



# Middlesex

## Middlesex School

### Employment Opportunities FAQ's (frequently asked questions)

- *How can I confirm that my materials have been received?*  
All applicants should receive an automated response email from [careers@mxschool.edu](mailto:careers@mxschool.edu) confirming materials have been received in good order. Please be sure you receive this.
- *If the position is listed on the website, is it still available?*  
Yes, we keep the Middlesex School website up to date. If the position is still listed on our website, please feel free to submit your materials.
- *The announcement asks for a single pdf. May I submit my materials with several attachments?*  
We kindly ask that you send your materials (cover letter, resume, transcript, letters of recommendation, etc) as a single pdf. Due to the high volume of materials we receive, this step ensures the Hiring Committee sees all your materials. Please see Adobe for instructions on how to combine documents into a single pdf format.
- *I'm waiting on a recommendation: should I submit my materials without it?*  
Again, we ask that all materials be submitted as a single pdf. Please wait until you have all your materials ready before submitting.
- *I received a confirmation from mxcareers indicating my materials have been received in good order. Is there anything else I should do?*  
Once you've received the confirmation email from Middlesex careers, please know that your materials have been received in good order and will be reviewed by our Hiring Committee. Since the volume of candidates tends to be high, we are not able to contact candidates directly or answer individual questions. We will be in touch about moving ahead with candidacy, and we will notify all applicants when a position has been filled.
- *I don't have access to a computer in order to submit application materials electronically. Is there a physical address that can be used?*  
If your materials can't be submitted electronically, please send them by mail to:  
  
Middlesex School – Attn: Hiring  
1400 Lowell Road  
Concord, MA 01742
- *When do you list open positions?*  
Our contract year runs July 1- June 30. If positions come open during the year, we post immediately. However, our general hiring season begins in November and closes by the beginning of April, and we try to post positions for the upcoming year by Thanksgiving.
- *How/when will I know if the position I applied for has been filled?*  
If you applied to [careers@mxschool.edu](mailto:careers@mxschool.edu) directly and received a confirmation, you will receive an email once the position has been filled.