



Online Application - Quick Guide

Get Started: Gather all your past employment information, including dates of employment, beginning and ending salaries, name, title and phone number of your supervisor, and address of the company.

Step 1: Create a user name and password.

Step 2: All available positions will display at once. To view the job description and requirements, simply click on the job title.

Step 3: Select the position for which you want to apply, and click "Apply Now."

Step 4: Select whether you would like to upload a resume, copy and paste resume text, or apply without a resume. If you choose to upload a Word document, please ensure that it is compatible with Windows 2003 or earlier versions of Windows. The county does not operate under the Windows 2007 version and may not be able to view your resume.

NOTE: Please note that including a resume is not considered an acceptable substitute for completing the application. All relevant information must be included in the application in order for it to be considered valid.

Step 5: Complete all 4 sections of the application: Preferences, Education and Work Experience, Referral Information, and Application Questionnaire.

NOTE: Please note that when adding information to the Education and Work Experience section of the application, it is best to click the "+" icon to add the desired information, then click "Save and Return." After it brings you back to the main Education and Work Experience page, click "Save." Then, click the "+" icon again if you wish to add another entry. Repeat this process until all entries have been saved.

Step 6: After checking to make sure all your information is complete, click "Submit Application." You will be directed to a page which contains an EEO survey - this is optional. At the bottom of the page, you may read the terms of submitting the application. Once you select "I agree to these terms," click "Submit" at the bottom of the page.

Step 7: "You have successfully submitted your job application" should appear at the top of the page. All the jobs for which you applied should display on the screen, as well as the status of the application.

NOTE: The "My Career Tools" page is the best way to monitor the progress of your applications.

If the application is in an "Applied" status, it is available for the hiring manager to review, and no one has yet been selected to fill the position.

If the status says "Declined," your application has been declined for the position.

If the status says "Not Applied" it has not yet been successfully submitted. Click on the title to complete and submit the application.

If you need There are two main resources for help with the online application process.

assistance:

1. You may review a complete tutorial of the application process on our Careers page.
2. If after reviewing the tutorial you require further assistance, you may call Human Resources for more information at:
972-548-4606