

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 website home page. At the top, there are navigation tabs: 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, 'Job Category' dropdown (set to '(All)'), and 'Job Location' dropdown (set to '(All)'), with a 'Search' button. To the left of the search form is a photo of three people. Below the search form is a 'Welcome!' message. There are two main sections: 'Who's Hiring?' featuring the Superior Court of California, County of Orange, and 'Top 5 Featured Jobs' listing positions like SSA Assistant Program Manager, Administrative Specialist 3-Jail Health Services, TRANSIT DIRECTOR, and Civic Auditorium Facility Superintendent. At the bottom, there are links for 'About GovernmentJobs', 'Privacy Policy', and 'Legal Terms', and a copyright notice for 2000-2005 GovernmentJobs.

- 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.**



The screenshot shows the GovernmentJobs website login page for employers. At the top, there are navigation tabs: Home, Job Search, Career Seekers, About Us, Post a Job, and Employer Login. Below the navigation is a message: 'Please enter your Employer Username and Password below.' There is a login form with 'Username:' and 'Password:' input fields and a 'Login' button. Below the form is a message: 'If you do not have a Username and Password click [HERE](#) to register for a new account.' At the bottom, there are links for 'About GovernmentJobs', 'Privacy Policy', and 'Legal Terms', and a copyright notice for 2000-2005 GovernmentJobs.

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

2. Click on the 'Save' button

- A page is displayed with your login information. Click on the 'Login' button
- Enter your username and password and click 'Login'

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
5. Click on the 'Create Application' button

6. Fill in the 'Personal Profile' information

The screenshot shows a web application interface for GovernmentJobs. At the top, there are navigation tabs: Home, Job Search, About Us, Help, and Logout. Below this, a 'Welcome,' message is followed by 'Help' and 'Logout' buttons. A secondary navigation bar includes 'Main Menu', 'Search Jobs', 'Application Status', and 'My Account'. The main content area displays the job title '(PART-TIME) REVENUE ASSISTANT I' and the application process steps: 1. Job Application, 2. Agency-wide Questions, 3. Supplemental Questions, 4. Confirm Application, and 5. Certify & Submit. The current step is 'Job Application >> Profile'. The form contains the following fields:

- * First Name: Joe
- Middle Initial: R
- * Last Name: Smith
- Primary Phone: 310-555-8667
- Alternate Phone: (empty)
- * Email: joe_85@aol.com

Buttons for 'Cancel' and 'Save & View Application' are located at the top of the form. A '* Required Field' label is present in the top right corner of the form area.

7. Click on the 'Save & View Application' button

8. If you want to add education or work experience, click on the links for 'Add Education' or 'Add Work Experience' and complete these sections. You can also add Certificates or Licenses, Skills, Additional Information, References, and a Resume, if desired. Click the 'save' button at the bottom of each section.

Job Application » Review * Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

[Go to Confirm Application](#)

Personal Profile [Edit Personal Profile](#)

Name:	Joe Smith	Address:	1415 Santa Monica Blvd Santa Monica, California 90210
Social Security:	223-45-6998	Email:	joe_85@aol.com
Home Phone:		Notification Preference:	Email
		Alternate Phone:	

Other Personal Information

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

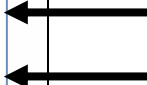
Preferences

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



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

To Apply for a Specific Job Opening

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



The screenshot shows a job listing page with a navigation menu at the top: Home, Job Search, Career Seekers, About Us, Post a Job, and Employer Login. The job details are as follows:

- 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

At the bottom right of the job details, there are two links: "Print Job Information" and "Apply". A black arrow points to the "Apply" link.

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.**



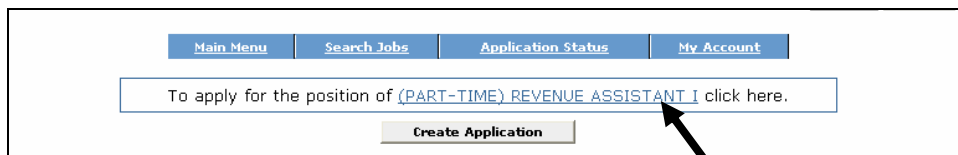
The screenshot shows the login page with a navigation menu at the top: Home, Job Search, Career Seekers, About Us, Post a Job, and Employer Login. The main heading is "Are you registered?". Below this, there is a message: "To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below."

The login form contains the following fields:

- Username: joe_85
- Password: [masked with dots]
- Login button

Below the login form, there are two links: "Not Registered Yet? [Create Your Account Here!](#)" and "[I Forgot My Password](#)".

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



The screenshot shows the application page with a navigation menu at the top: Main Menu, Search Jobs, Application Status, and My Account. The main heading is "To apply for the position of (PART-TIME) REVENUE ASSISTANT I click here." Below this heading is a "Create Application" button. A black arrow points to the "Create Application" button.

5. Answer the agency-wide supplemental questions

The screenshot shows the application process 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. It includes a 'Save Work in Progress' button and a 'Save & Proceed' button. A question is displayed: '*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 application process steps: 1 Job Application, 2 Agency-wide Questions, 3 Supplemental Questions, 4 Confirm Application, and 5 Certify & Submit. The 'Supplemental Questions' section is active. It includes a 'Save Work in Progress' button and a 'Save & Proceed' button. A question is displayed: '*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 is a certification statement: '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.' with radio buttons for 'Yes' and 'No'. Two more questions are listed: '*2. Do you possess a high school diploma or GED?' and '*3. Do you possess a valid California Class "C" Driver's License?' with radio buttons for 'Yes' and 'No'.

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