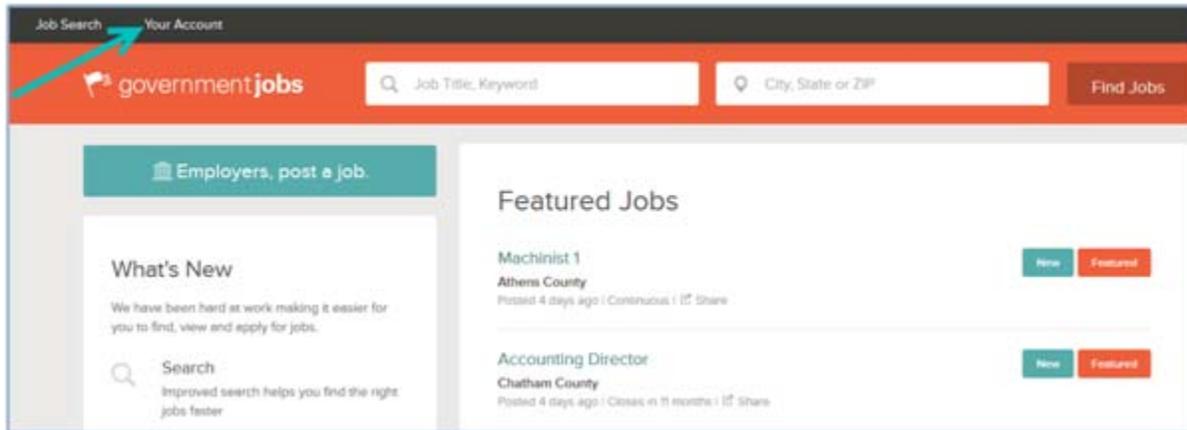


Application Guide

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.**

government jobs

Job Title, Keyword

City, State or ZIP

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](#) [Help](#)

Username:

Password:

Login

[I Forgot My Username and/or Password](#)

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

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

• Address 1

Address 2

• City

• State

• Zip

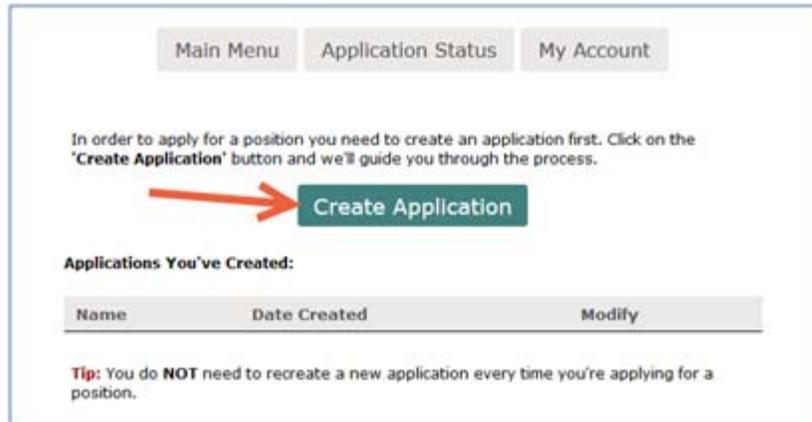
Country

• 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

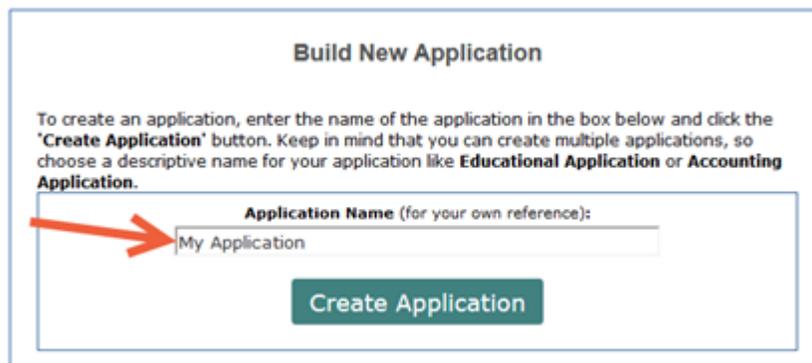
• Confirm Password

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'.

Job Application » Profile * Required Field

Contact Information

* First Name

Middle Initial

* Last Name

* Address 1

Address 2

* City

* State

* Zip

Country

Primary Phone

Alternate Phone

* Email

Notification Preference

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

* Required Field

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
 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

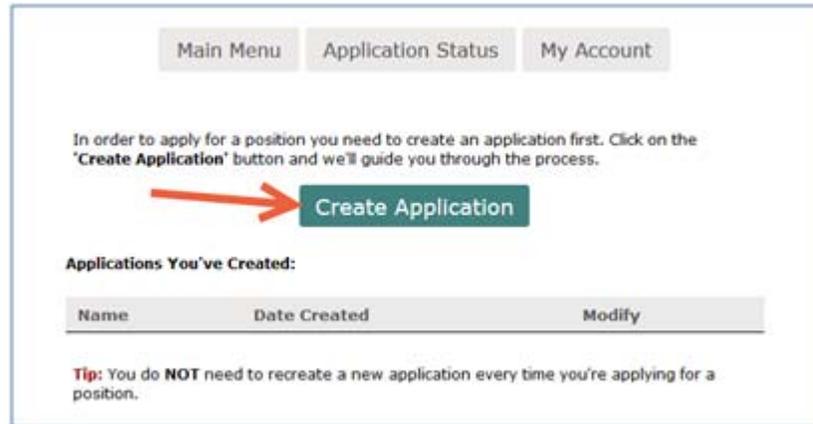
8. Your application is saved, but has **NOT** been submitted to any employers for consideration. Click on the 'Logout' link in the upper-right-hand corner. Next, we'll show you how to submit an application to an employer for a specific job posting.



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

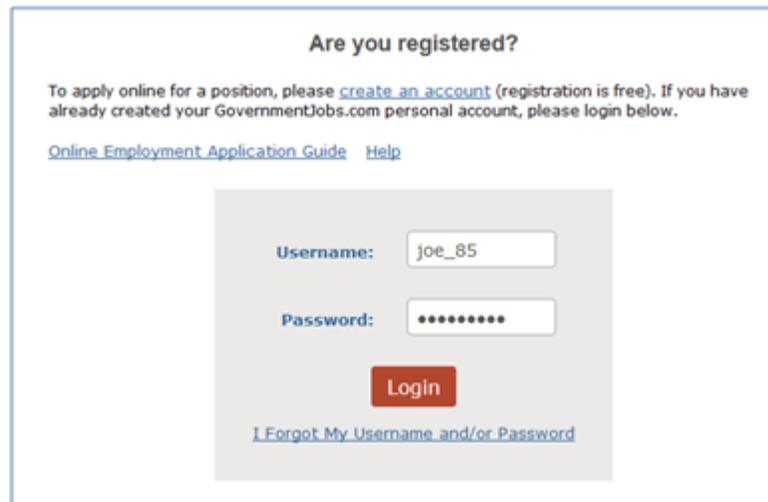
1. From the employer's employment opportunity website, click on the job title of the job you are interested in.
2. Click on the 'Apply' link



The screenshot shows a user interface with three navigation buttons at the top: 'Main Menu', 'Application Status', and 'My Account'. Below these, a text block reads: '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.' A red arrow points to a green button labeled 'Create Application'. Underneath, there is a section titled 'Applications You've Created:' followed by a table with columns 'Name', 'Date Created', and 'Modify'. At the bottom, a tip states: 'Tip: You do **NOT** need to recreate a new application every time you're applying for a position.'

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 login page titled '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.' Below this are links for 'Online Employment Application Guide' and 'Help'. The login form contains a 'Username:' field with the value 'joe_85', a 'Password:' field with masked characters, and a red 'Login' button. At the bottom, there is a link: '[I Forgot My Username and/or Password](#)'.

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

Main Menu Application Status My Account

To apply for the position of [Accountant/Internal Auditor](#) click here.

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.

Welcome, John Smith Help Logout

Main Menu Application Status My Account

Accountant/Internal Auditor - Application process steps:

1 >>>> 2 >>>> 3 >>>> 4
[Job Application](#) [Agency-wide Questions](#) Confirm Application Certify & Submit

Agency-wide Questions * Required Field

If you need more than **30 minutes** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. **Typing does not extend your session.** 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 the following questions is to obtain additional job related information to evaluate you for the position you are applying for or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies.

*1. Are you, or have you ever been employed by Johnston County Government?

Yes No

2. If previously employed by Johnston County Government, please indicate department, dates of employment and name used (if different).

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

1 2 3 4 5
[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Supplemental Questions * Required Field

If you need more than **30 minutes** to complete this section click the '**Save Work in Progress**' button occasionally to save your work. **Typing does not extend your session.** All questions marked '**Required**' need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

Complete and thorough responses to the following questions are necessary in order to be considered for this vacancy and move to the next step in the recruitment process.

*1. Complete and thorough responses to the following questions are necessary in order to be considered for this vacancy and move to the next step in the recruitment process. The ideal candidate will possess a solid understanding of GAAP and GAAS; prior experience in government finance; extensive knowledge in auditing, research and data analysis; and diverse software applications. Drawing upon your prior work history, detail any related experience, knowledge and professional achievements that would substantiate your ability to exemplify these performance standards.

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