

City of Seaside Online Employment Application Guide

Applying for a position with the City of Seaside is easy! Applications, resumes, and responses to supplemental questionnaires are all submitted on-line through a secure website. You are able to save your application for use in the future and the City is able to communicate information regarding your application status to you quickly.

- Step 1: Create your applicant profile in GovernmentJobs.com (if you already have a profile, you can skip this step!)
- Step 2: Apply for a City vacancy through the City's website at <http://agency.governmentjobs.com/seaside/>

Step 1: To Create Your Applicant Profile Before Applying for a Job

- Log in to: www.governmentjobs.com and create an applicant account.

! - Click on the 'Career Seekers' link.



The screenshot shows the GovernmentJobs.com website. The navigation menu at the top includes links for Home, Job Search, Career Seekers, About Us, Post a Job, and Employer Login. The 'Career Seekers' link is highlighted in blue. Below the navigation menu is a 'Quick Job Search' section with a search bar and dropdown menus for Job Category and Job Location. The main content area features a 'Welcome!' message and two featured sections: 'Who's Hiring?' with a logo for the Town of Southern Pines, North Carolina, and 'Top 5 Featured Jobs' listing various engineering and repair positions.

Home Job Search Career Seekers About Us Post a Job Employer Login

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](#)

Username:
 Password:

Not Registered Yet? [Create Your Account Here!](#)
[I Forgot My Password](#)

! - 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).

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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
 * Confirm Password
 Password Hint
Tip: If you forget your password, you can click on [Lost Password](#) and it will be emailed to you.

! - Click on the 'SAVE' 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.**

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Welcome, John Smith Help

Main Menu Search Jobs Application Status My Account

! - Click on the 'Create Application' button.

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.

Create Application

Applications You've Created:

Name	Date Created	Modify
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Tip: You do **NOT** need to recreate a new application every time you're applying for a position.

! - Input a title for your application for your future reference (this is for your reference only and will not be seen by any agencies).

Job Search About Us Help Logout

e, John Smith Help

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Build New Application

To create an application, enter the name of the application in the box below and click the 'Create Application' button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

Application Name (for your own reference):

My Application

Create Application

! - Click on the 'Create Application' link below the title to proceed.

(Instructions continue on next page)

! - Fill in the 'Contact information'.

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Job Application » Profile * Required Field

Contact Information

* 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

* Required Field

! - Click on the 'Save & View Application' button.

(Instructions continue on next page)

! - Click on 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@necgov.com
Home Phone: (310) 426-6304 Notification Preference: Email
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

Your application is saved, but has **NOT** been submitted to the City for consideration. Click on the 'Logout' link in the upper-right-hand corner. Next, we'll show you how to submit an application to the City of Seaside 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.

Step 2: To Apply for an Open Position with the City of Seaside

From the City's employment opportunity website, <http://agency.governmentjobs.com/seaside/>, click on the job title of the job you are interested in.

1. Click on the 'Apply' link



Home Job Search Career Seekers About Us Post a Job Employer Login

Job Title: (PART-TIME) REVENUE ASSISTANT I
Salary: \$15.54 - \$19.94 hourly
Job Type: Part-Time (19 1/2 Hours per Week)
Location: City of Stockton, California
Department: Administrative Services

[Print Job Information](#) | [Apply](#)

2. 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.**



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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](#)

Username: joe_85
Password: ●●●

Not Registered Yet? [Create Your Account Here!](#)
[I Forgot My User Name and/or Password](#)

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



Main Menu Search Jobs Application Status My Account

To apply for the position of (PART-TIME) REVENUE ASSISTANT I 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.

4. Answer the agency-wide supplemental questions.

The screenshot shows the top navigation bar with 'Main Menu', 'Search Jobs', 'Application Status', and 'My Account'. Below it, the title '(PART-TIME) REVENUE ASSISTANT I - Application process steps:' is followed by a progress indicator with five steps: 1. Job Application, 2. Agency-wide Questions, 3. Supplemental Questions, 4. Confirm Application, and 5. Certify & Submit. The 'Agency-wide Questions' section is highlighted. It contains a '* Required Field' label, a warning about the one-hour limit and the 'Save Work in Progress' button, and a note about not using HTML tags. The purpose of the questionnaire is explained. The first question is: '*1. Are you currently or have you ever been employed by the City of Stockton?' with radio buttons for 'Yes' and 'No'.

5. Click on the 'Save & Proceed' button at the bottom of the page.

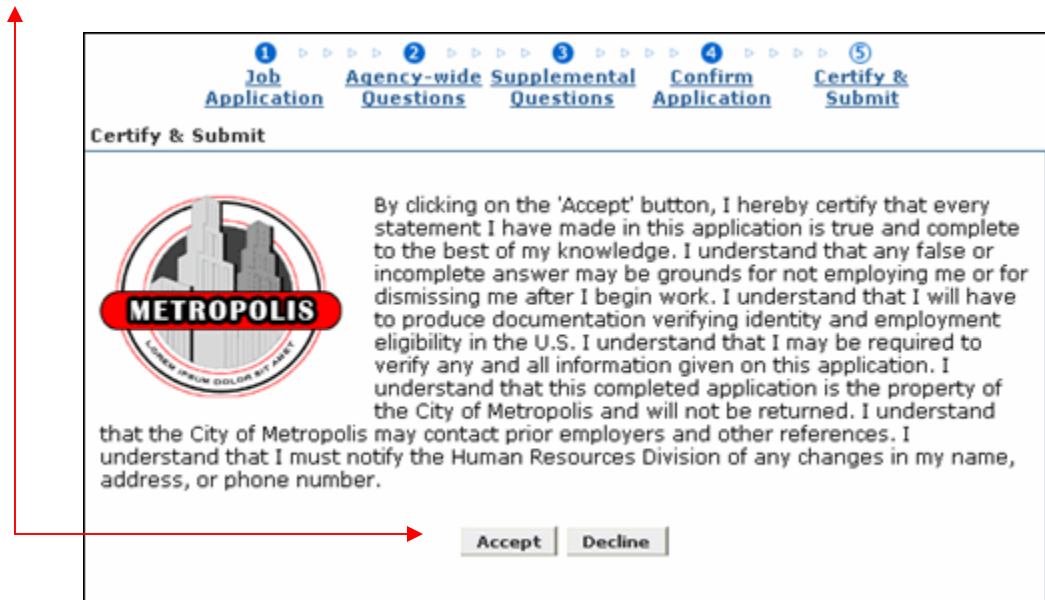
6. Answer the job-specific supplemental questions (if any).

The screenshot shows the top navigation bar with 'Main Menu', 'Search Jobs', 'Application Status', and 'My Account'. Below it, the title '(PART-TIME) REVENUE ASSISTANT I - Application process steps:' is followed by a progress indicator with five steps: 1. Job Application, 2. Agency-wide Questions, 3. Supplemental Questions, 4. Confirm Application, and 5. Certify & Submit. The 'Supplemental Questions' section is highlighted. It contains a '* Required Field' label, a warning about the one-hour limit and the 'Save Work in Progress' button, and a note about not using HTML tags. The following questions apply to only the position you are applying for. The first question is: '*1. The Supplemental Questionnaire is part of the examination process; accordingly, it should be completed carefully. It must be submitted with your official employment application. Do not indicate "see resume" as an answer to any of these questions.' Below this is a certification statement: 'I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.' with radio buttons for 'Yes' and 'No'. The second question is: '*2. Do you possess a high school diploma or GED?' with radio buttons for 'Yes' and 'No'. The third question is: '*3. Do you possess a valid California Class "C" Driver's License?' with radio buttons for 'Yes' and 'No'. At the bottom, there are two buttons: 'Save Work in Progress' and 'Save & Proceed'. A '* Required Field' label is also present at the bottom right.

7. Click on the 'Save & Proceed' button at the bottom of the page.

8. Scroll to the bottom of the application review screen and click 'Confirm & Send Application'.

9. Click the 'Accept' button on the digital signature screen.



10. Click on the 'Logout' link in the upper-right-hand corner.

CONGRATULATIONS! Your application has been submitted to the City of Seaside for consideration.

An email will be sent to you within 1 or 2 weeks of the closing date advising you of your status in the process.