

Online Employment Application Guide

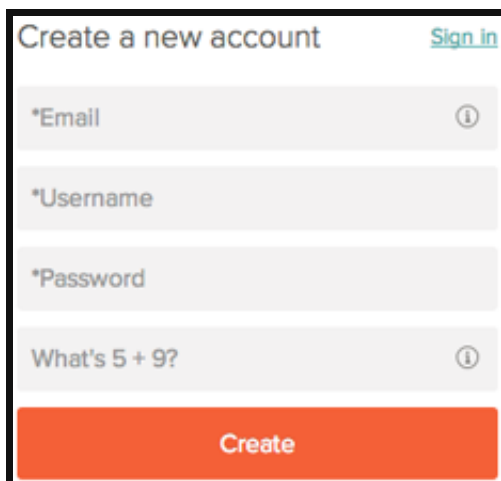
This guide describes how to apply for jobs using the Government Jobs web site. The process consists of the following steps:

- [Create An Account](#)
- [Find Jobs](#)
- [Apply for a Job](#)

Create An Account

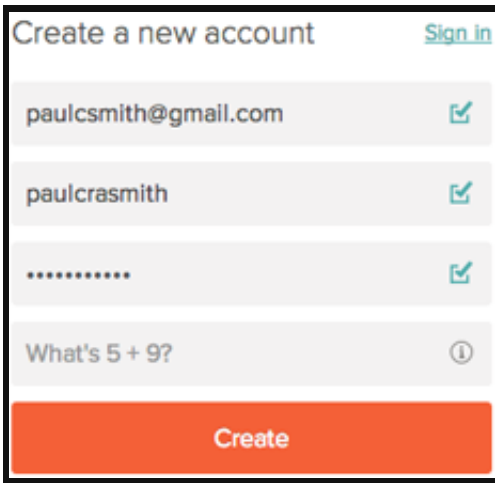
Follow these steps to Sign In:

1. Point your web browser to www.governmentjobs.com.
2. Click **Sign In** in the top right of the menu bar.
3. If you already created a user account, login using your previously created username and password. Otherwise, Click Create one to create an account, and then enter your new account information.



The screenshot shows a web form titled "Create a new account" with a "Sign in" link in the top right corner. The form contains four input fields: "*Email", "*Username", "*Password", and "What's 5 + 9?". Each field has a small information icon (i) to its right. Below the fields is a large orange button labeled "Create".

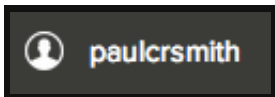
- If you created an account before, you cannot use the same email address again to create a new account. The email value must be unique.
- If you created an account before and can't remember your username, click on Forgot username. This sends you email with your username.
- Your password must be at least six characters in length, and contain at least one number.
- Answer the security question. In this example, type 14.
- As you supply correct information for each field, a checkmark on the right indicates that the value is correct, for example:

A screenshot of a web form titled "Create a new account" with a "Sign in" link in the top right. The form contains four input fields: an email address "paulcsmith@gmail.com", a username "paulcsmith", a password field with masked characters "*****", and a security question "What's 5 + 9?". Each of the first three fields has a green checkmark icon to its right. Below the fields is a large orange "Create" button.

- Click Create.

Keep a record of your username and password.

When you are signed in, your username appears on the right in the top menu bar:

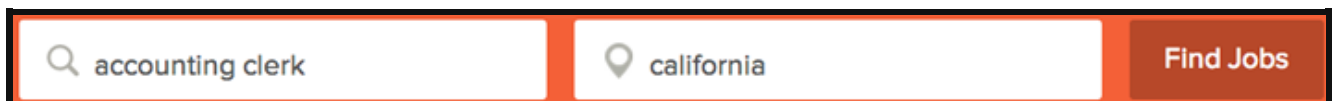


If you need to change your password, use Accounts Settings in the pulldown below your username.

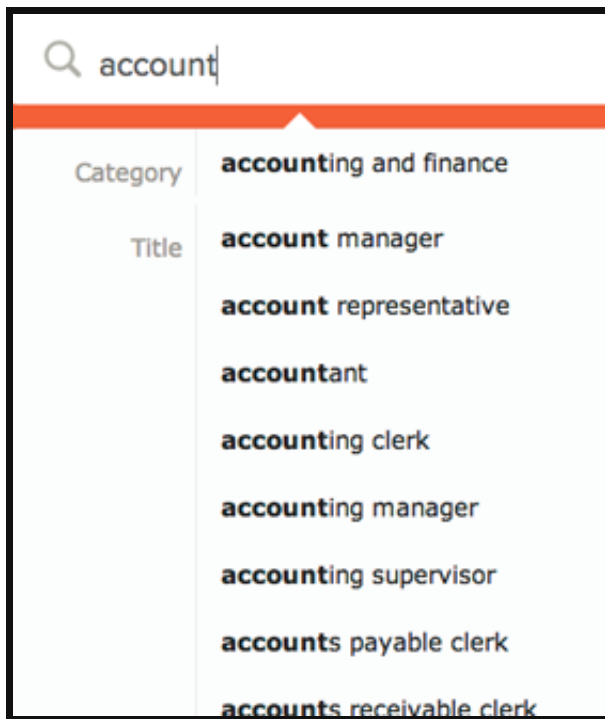
Find Jobs

You can find jobs using search as follows.

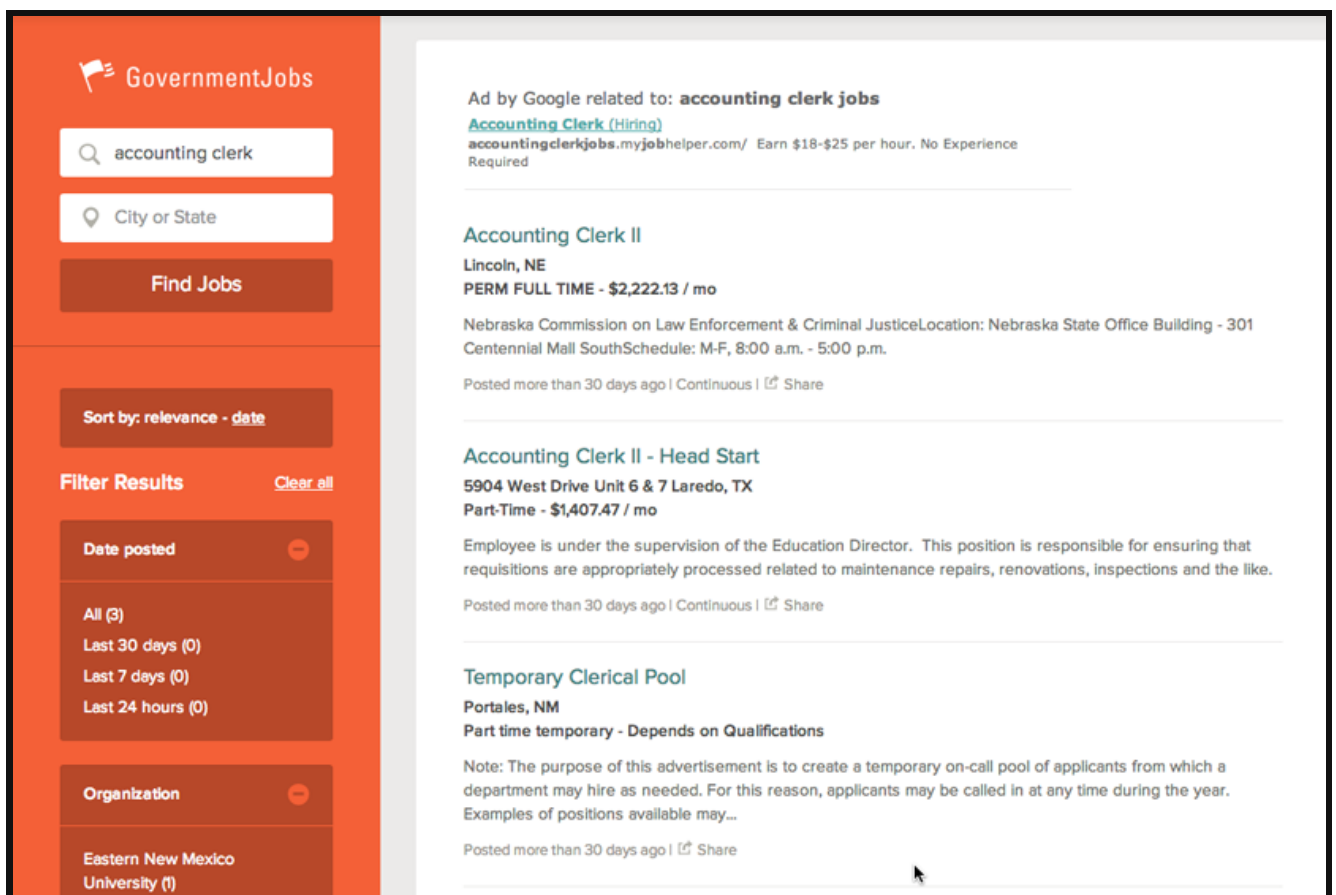
1. Type a job title in the search box. You can further limit the search by providing a state or city, for example:

A screenshot of a job search interface. It features two adjacent input boxes with orange borders. The first box contains a magnifying glass icon and the text "accounting clerk". The second box contains a location pin icon and the text "california". To the right of these boxes is a solid orange button with the text "Find Jobs" in white.

As you type in these boxes, it suggests jobs or locations that match, for example:



2. Click Find Jobs.
3. The jobs that match your search are shown, for example:



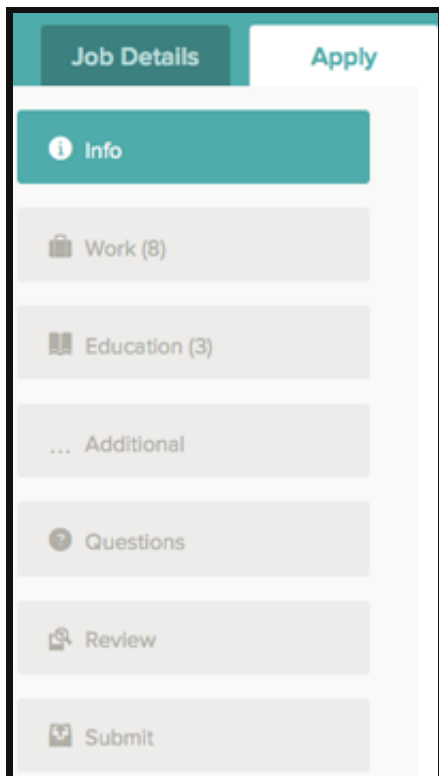
4. Click on the title to open the job details.

Apply for a Job

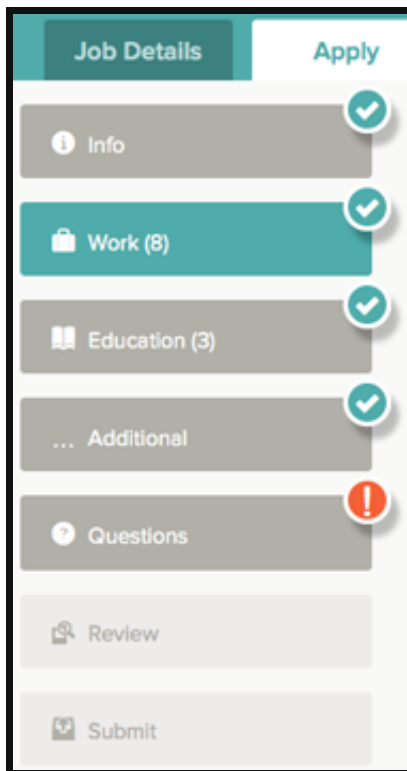
To apply for a job:

1. Click on the Apply tab from job details.
2. You can speed completing basic profile information by importing a resume from LinkedIn, or by uploading a file.
3. Next you complete a series of steps (entries or screens). The specific steps that you must complete are determined by the employer, and may vary from this example.

Your progress and current step in the process is shown on the left. In the next example, the information step is in progress:



As you work on your application, refer to the the progress bar to see the number of items for each entry, and errors. In the next example, the work entry contains eight items, and the questions entry contains errors:



4. For each step, the buttons on the bottom allow you to save or discard your work on this entry.



Although your typing is periodically automatically saved, it is good practice to click on the Save button.

The Cancel button discards any changes you have made since the last save.

For some entries, the Remove link is present. It deletes the current entry, after a confirmation. Once deleted, the data cannot be recovered.

The last time that the entry was saved is also displayed at the top:

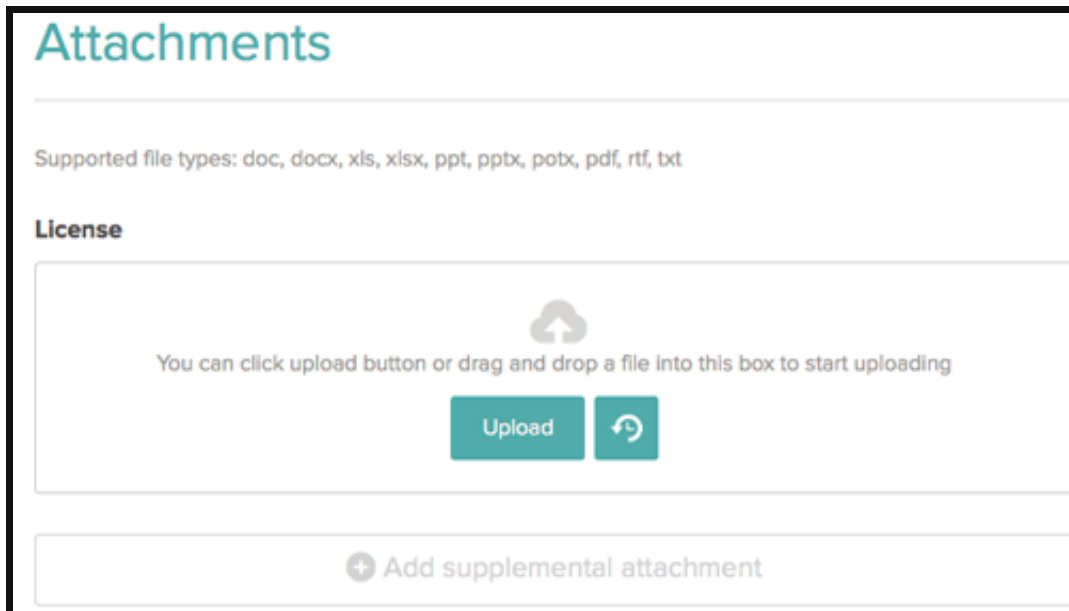


5. Provide general contact information.
6. If required, provide previous work experience information.
7. If required, provide educational information.
8. If required, provide additional information, including certificates and licenses, skills, and languages.
9. If required, provide references.
10. If required, answer any additional supplemental questions. These are general and agency supplemental questions. Depending on the hiring agency, this section may be blank.

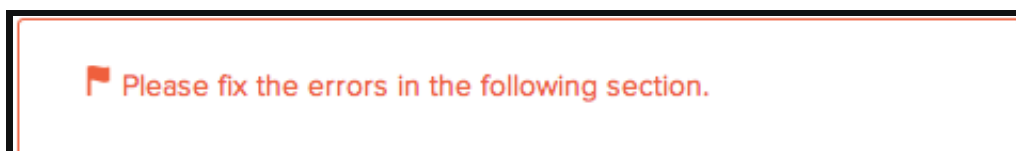
11. Upload any attachments, such as a resume, drivers license, or certificates. The supported file formats are determined by the employer.

If a particular attachment type is required by the employer, there is an area provided so that you can upload that attachment.

If there are no required attachments, then you can use Add supplemental attachment to add additional files. When using Add supplemental attachment, make sure to use Choose attachment type before you upload the file. In the next example the License type attachment is selected prior to uploading the file:



12. Review each section. If there is an error, it is shown in the progress bar and also in the section.



Use **Edit**  to open this item and correct any errors.

Once your application is complete, Click on Proceed to Certify and Submit.

13. On the Certify & Submit page, click on Accept and Submit.

An Application Submitted message confirms that you have applied for the job.

You can check on the status of this job application by clicking on Applications in the top menu bar. Your username also indicates the number of in-progress and complete applications, for example:

