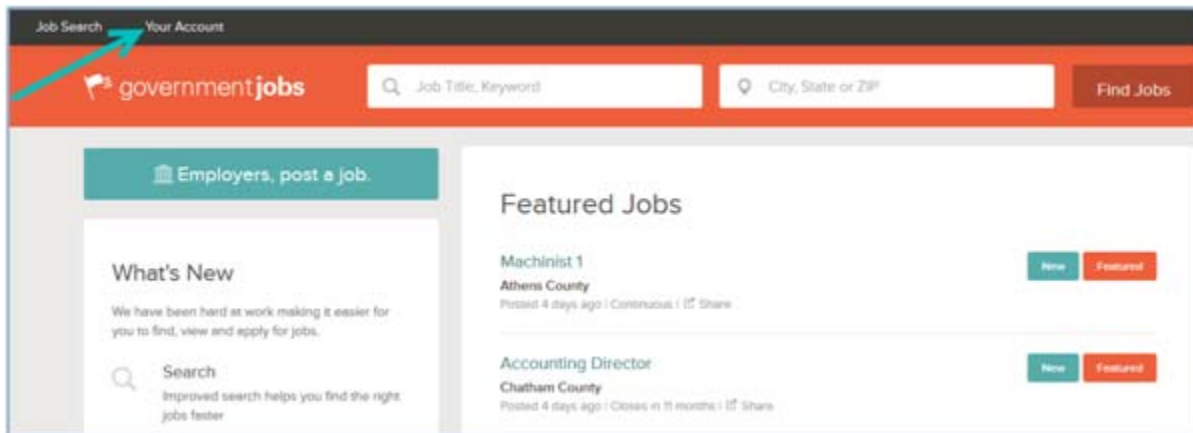# Application Guide

Online Employment Application Guide

To Create Your Applicant Profile Before Applying for a Job

1. Log in to: **http://www.governmentjobs.com** and create an applicant account.

- Click the 'Your Account' 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.**

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

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	

Password must be at least 8 characters long
Password must contain at least one special character
Password must contain at least one letter (any case)
Password must contain at least one number

• Confirm Password	

Save   Cancel

2. Click the 'Save' button.

3. Click the 'Create Application' button.
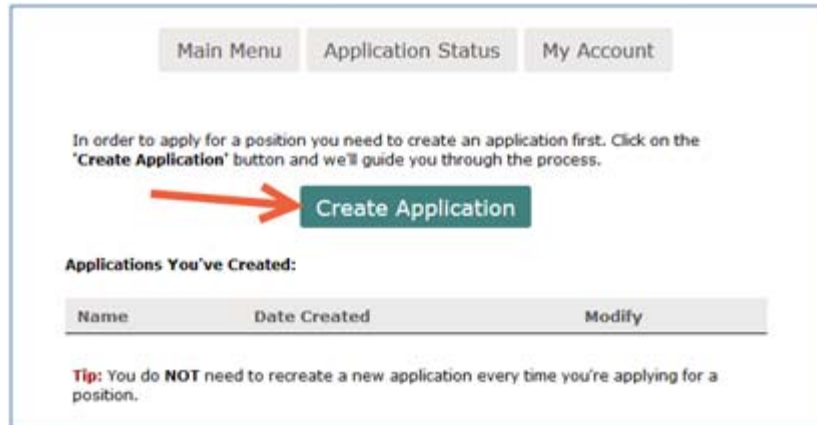
Note: You do not need to create a separate application for every job that you apply for. **Each applicant must have his/her own account. You cannot share accounts.**

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). Then click on the 'Create Application' button to proceed.
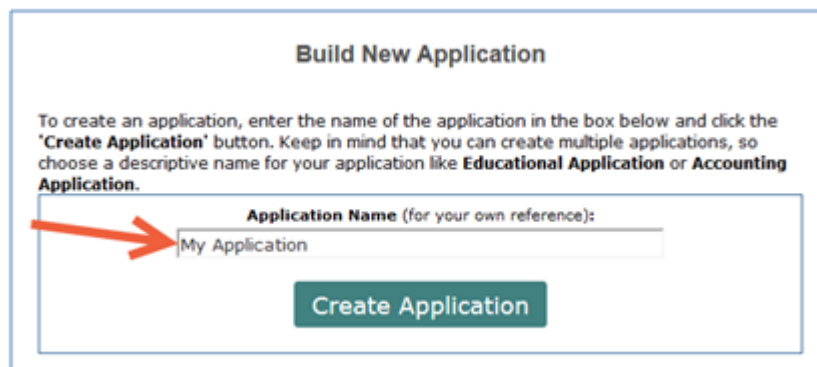
5. Review 'Contact information'.

6. Click the 'Save & View Application' button.

7. Click 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 |
| Home Phone: | (310) 426-6304 | Email:
Notification Preference:
Alternate Phone: | johnksmith@neogov.com
Email |

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
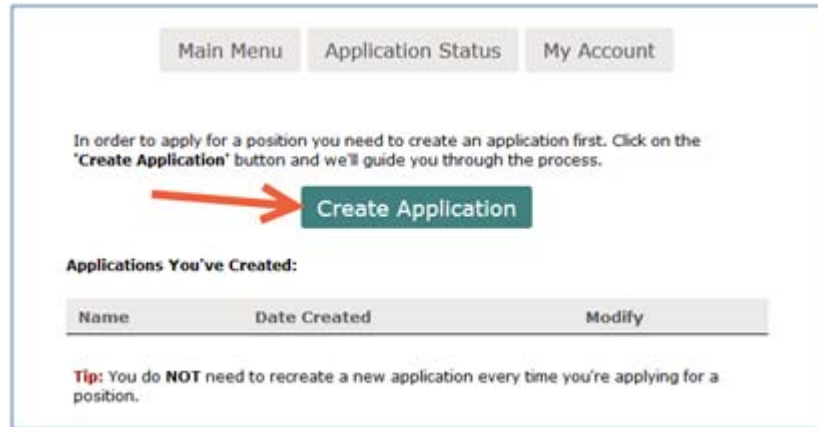
8. Your application is saved, but has **NOT** been submitted to any employers for consideration. Click on the 'Logout' link in the upper-right-hand corner. Next, we'll show you how to submit an application to an employer for a specific job posting.

⚠ 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.

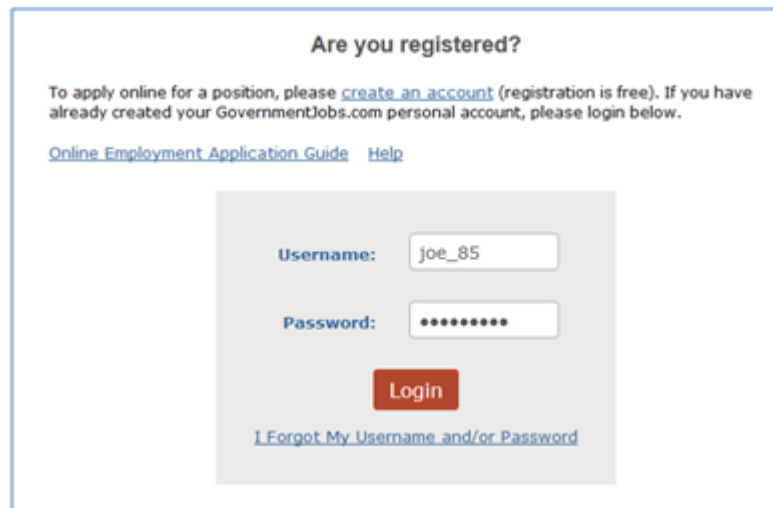## To Apply for a Specific Job Posting

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

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.**

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

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

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.

11. Click on the 'Logout' link in the upper right.