

## Application Introduction and Instructions

If this is your first time using our on-line system, you will need to [Create an Account](#). **Be sure to save your account information.** You should not allow any other person to utilize your account and *you should never create more than one account - if you have forgotten a username and/or password, use the features on the account login screen to retrieve them.*

In order to create an account you will need to have a valid e-mail address. If you do not already have an e-mail account, there are several sites that would allow you to set up a free e-mail account such as: [GMail](#) or [Yahoo!Mail](#). Each account must have a unique email address.

**Watch your e-mails! Our contacts with you will be mainly by e-mail. Also note that sometimes messages go to spam/junk, so check that too!**

Once your account is established, you will build your application.

**Please Note: This is the first step, but you have not applied for any open positions until you have submitted your application for a specific vacancy, by clicking "apply" next to that title under job opportunities. The computer will walk you through a several step process including Agency-Wide Questions and often Supplemental Questions, and eventually "submit".**

- › Fill in all Fields of the application! - It is incomplete without:
  - a) A complete 10-year work history.
  - b) Name, address and phone number of all previous employers.
  - c) Your reason for leaving each position.
  - d) Your supervisor's name for each position.
- › Employment History - Provide a complete list of all full and part-time jobs, volunteer and military experience, and self-employment for the past 10 years. Also include paid or unpaid internships, especially if they are related to the job you are applying for. List your present or most recent job first.  
***Anything you want to be noticed on your resume should be put in the application somewhere!***
- › References - Provide at least three people who know you on a professional level other than immediate supervisors listed in your employment history. Do not list relatives.