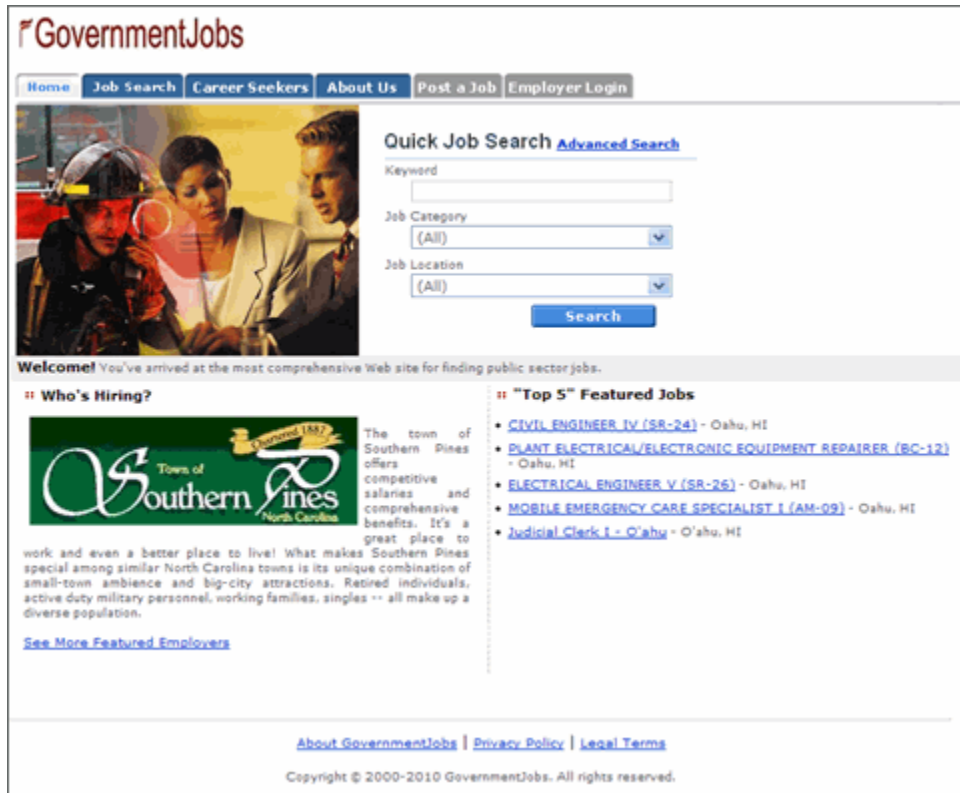


Online Employment Application Guide

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.



- 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.**

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:

Login

Not Registered Yet? [Create Your Account Here!](#)

[I Forgot My Password](#)

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

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

Request New Job Seeker Account

* First Name

Middle Initial

* Last Name

Primary Phone

Alternate Phone

* Email

* Notification Preference == Select ==

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

* Address 1

Address 2

* City

* State == Select ==

* Zip

Country == Select ==

* Username

Tip: Your usernames must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". Example: john_doe25

* Password

* Confirm Password

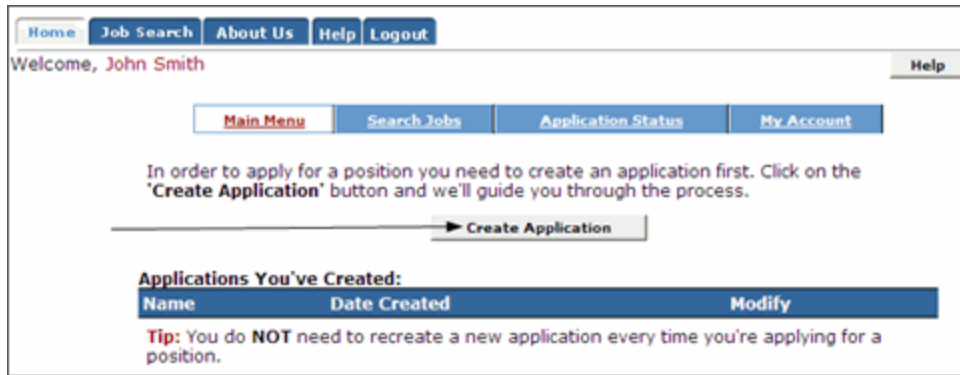
Password Hint

Tip: If you forget your password, you can click on [Lost Password](#) and it will be emailed to you.

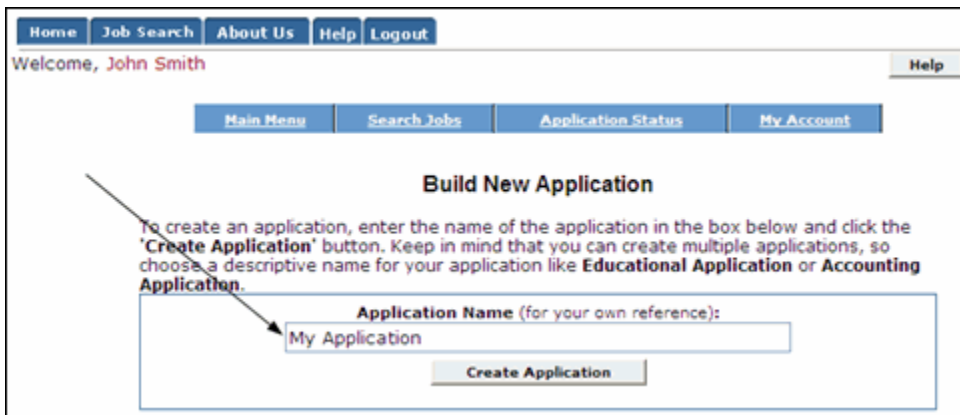
Save

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

The screenshot shows a navigation bar with links: Home, Job Search, Career Seekers, About Us, Post a Job, and Employer Login. Below the navigation bar, the job details are listed: 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, and Department: Administrative Services. At the bottom right, there are two links: Print Job Information and 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.**

The screenshot shows a navigation bar with links: Home, Job Search, Career Seekers, About Us, Post a Job, and Employer Login. Below the navigation bar, the heading is "Are you registered?". The text reads: "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." There is a link for "Online Employment Application Guide". Below this is a login form with fields for "Username: joe_85" and "Password: ●●●", and a "Login" button. At the bottom, there are links for "Not Registered Yet? [Create Your Account Here!](#)" and "[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."

The screenshot shows a navigation bar with links: Main Menu, Search Jobs, Application Status, and My Account. Below the navigation bar, there is a text box that says "To apply for the position of (PART-TIME) REVENUE ASSISTANT I click here." Below this text box is a button labeled "Create Application".



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.

(PART-TIME) REVENUE ASSISTANT I - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Agency-wide Questions * Required Field

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.

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.

*1. Are you currently or have you ever been employed by the City of Stockton?
 Yes No

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

1 Job Application 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Supplemental Questions * Required Field

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.

The following questions apply to only the position you are applying for.

*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.

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.
 Yes No

*2. Do you possess a high school diploma or GED?
 Yes No


*3. Do you possess a valid California Class "C" Driver's License?
 Yes No

* Required Field

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 Job Application](#) >>>>> [2 Agency-wide Questions](#) >>>>> [3 Supplemental Questions](#) >>>>> [4 Confirm Application](#) >>>>> [5 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.