

How to Apply Online for City of Seattle Jobs



A Guidebook for Applicants



How to Apply Online

Applying for a City job is quick and easy! You need to complete three steps.

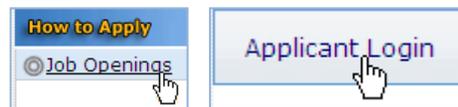
- Step 1: Set Up your Applicant Account/Profile
- Step 2: Complete an Application
- Step 3: Submit your Application in response to a City job posting

This Guide will walk you through each step of the way! Some tips before you begin.

- Choose a Username and Password you'll remember
- **Be sure to SAVE your work often.** The system will automatically log you out in 30 minutes from the last time you had any mouse or keyboard activity.
- Have a list website addresses from your previous jobs
- Completed your resume and cover letter in advance to copy and paste or upload as an attachment

Step 1: Set Up Your Applicant Account/Profile

1. Log in to <http://www.seattle.gov/jobs>
2. Click the **Job Openings** link and then click the **Applicant Login** link



3. Click **Create Your Account Here**
4. Enter your account information. This is where you enter a Username and Password. Click **SAVE**

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

Save

IMPORTANT!!

- Remember your Username and Password!
- Write them down here:
 Username Password
 _____ / _____



Step 2: Create an Application

1. Click **Create Application**

SEATTLE.GOV
Career Center
SEARCH: [] Go
Seattle.gov This Department
Home About Us Contact Us
Building your career and your community City of Seattle Personnel Department
Applicant Login Job Opportunities Opportunities for Advancement Temporary & Student Internship Opportunities Class Spec Listing
Employment Application
Welcome, Joanne Anton Help Logout
Main Menu Application Status My Account
Create Application
Applications You've Created:

Name	Date Created	Modify
Primary Application	Feb 8, 2010	Edit Delete

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

2. Name your **Application** for your own reference. You can create and save more than one application. Click **Create Application**

Career Center
Home About Us Contact Us
Building your career and your community City of Seattle Personnel Department
Applicant Login Job Opportunities Opportunities for Advancement Temporary & Student Internship Opportunities Class Spec Listing
Employment Application
Welcome, Joanne Anton Help Logout
Main Menu Application Status My Account
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):

 Create Application

Tip: You can reuse this application to apply for as many positions as you'd like. You do **NOT** need to recreate a new application every time you're applying for a position.

3. Your **Profile** will appear. Edit or change information in the **Profile** and click **Save & View Application**

Job Application » Profile * Required Field

Cancel **Save & View Application**

Contact Information

* First Name
 Middle Initial
 * Last Name
 Primary Phone
 Alternate Phone
 * Email

* denotes required



4. Enter **Other Personal Information** and click **Save & View Application**

Job Application » Other Personal Information * Required Field

Cancel Save & View Application

Other Personal Information

Do you possess a valid Driver's License?
 Yes, I possess a valid Driver's License
 No, I do not possess a valid Driver's License

Driver's License State
 [Washington]

Driver's License Number
 [REDACTED]

Driver's License Class
 [C]

*Can you, after employment, submit proof of your legal right to work in the United States?
 Yes, I can submit proof of my legal right to work in the United States after employment
 No, I cannot submit proof of my legal right to work in the United States after employment

*What is your highest level of education?
 [Bachelor's Degree]

Cancel Save & View Application * Required Field

* denotes required

5. Enter **Preferences** and click **Save & View Application**

Job Application » Preferences * Required Field

Cancel Save & View Application

Preferences

What is your minimum compensation requirement?
 \$ [REDACTED] per year \$ [REDACTED] per hour

Are you willing to relocate?
 Yes No Maybe No Response

Enter any comments regarding relocation
 [REDACTED]

What type of job are you looking for?
 Regular Temporary Seasonal Internship

What types of work will you accept?
 Full Time Part Time Per Diem

What shifts are you available to work?
 Day Evening Night
 Rotating Weekends On Call (as needed)

Objective

State your objective
 [An Employee Development and Instructional Design position either building curriculum or providing high-level training]

Cancel Save & View Application * Required Field

6. Enter **Education**. If you have multiple entries, click **Save & Add Another**. When finished, click **Save & View Application**.

Cancel Save & View Application Save & Add Another

Education History

* Type of School
 [College]

* Name of School
 [University of Utah]

School Web Site
 [www.utah.edu]

* City
 [Salt Lake City]

* State
 [Utah]

Country
 [US]

Start Month / Start Year
 [REDACTED] / [REDACTED]

End Month / End Year
 [REDACTED] / [REDACTED]

Did you graduate?
 Yes, I graduated from this school
 No, I did not graduate from this school

College Major/Minor
 [English/Sociology]

Units Completed
 [REDACTED]

Semester units
 Quarter units

* Degree Received
 [Bachelor's]

Cancel Save & View Application Save & Add Another



- Enter at least one record in the **Work Experience** section. For multiple entries, click **Save & Add Another**. When finished, click **Save & View Application**

Job Application » Work * Required Field

Work History

* Company/Agency Name

Web Site

Address

* City

* State

Zip Code

Country

Phone Number

* Start Month / Start Year
 /

* End Date (Month/Year)
 End Month / End Year
 /

* Position Title

* Hours Worked Per Week

A partial view of **Work History**.

- Enter any **Certificates and Licenses** you have
- Enter the **Skills** you want to highlight. This is where you can really “strut your stuff”. For multiple entries, click **Save & Add Another**. When finished, click **Save & View Application**

Job Application » Skills * Required Field

Office Skills

Typing
 net WPM

Data Entry
 net KPH

Languages Other Than English

Language

I can speak in this language
 I can read in this language
 I can write in this language

Other Skills

Skill Name

Skill Level

Experience
 Years experience: Months experience:

Skill Name	Level	Experience	Modify
Coaching (career)	Skilled	10 years	Edit Delete
Curriculum Development	Expert	17 years	Edit Delete
Public Speaking	Expert	10 years	Edit Delete
Speech Writing	Expert	4 years	Edit Delete
Trainer	Expert	17 years	Edit Delete

* Required Field



10. Enter **Additional Information**. Another chance to showcase your skills, strength, attributes, honors, etc. The system even gives you specific categories to sort your information. Note the **Spell Check** button

Job Application » Additional Info * Required Field

Additional Information

Additional Information
 Additional Information ▾

Description
 Designated to work on Special Assignment with the Department of Information Technology (DoIT) GroupWise to Exchange Migration and Office 2007 Project Teams and external consultants to plan and execute massive Citywide training in support of the Office and Outlook 2007 migrations and to develop

Information Type	Description	Modify
Additional Information	Designated to work on Special Assignment with the ...	Edit Delete
Personal	Member, Garden Court Board of Directors and Liaiso....	Edit Delete
Publications	Cited as source expert in Chapter 5 of Public Pers....	Edit Delete
Volunteer Experience	Lead Volunteer assigned to National Advance Teams	Edit Delete

* Required Field

11. Enter your **References**. **TIP: check with your references before adding them to the Application**

12. There are **TWO** ways to enter your Resume into the system: you can either **Copy and Paste** or **Upload as an Attachment**

If **Copying and Pasting** , make sure your Resume is a **PLAIN TEXT** version for readability. Formatted text does not copy cleanly into Online systems. Use asterisks instead of formatting bullets. Use ALL CAPS where you would normally bold – the system does not bold. When finished, go through it line by line and make any needed formatting, like adding hard returns between sentences. The best practice is to remove all Word format by pasting a Word document to Word Pad (available under All Programs>Accessories) and pasting that document to the web.

13. **REMEMBER SPELL CHECK!**

14. Click **Save & View Application**

Job Application » Resume * Required Field

Please cut and paste your text resume here (DO NOT use HTML tags).

Resume

Text Resume

Joanne Anton
 j.anton@comcast.net 206-684-7931 (W) 206-472-8200 (cell)

AREAS OF EXPERTISE AND QUALIFICATIONS

- * A versatile and highly regarded professional with expertise in Organizational Development, Instructional and Program Design, Curriculum Development, and Training:
- * Nineteen years professional experience in Staff Training and Workforce Development
- * Successfully managed Citywide training, schedules and logistics for both the Office 2007 and Outlook 2007 deployments
- * Lead Trainer in workforce development classes and computer applications
- * Strong writing and verbal communications skills ranging from

* Required Field



15. If Uploading as an Attachment, click **Add Attachment(s)**

16. Enter a **File Description** and click **Browse** to locate your **Resume**.

17. After you've **Browsed** and found your **Resume**, click the **Upload** button

18. Your **Attached Resume** will appear under **Attachments**.

Attachment	File Name	Action
Resume	Joanne Anton Formatted 3-31-10	Edit Delete

19. The **Welcome** page will reflect your **Application**.

Welcome, **Joanne Anton** [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

[Create Application](#)

Applications You've Created:

Name	Date Created	Modify
Primary Application	Feb 8, 2010	Edit Delete
SPU Application	Apr 20, 2010	Edit Delete

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



Step 3: Apply for a City Job

1. If you aren't already **Logged In**, login now
2. From the **Job Opportunities** page at the **Online Career Center**, scroll down to the **Job Postings** (use both the outside and inside scroll bars) and click on the job that interests you.

Position ▾	Emp. Type ▲	Salary ▲	Closing Date ▲
Accountant, Principal	Classified Civil Service, Regular, Full-Time	\$25.00/Hour	04/27/10

3. Click the **APPLY** button

Job Opportunities powered by
NEOGOV

Job Title: Accountant, Principal
Job Number: 43244
Salary: \$25.00 Hourly
Location: Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
Job Type: Classified Civil Service, Regular, Full-Time
Shift: Day
Department: Department of Executive Administration
Bargaining Unit: Not represented
Closing Date/Time: Tue, 04/27/10 4:00 PM Pacific Time

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

4. Answer the **Agency-Wide Questions**

Main Menu Application Status My Account

Accountant, Principal - Application process steps:

1 >>>> 2 >>>> 3 >>>> 4 >>>> 5
[Job Application](#) [Agency-wide Questions](#) [Supplemental 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. I hereby affirm that my responses to the foregoing questions are true and correct and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably.
 == Populated
 Yes No
2. I understand that misrepresentation or omission of the material facts called for in this application or other records will be cause for immediate dismissal. In addition, I authorize the City of Seattle to verify any and all information contained in this application and to inquire into my character, ability and work habits from former employers and others, and I release the City of Seattle and all concerned from any liability in connection with any information received or provided.
 == Populated
 Yes No

Partial view of Agency Wide Questions

5. Click **Save & Proceed** at the bottom

Save Work in Progress
Save & Proceed



6. Answer the Supplemental Questions

Accountant, Principal - Application process steps:

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.

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

*1. Are you experienced with GAAP?
 Yes No

*2. Have you had responsibility for managing and developing a staff of accountants?
 1-3 years exp
 4-6 years exp
 7+ years exp

*3. Which of the following best describes your level of proficiency with Microsoft Excel?
 None
 Beginner
 Intermediate
 Advanced

[Save Work in Progress](#) [Save & Proceed](#)

* Required Field

7. Click **Save & Proceed** at the bottom.

8. Review the **Application** and click **CONFIRM APPLICATION**.

[Main Menu](#) [Application Status](#) [My Account](#)

Accountant, Principal - Application process steps:

1 >>>>> 2 >>>>> 3 >>>>> 4 >>>>> 5

[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Confirm Application

Please review the application you're about to send for the position of **Accountant, Principal**. If you need to modify any parts of your application, just click the 'Edit' button next to the section you wish to modify. Once you've reviewed the application click the 'Confirm Application' button to proceed to the final 'Certify & Submit' step.

[Confirm Application](#)

Contact Information [Edit Contact Information](#)

Name:	Joanne Anton	Address:	2021 18th Ave #224 Seattle, Washington 98122
		Email:	joanne.anton@seattle.gov
Home Phone:	(206) 684-7931	Notification Preference:	Email
Former Last Name:		Alternate Phone:	(206) 972-6206
		Month and Day of Birth:	

Personal Information [Edit Personal Information](#)

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Bachelor's Degree

Partial view of **Application**



9. Click to **Certify** and **Submit** your **Application**.

Main Menu	Application Status	My Account
---------------------------	------------------------------------	----------------------------

[Accountant, Principal](#) - Application process steps:

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 City of Seattle and will not be returned. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

10. A **Confirmation** will appear.

Main Menu	Application Status	My Account
---------------------------	------------------------------------	----------------------------

Application for [Accountant, Principal](#) is complete. [Click here for a printable version of the application you just submitted](#)

Confirmation

Dear **Joanne Anton**

Thank your applying for employment with City of Seattle. We have received your application. You will receive instructions by email and/or mail as to the next step in the process.

The examination process may include one or more of the following: application review and evaluation, performance test, written test, and/or oral interview examination.

Questions asked during the selection process are based on the knowledge and abilities required to successfully perform the job.