

Help

How do I complete an online application?

For information on how to apply online for a job, please refer to the [Employment Application Guide](#).

How long does it take to complete this process?

It will take approximately 15 minutes to complete all sections of the application.

How do I save my information?

If at any time you need to exit out of the application form, click the "Save" button at the bottom of the form. All of the information that you have input up to that point will be stored. You can return to your application later by logging into your account with your Username and Password.

How do I move between steps?

The application steps appear in order at the top of the screen to allow you to move back and forth between steps of the application. Click on a step to go to that step. After you complete a step, you will be taken to the next step, and the new step's link will become clickable.

How do I move between sections?

The section navigation bar appears at the top of the form, beneath the application step links. Click a section name to go to that section.

How do I edit information I've already entered?

Click on a step at the top of the page to go to that step. To go to a specific section in the Job Application step, click on the section name in the section navigation bar. Information you've already entered appears at the bottom of each section. Click on the 'EDIT' link next to any piece of information to edit it. The information will be displayed for you to edit, but remember to click the "Save" button after you've made your changes.

How do I delete information I've already entered?

You can delete a completed piece of information by clicking the 'DELETE' link next to that information at the bottom of the section.

Why am I not seeing the application steps?

If you are using Microsoft Internet Explorer, check your browser settings:

1. Click on the 'Tools' menu
2. Select 'Internet Options'
3. Click on the 'Content' tab
4. In the 'Content Advisor' section, if there is a button labeled 'Disable', select it and enter the required password you previously established for the Content Advisor.

After completing the GovernmentJobs.com application, you may wish to repeat steps 1-3 and 'Enable' the Content Advisor again.

Why is the system returning me to the application profile instead of permitting me to complete the application?

First, check to see if you have completed all required fields. If all required fields have been completed, and you are using Microsoft Internet Explorer, check your browser settings to make sure that the Content Advisor is not preventing you from completing the application process by following these steps:

1. Click on the 'Tools' menu

2. Select 'Internet Options'
3. Click on the 'Content' tab
4. In the 'Content Advisor' section, if there is a button labeled 'Disable', select it and enter the required password you previously established for the Content Advisor.

After completing the GovernmentJobs.com application, you may wish to repeat steps 1-3 and 'Enable' the Content Advisor again.