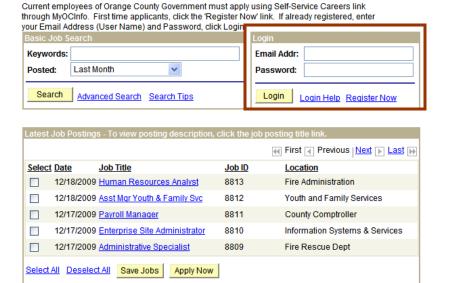
# Orange County Government – Careers Guide

# **View Job Posting Description and Apply Online – For External Applicant**

Instructions below are for applicants that have already registered.

#### **Careers**



1. Enter your Email Addr (User Name) / Password and click the Login button.

2. Click the <u>Job Title</u> link to view the job posting description.

Careers Home	Job Search	My Saved Jobs	My Save	d Searches	My Career Tools	<u>Logout</u>	
Careers Home							
Welcome Test2a							
To add or change your Name / Address / Email / Phone / Password, click 'My Profile' link.							
To apply for a position, select a job and click Apply Now. Answer all questions on the Complete Application page and click Submit.							
Basic Job Search				My Career Tools			
Keywords:	Keywords:			4 Applications			
Posted: La	Posted: Last Month			My Pro	<u>file</u>		
Search Advanced Search Search Tips							
Latest Job Post	tings - To view	posting description	n, click the	e job posting t	itle link.		
				€ Firs	st	Last	
Select Date	Job Title		Job II	<u>Loc</u>	cation		
12/18/2	009 <u>Human Re</u>	sources Analyst	8813	Fire	Administration		
12/18/2	009 <u>Asst Mgr Y</u>	outh & Family Svc	8812	You	ıth and Family Servi	ces	
12/17/2	009 Payroll Ma	nager	8811	Co	unty Comptroller		
12/17/2	009 <u>Enterprise</u>	Site Administrator	8810	Info	rmation Systems &	Services	
12/17/2	009 <u>Administra</u>	tive Specialist	8809	Fire	Rescue Dept		
Select All Des	elect All Save	Jobs Apply Nov	W				





If the job posting description does not match your interests, click the  $\underline{\text{Return to Previous Page}}$  link.

3. If the job posting descriptions were a match for your interests and you would like to apply, click the <a href="Apply Now">Apply Now</a> button.



# Complete Application

Complete the following sections, failure to answer all questions may result in your application not being considered for the position.

- 1. Preferences
- 2. Eligibility and Military Status
- 3. Work Experience
- 4. Highest Education Level
- 5. High School Education
- 6. Post Secondary Education
- 7. Licenses
- 8. Languages
- 9. Personal Information
- 10. Application Questionnaire
- 11. Referral Information



Failure to answer all questions before submitting, may result in your application not being considered for this position. **Desired Start Date:** 31 Are you willing to relocate? No O Yes No Are you willing to travel? O Yes Claim Veterans' Preference If yes, how often? v Either Regular/Temporary: ✓ Monday Tuesday ✓ Wednesday 
✓ Thursday Desired Work Days: ✓ Friday Saturday Sunday Full/Part-Time: Either Any **Desired Shift:** Per: Minimum Pay: **Currency Code:** USD Q US Dollar **Desired Hours Per Week:** Second Choice: First Choice: Comments Eligible to Work in U.S. ○ Yes ○ No Not indicated **Military Status:** 



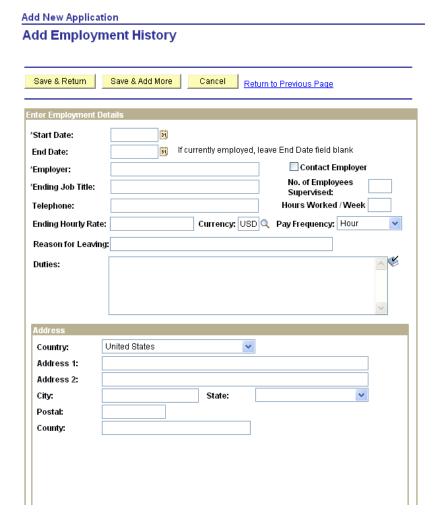
# Work Experience

Please list All employment for the past 10 years beginning with your present or most recent employer. Account for all time periods, including unemployment. If you held multiple positions within the same organization, list each position as separate employment. Note: Include any additional employment history that is relevant to the position for which you are applying.

Work Experience			
You have not added any employment information to your new application.			
+ Add Work Experience	☐ No Prior Work Experience		

Click the <u>Add Work Experience</u> link to add Employment History Information.

- a. Complete all fields with an asterisk (\*) to the left of the field name. These are required fields.
- b. Click on Save & Add More button to enter another employment history information.
- c. Click on Save & Return button to go back to the Complete Application page.
- d. Click on the corresponding Employer link on the Complete Application page to edit or view existing work experience information.
- e. To delete work experience detail, click on the trash can in icon to the right of the Work Experience you wish to delete.





# • Highest Level of Education



Select from the drop down list.

## High School Education

To add a high school, click the Add High School Education History hyperlink below High School Education. To change information for a school, click the hyperlink under School field. Click on delete icon to remove corresponding High School Information.



Click the <u>Add High School Education History</u> link to add High School or GED information.

- a. Complete all fields with an asterisk (\*) to the left of the field name. These are required fields.
- b. Click on Save & Add More button to enter another high school education history.
- c. Click on Save & Return button to go back to the Complete Application page.
- d. Click on the corresponding School link on the Complete Application page to edit or view existing high school information.
- e. To delete high school detail, click on the trash can iii icon to the right of the School you wish to delete.

# Add New Application Add High School Education Save & Return Save & Add More Cancel Return to Previous Page Enter High School Education Details Country: Completed State: School Type: School:



# Post Secondary Education (College, University, Technical, or Vocational)

To add a degree, click the Add Post-Secondary Education History hyperlink below Post-Secondary. To change information for a degree, click the hyperlink under Degree field. Click on delete icon to remove corresponding degree.

An education diploma/degree issued outside the United States or a United States territory in a foreign language must be evaluated for a determination of United States equivalency by a member of the National Association of Credential Evaluations Services (NACES) at your expense.

Post-Secondary Education - Includes Colleges, Universities, Vocational, and Technical You have not added any education information to your application.

+ Add Post-Secondary Education History

Click the <u>Add Post-Secondary Education History</u> link to add College, University, Technical, or Vocational information.

- a. Complete all fields with an asterisk (\*) to the left of the field name. These are required fields.
- b. Click on Save & Add More button to enter another post secondary education history.
- c. Click on Save & Return button to go back to the Complete Application page.
- d. Click on the corresponding Degree link on the Complete Application page to edit or view existing post-secondary education information.
- e. To delete post-secondary education detail, click on the trash can icon to the right of the Degree you wish to delete.

#### Add New Application Add Post-Secondary Education If you attended any school outside the US or if your school name or major is not listed when you select the look up icon, enter the school name and major in the 'Other' field. Save & Return Save & Add More Cancel Return to Previous Page Country Q State: Q \*School: Other: \*Major: Q Other: \*Degree: Q Average Grade: ■ Graduated Credit Hours Completed: Save & Return Save & Add More Cancel Return to Previous Page



#### Licenses and Certificates

Indicate any Professional / Occupational Licenses or Registrations / Certifications you currently hold.



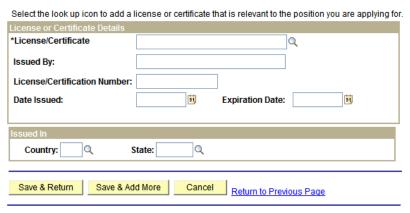
+ Add Licenses and Certificates

Click the <u>Add Licenses and Certificates</u> link to add License or Certificate information.

- a. Complete all fields with an asterisk (\*) to the left of the field name. These are required fields.
- b. Click on Save & Add More button to enter another license and certificate.
- c. Click on Save & Return button to go back to the Complete Application page.
- d. Click on the corresponding License/Certificate link on the Complete Application page to edit or view existing license or certificate information.
- e. To delete a license or certificate, click on the trash can icon to the right of the License/Certificate you wish to delete.

#### **Add New Application**

#### Add License or Certificates



<sup>\*</sup> Required Field



## Languages



Click the <u>Add Languages</u> link to add Language information.

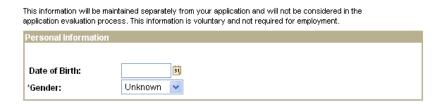
- a. Complete all fields with an asterisk (\*) to the left of the field name. These are required fields.
- b. Click on Save & Add More button to enter another language.
- c. Click on Save & Return button to go back to the Complete Application page.
- d. Click on the corresponding Language link on the Complete Application page to edit or view existing language information.
- e. To delete a language, click on the trash can icon to the right of the Language you wish to delete.

Add New Application

# **Add Language**

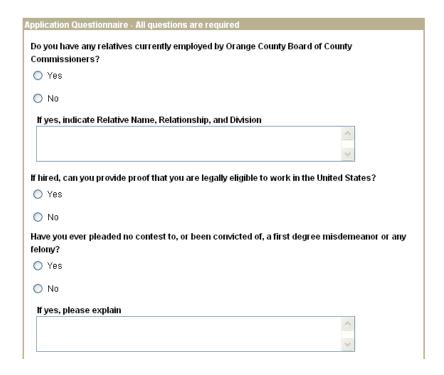
Enter Language Details						
*Language:	<b>v</b>					
Speaking Proficiency:	Low					
Reading Proficiency:	Low					
Writing Proficiency:	Low					
Save & Return Save & Add More Cancel Return to Previous Page						

#### Personal Information



# Application Questionnaire

Answer all of the questions listed. Failure to answer all questions may result in your application not being considered for the position.





#### Referral Information



# Submit Your Application

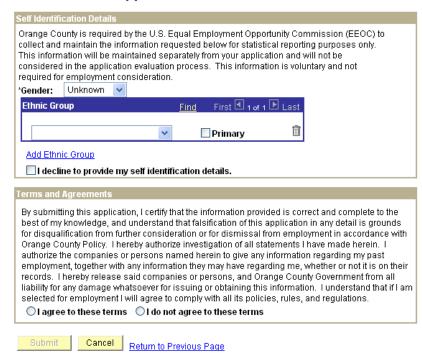
Apply Now		
Complete A	pplication	
You are applying 1	or:	
	Attorney IV	Remove
		Add Another Job to Application
		Test1 Applicant 123 Any Lane Hwy Orlando, FL 32801 Orange Edit Profile
	Save Submit	Close Application Careers Home

- When you have completed filling the application, click the Submit button.
- If you are NOT ready to Submit, click the button to save your application. You may access your application at any time through the My Applications page as long as the job posting is still open.

 To close your application without saving, click the Close Application button.

# Self Identification (External Applicants Only)

# Submit Online Application



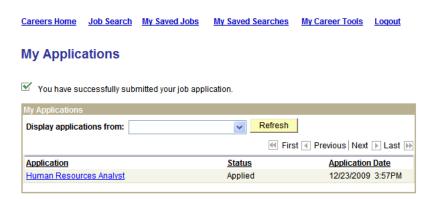
- Select the appropriate Gender, Ethnic Group or check the box, which reads: I decline to provide my selfidentification details.
- Select either the *I agree to these terms* or the *I do not agree to these terms* radio button. Applicants who selected I do not agree to these terms will not be allowed to submit an application for review.



Click the position.

Submit button to be considered for the

You have completed the application process. Upon submission, a confirmation of your application will be emailed to you and a list of positions for which you have applied will be displayed.



Note: Once you have submitted your application, you will not be able to change it.

