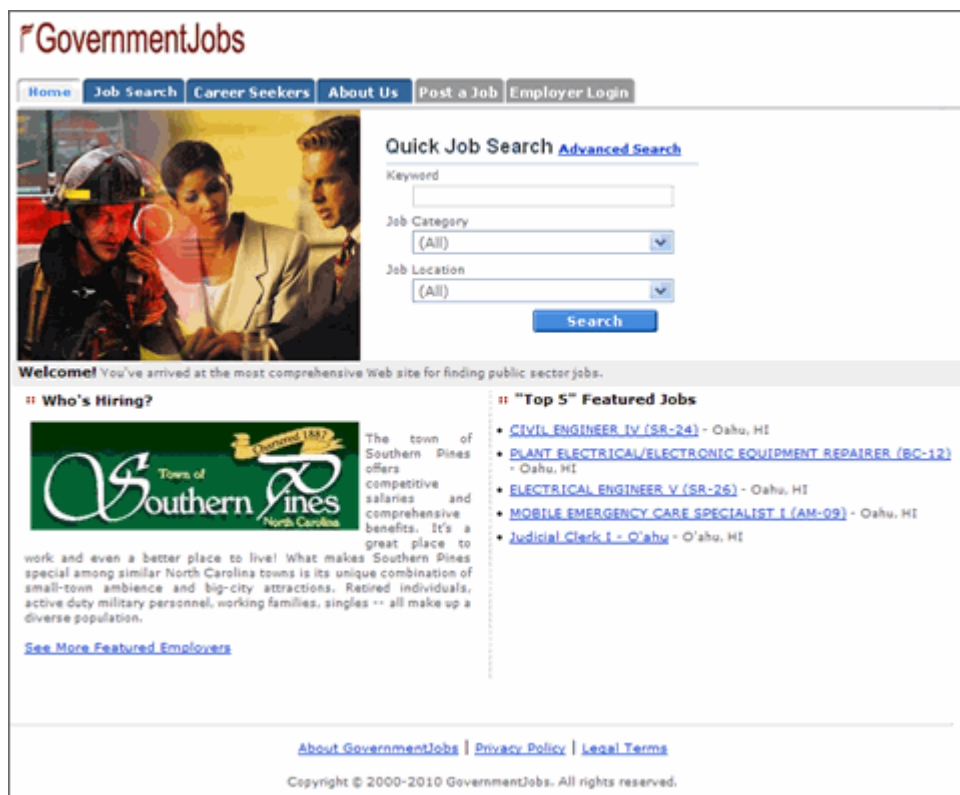


# Online Employment Application Guide

## To Create Your Applicant Profile Before Applying for a Job

1. Log in to: [www.governmentjobs.com](http://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 bar with tabs for Home, Job Search, Career Seekers, About Us, Post a Job, and Employer Login. Below the navigation bar is a 'Quick Job Search' section with a search bar and dropdown menus for Job Category and Job Location. The main content area features a 'Welcome!' message, a 'Who's Hiring?' section with a job listing for Southern Pines, North Carolina, and a 'Top 5 Featured Jobs' section listing various engineering and repair positions. At the bottom, there are links for 'About GovernmentJobs', 'Privacy Policy', and 'Legal Terms', along with a copyright notice for 2000-2010.

- 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.com login page. It features a navigation bar at the top with tabs for Home, Job Search, Career Seekers, About Us, Post a Job, and Employer Login. The main content area has a heading 'Are you registered?' followed by a prompt to create an account or login. Below this is a login form with fields for Username and Password, and a Login button. A link for 'Online Employment Application Guide' is also present. At the bottom, there are links for 'Not Registered Yet? Create Your Account Here!' and 'I Forgot My Password'. An arrow points to the 'Create Your Account Here!' link.

- 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.

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.**

Home Job Search About Us Help Logout

Welcome, John Smith

[Main Menu](#) [Search Jobs](#) [Application Status](#) [My Account](#)

In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.

**Applications You've Created:**

Name	Date Created	Modify
<small>Tip: You do NOT need to recreate a new application every time you're applying for a position.</small>		

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).

Home Job Search About Us Help Logout

Welcome, John Smith Help

Main Menu Search Jobs Application Status My Account

### Build New Application

To create an application, enter the name of the application in the box below and click the 'Create Application' button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

Application Name (for your own reference):  
My Application

Create Application

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

Cancel Save & View Application

#### Contact Information

\* First Name John  
Middle Initial K  
\* Last Name Smith  
Primary Phone (310) 426-6304  
Alternate Phone  
\* Email johnsmith@neogov.com  
\* Notification Preference Email  
By which method would you prefer to be notified about application status, testing dates and examination results?  
\* Address 1 222 N Sepulveda  
Address 2  
\* City El Segundo  
\* State California  
\* Zip 90245  
Country US

Cancel Save & View Application

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

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**Contact Information** [Edit Contact Information](#)

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

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**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?

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**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**

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**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

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**Additional Information** [Add Additional Information](#)

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**References** [Add Reference](#)

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**Resume** [Edit Resume](#)

Text Resume

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

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\* 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 a web application interface for a job application. At the top, there are navigation links: 'Main Menu', 'Search Jobs', 'Application Status', and 'My Account'. Below these is the title '(PART-TIME) REVENUE ASSISTANT I - Application process steps:'. A progress bar shows five steps: 1. Job Application, 2. Agency-wide Questions, 3. Supplemental Questions, 4. Confirm Application, and 5. Certify & Submit. Step 2 is currently active. The 'Agency-wide Questions' section is titled '\* Required Field'. It contains instructions: '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 is a statement: '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 'Supplemental Questions' section, which is also marked as '\* Required Field'. It contains the same instructions as the previous section: '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 is a statement: '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 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'. 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 of the section are two buttons: 'Save Work in Progress' and 'Save & Proceed'. The text '\* Required Field' appears at both the top and bottom right of the question area.

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.