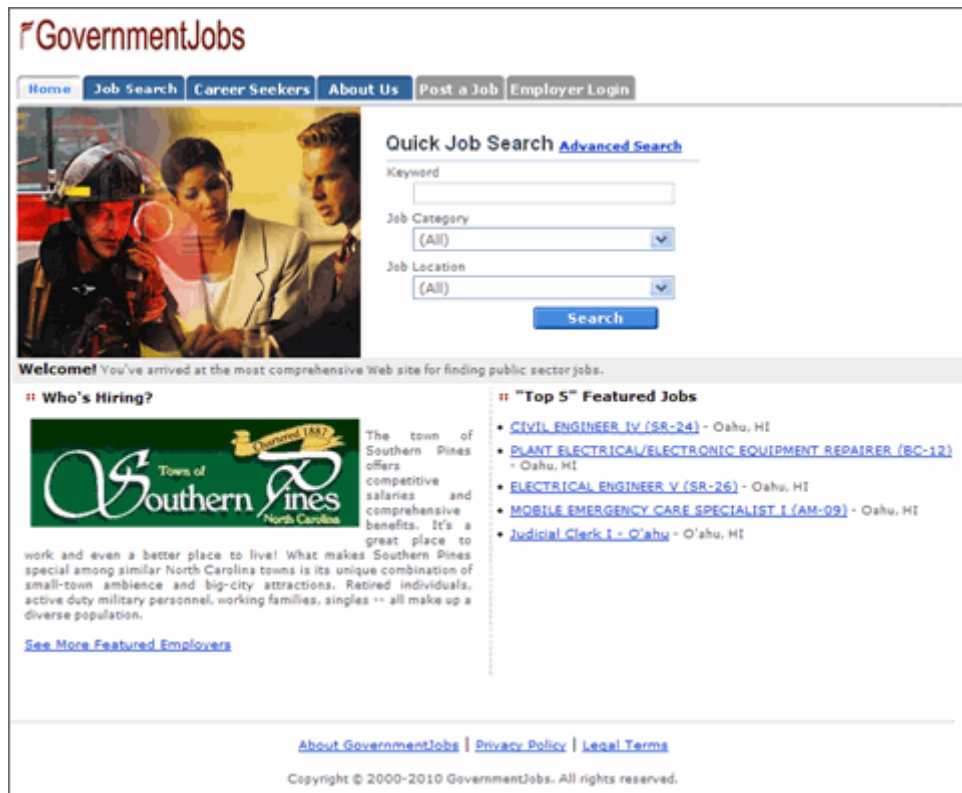


Online Employment Application Guide

To Create Your Applicant Profile Before Applying for a Job

1. Log in to: www.governmentjobs.com and create an applicant account.
 - Click on the 'Career Seekers' link.



The screenshot shows the GovernmentJobs.com homepage. At the top, there is a navigation menu with links for Home, Job Search, Career Seekers, About Us, Post a Job, and Employer Login. Below the navigation is a 'Quick Job Search' section with a 'Keyword' input field, a 'Job Category' dropdown menu (set to '(All)'), and a 'Job Location' dropdown menu (set to '(All)'). A 'Search' button is located below these fields. To the left of the search section is a photograph of three people in a professional setting. Below the search section is a 'Welcome!' message: 'You've arrived at the most comprehensive Web site for finding public sector jobs.' There are two main content areas: 'Who's Hiring?' featuring an advertisement for the Town of Southern Pines, North Carolina, and 'Top 5 Featured Jobs' listing five job openings: CIVIL ENGINEER IV (SR-24) - Oahu, HI; PLANT ELECTRICAL/ELECTRONIC EQUIPMENT REPAIRER (BC-12) - Oahu, HI; ELECTRICAL ENGINEER V (SR-26) - Oahu, HI; MOBILE EMERGENCY CARE SPECIALIST I (AM-09) - Oahu, HI; and Judicial Clerk I - O'ahu - O'ahu, HI. At the bottom of the page, there are links for 'About GovernmentJobs', 'Privacy Policy', and 'Legal Terms', along with a copyright notice: 'Copyright © 2000-2010 GovernmentJobs. All rights reserved.'

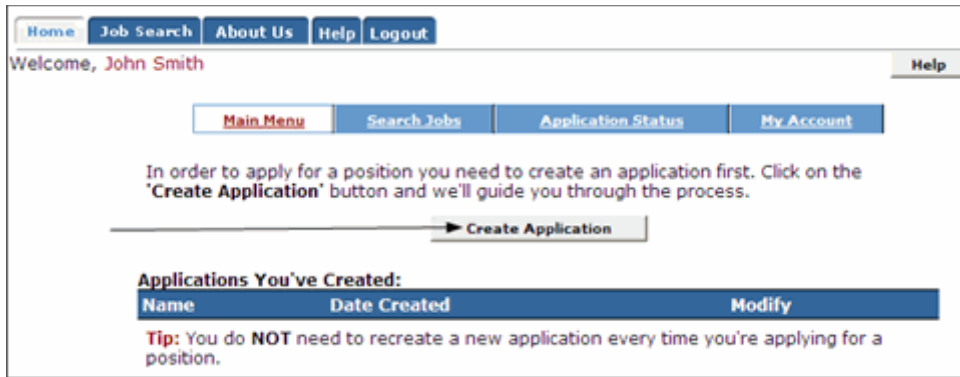
- Click on 'Create Your Account Here!'.

Note: If you have already created a user account, login using your previously created username and password. **You will not be able to create another applicant account using the same e-mail address.**

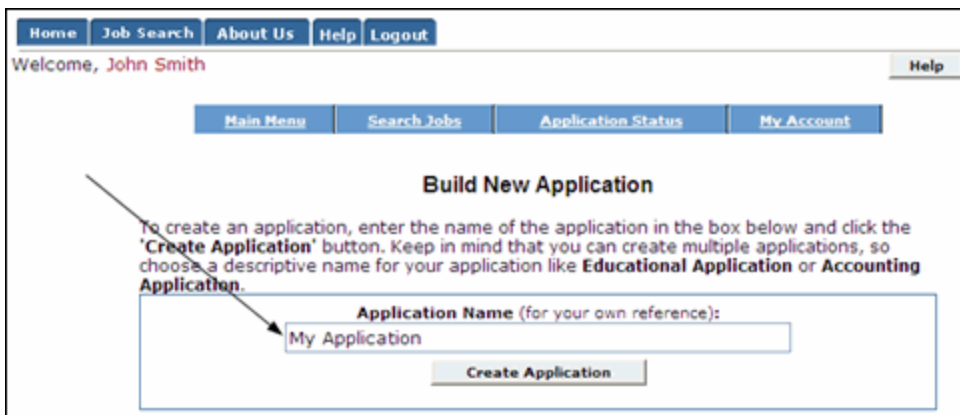
- Enter your new account information (you MUST remember this information).

2. Click on the 'Save' button.
3. Click on the 'Create Application' button.

Note: You do not need to create a separate application for every job that you apply for. **Each applicant must have his/her own account. You cannot share accounts.**



4. Input a title for your application for your future reference (this is for your reference only and will not be seen by any agencies).



5. Click on the 'Create Application' link below the title to proceed.

Review 'Contact information'.

Home Job Search About Us Help Logout

Welcome, John Smith [Help](#)

Main Menu Search Jobs Application Status My Account

Job Application » Profile * Required Field

Contact Information

* First Name

Middle Initial

* Last Name

Primary Phone

Alternate Phone

* Email

* Notification Preference
By which method would you prefer to be notified about application status, testing dates and examination results?

* Address 1

Address 2

* City

* State

* Zip

Country

* Required Field

6. Click on the 'Save & View Application' button.
7. Click on the blue edit links in each section (Personal Information, Preferences, Education, Work Experiences, Certificates and Licenses, Skills, Additional Information, References, Resume, Attachments) to complete your application details. Click the 'save' button at the bottom of each section.

Job Application » Review * Required Field

Contact Information [Edit Contact Information](#)

Name: John K Smith Address: 222 N Sepulveda
 El Segundo, California 90245
 Email: johnksmith@neogov.com
 Notification Preference: Email
 Home Phone: (310) 426-6304 Alternate Phone:

Personal Information [Edit Personal Information](#)

Driver's License:
 Can you, after employment, submit proof of your legal right to work in the United States?
 What is your highest level of education?

Preferences [Edit Preferences](#)

Preferred Salary:
 Are you willing to relocate?

Types of positions you will accept:
 Types of work you will accept:
 Types of shifts you will accept:

Objective

Education [Add Education](#)

Work Experience [Add Work Experience](#)

Certificates and Licenses [Add Certificates or Licenses](#)

Skills [Add Skills](#)

Office Skills [Edit](#)
 Typing: 0
 Data Entry: 0

Additional Information [Add Additional Information](#)

References [Add Reference](#)

Resume [Edit Resume](#)

Text Resume

Attachments [Add Attachment\(s\)](#)

* Required Field

8. Your application is saved, but has **NOT** been submitted to any employers for consideration. Click on the 'Logout' link in the upper-right-hand corner. Next, we'll show you how to submit an application to an employer for a specific job posting.



Note: Be sure to save often. You will be automatically logged out of your applicant account after 30 minutes from the last time you saved your information.

To Apply for a Specific Job Posting

1. From the employer's employment opportunity website, click on the job title of the job you are interested in.
2. Click on the 'Apply' link



Home Job Search Career Seekers About Us Post a Job Employer Login

Job Title: (PART-TIME) REVENUE ASSISTANT I
Salary: \$15.54 - \$19.94 hourly
Job Type: Part-Time (19 1/2 Hours per Week)
Location: City of Stockton, California
Department: Administrative Services

[Print Job Information](#) | [Apply](#)

3. Login using your applicant username and password that you created previously.

Note: If you have previously created an applicant account, login using the previously created username and password. **You will not be able to create another account using the same e-mail address.**



Home Job Search Career Seekers About Us Post a Job Employer Login

Are you registered?

To apply online for a position, please [create an account](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#)

Username:
Password:

Not Registered Yet? [Create Your Account Here!](#)
[I Forgot My User Name and/or Password](#)

4. Click on the link that says "To apply for the position of your position title click here."



Main Menu Search Jobs Application Status My Account

To apply for the position of (PART-TIME) REVENUE ASSISTANT I click here.



Note: Be sure to save often. You will be automatically logged out of your applicant account after 30 minutes from the last time you saved your information.

5. Answer the agency-wide supplemental questions.

The screenshot shows the top navigation bar with 'Main Menu', 'Search Jobs', 'Application Status', and 'My Account'. Below it, the job title '(PART-TIME) REVENUE ASSISTANT I' is displayed. A progress indicator shows five steps: 1. Job Application, 2. Agency-wide Questions, 3. Supplemental Questions, 4. Confirm Application, and 5. Certify & Submit. The 'Agency-wide Questions' section is active and contains a '* Required Field' label. The text reads: 'If you need more than one hour to complete this section click the "Save Work in Progress" button occasionally to save your work. All questions marked "Required" need to be answered in order to submit the application. Note: DO NOT use HTML tags in your answers.' Below this, it states: 'The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate education, training and experience relative to the position.' The first question is: '*1. Are you currently or have you ever been employed by the City of Stockton?' with radio buttons for 'Yes' and 'No'.

6. Click on the 'Save & Proceed' button at the bottom of the page.
7. Answer the job-specific supplemental questions (if any).


The screenshot shows the top navigation bar with 'Main Menu', 'Search Jobs', 'Application Status', and 'My Account'. Below it, the job title '(PART-TIME) REVENUE ASSISTANT I' is displayed. A progress indicator shows five steps: 1. Job Application, 2. Agency-wide Questions, 3. Supplemental Questions, 4. Confirm Application, and 5. Certify & Submit. The 'Supplemental Questions' section is active and contains a '* Required Field' label. The text reads: 'If you need more than one hour to complete this section click the "Save Work in Progress" button occasionally to save your work. All questions marked "Required" need to be answered in order to submit the application. Note: DO NOT use HTML tags in your answers.' Below this, it states: 'The following questions apply to only the position you are applying for.' The first question is: '*1. The Supplemental Questionnaire is part of the examination process; accordingly, it should be completed carefully. It must be submitted with your official employment application. Do not indicate "see resume" as an answer to any of these questions.' Below this, it states: 'I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.' There are radio buttons for 'Yes' and 'No'. The second question is: '*2. Do you possess a high school diploma or GED?' with radio buttons for 'Yes' and 'No'. The third question is: '*3. Do you possess a valid California Class "C" Driver's License?' with radio buttons for 'Yes' and 'No'. At the bottom, there are two buttons: 'Save Work in Progress' and 'Save & Proceed'. A '* Required Field' label is also present at the bottom right.

8. Click on the 'Save & Proceed' button at the bottom of the page.
9. Scroll to the bottom of the application review screen and click 'Confirm & Send Application'.
10. Click the 'Accept' button on the digital signature screen.

[1](#) >>>>> [2](#) >>>>> [3](#) >>>>> [4](#) >>>>> [5](#)

[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Certify & Submit



By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the City of Metropolis and will not be returned. I understand that the City of Metropolis may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

11. Click on the 'Logout' link in the upper-right-hand corner.