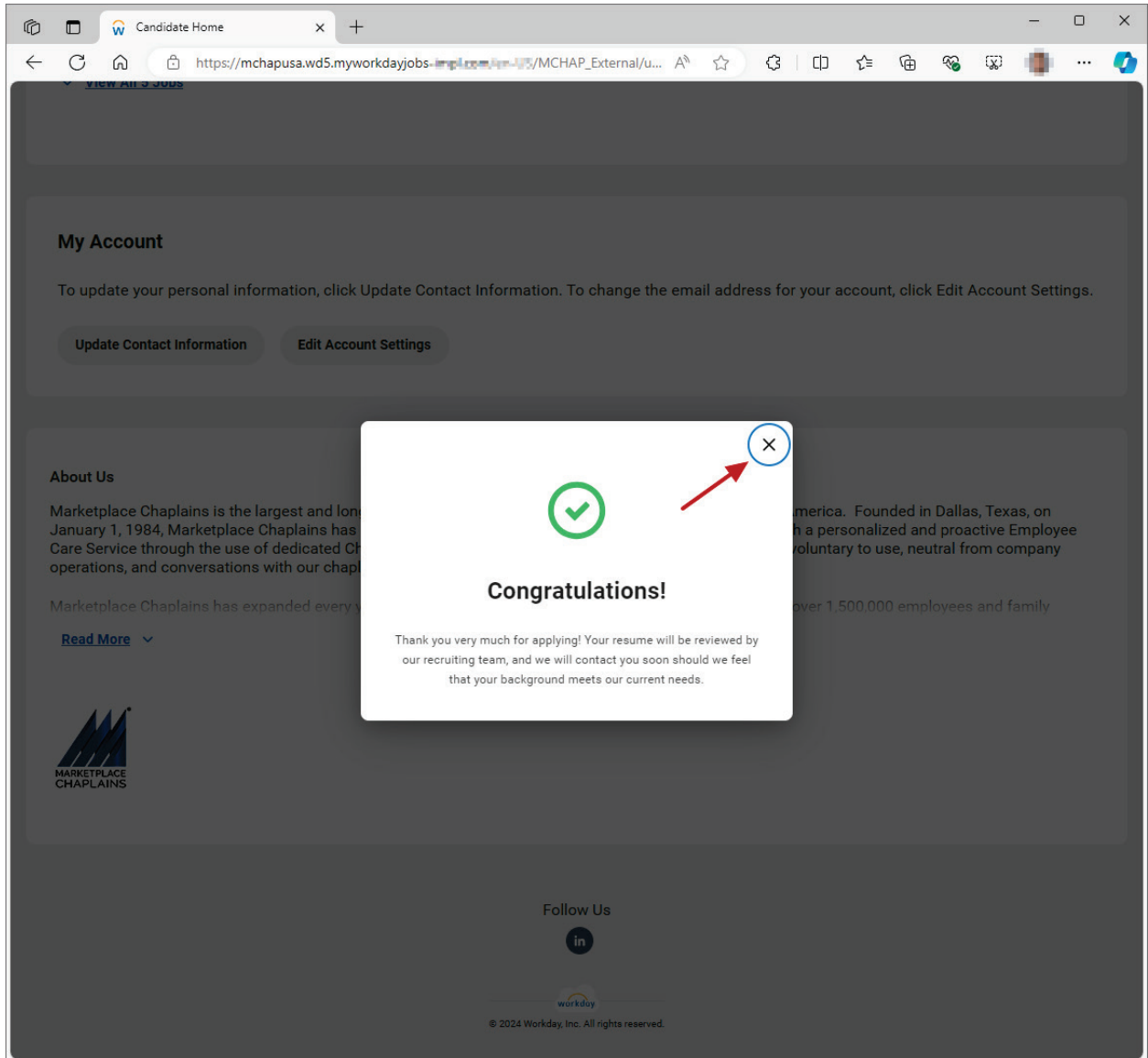
OK Cancel

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20. You will be presented with a status message. Click the “X” in the top-right corner of the status message box to continue.



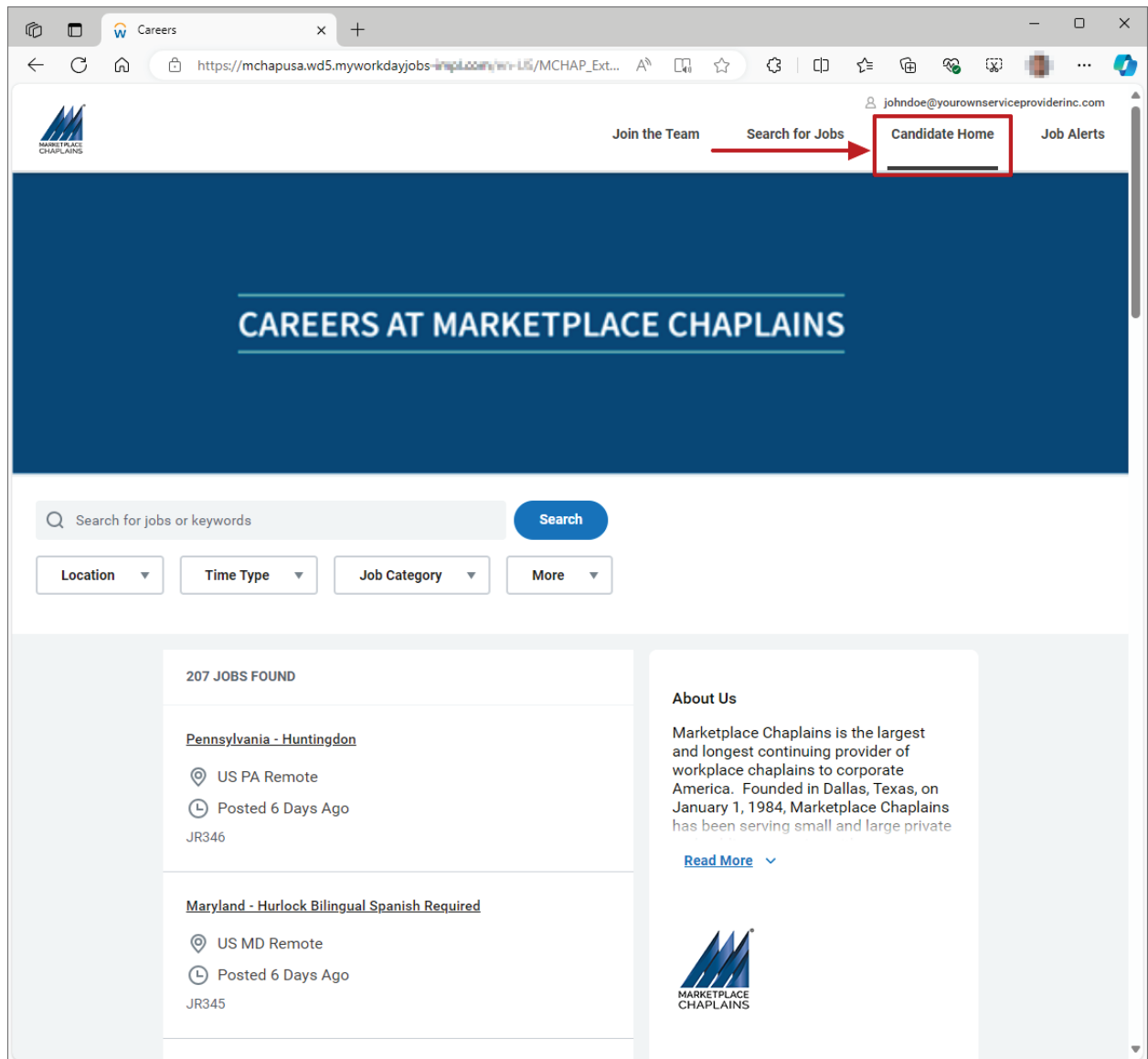
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21. The following two screens show you how to get to your “**Candidate Home**” section when you login to your account and where you can see notifications for your tasks.

Tasks require an **action** on your part as you work through the process with your recruiter.



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Candidate Home

https://mchapusa.wd5.myworkdayjobs.../MCHAP_External/u...

john DOE@yourownserviceproviderinc.com

Join the Team

Search for Jobs

Candidate Home

Job Alerts

Welcome, Pastor Juan Doe

My Tasks

Thank you for applying. Please review the checklist below to complete any assigned tasks related to your job application.

To Do (0)

Completed (1)

Task	Job Title	Job Req	Date Assigned
Complete Questionnaire	Pennsylvania - Huntingdon	JR346	August 22, 2024

My Applications

As we are evaluating your qualifications, we may contact you to provide additional information. In this case, you will receive a notification with instructions. Thank you for your interest in joining our team

Active (1)

Inactive (0)

Job Title	Job Req	My Application Status	Date Submitted	Action
Pennsylvania - Huntingdon	JR346		August 22, 2024	...

Similar Jobs (5)

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[Pennsylvania - Philadelphia Bilingual Spanish Required](#)

[Pennsylvania - Brookeville](#)