

New To Our Site?

Please take a few moments to read the steps outlined below. This summary explains the application process and supports navigation through the site

Getting Started: Three Steps

To submit your application, follow these three steps:

- Set up your account
- Complete your application
- Submit your application

Review the job postings and create your primary applicant account. Then, select the position of interest and submit your application. Or, establish your applicant account in advance and when a position of interest is posted, submit your application.

Creating Your Applicant Account/Profile

The first step is to create your **Applicant Account/Profile** that contains your contact information. You will be asked to establish a password and indicate if you are an external applicant or a City of Seattle employee.

****PASSWORD TIP:** Your password must have a minimum of 8 characters.

****INSTRUCTIONS TIP:** Move your cursor over  for the STEP-BY-STEP instructions as you work through the application.

Once you save your **Profile**, the system takes you to your **Account**, which serves as your **Personal Homepage**. This page stores your contact information, job applications, and lists each job you've applied for.

PLEASE NOTE:

- **The system will time you out after 30 minutes of inactivity.**
- **To prevent this from happening, click the SAVE AND CONTINUE button or the SAVE button every 10-15 minutes.**
- **The SAVE AND CONTINUE button allows you to save as you go along.**
- **The SAVE button saves the section you are working on AND returns you to your Homepage.**

Create a "Primary" Job Application in Advance

Create a "primary" job application in advance and store it in your Account/Homepage to apply for positions as they become available. The application system will store up to 5 applications on your Homepage.

To create your **Primary** job application, click **CREATE AN APPLICATION** button. Give the application a name or title (for you to identify it later) and enter:

- Work experience
- Qualifications and skills

- Education
- Licenses and certifications
- Other relevant information about you
- Demographic Information

Remember to click **SAVE AND CONTINUE** as you work on your application!

Next, copy and paste a plain text cover letter and resume. Once you've entered this information, click the **SAVE** button to save this to your Homepage.

PLEASE NOTE: at this point, you have only **SAVED** the application to your Homepage; you **have not submitted** the application.

View Job Postings

To view the City's current opportunities, click **VIEW POSTINGS** and scroll through the available jobs. To open a job posting, double-click the job title.

Apply for a Job

When you have identified a job of interest, click the **APPLY** button.

Click the **Down Arrow** next to the **Select One** field and select your preferred application (if you have several). Read over the text in the Preview field. Scroll down and complete the Questionnaire (if applicable), Referral Information (optional) and verify that you have read the conditions for employment.

Click **SUBMIT**. A message box appears indicating that:

- You are about to submit your application.
- You will receive an online confirmation
- And your application will appear in your Submission History.

Click **OK** to complete submittal of application. You will receive an e-mail confirmation informing you we received your application.

Congratulations! You've completed the process and submitted your application.

Your Homepage will appear and your application will be listed in the **APPLICATIONS YOU HAVE SUBMITTED** section.

Free Internet Sites

For your convenience, the City of Seattle is providing links to free e-mail sites. We are in no way endorsing or recommending these sites.

- [Bigfoot](#)
- [Hotmail](#)
- [GMail](#)

- [Yahoo Mail](#)
- ["Top Ten Free E-Mail Services" - A Review](#)