

Otay Water District Online Application Helpful Tips

- You do not need to create a separate application for every job that you apply for. Once you have set up your online application you may re-submit it for as many opened positions as you wish.
- Each applicant must have his/her own account. You cannot share accounts (i.e. two applicants cannot use the same email address to create an account).
- If you already have an account, please log in using your username and password. You will not be able to create another account using the same e-mail address.
- If you have applied to other government agencies that use the NEOGOV online application software, then you may have already created a governmentjobs.com account using your current email. If you forgot your username and/or password, click on "**I Forgot My User Name and/or Password**" in the log in page of **https://www.governmentjobs.com/js_login.cfm**. If you have not applied using the same email address, then it will say that your email does not exist in their records and you must create a new account.
- It is important that your application show all the relevant education and experience you possess, including month and year start and end dates (example: June 1998 - August 2009).
- If you held several positions while employed with one organization, please add a new work experience for each position.
- Applications may be rejected if incomplete. For example, do not say "Please see resume" or "Please see attached."
- Once you have applied for a position, you will receive an email confirmation that your application has been received. If you do not receive an email notification, then you have not applied for a position. Please try again following the "Online Employment Application Guide" that is located in the www.governmentjobs.com login page and also on the Otay Water District Job Opportunities webpage.
- Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.