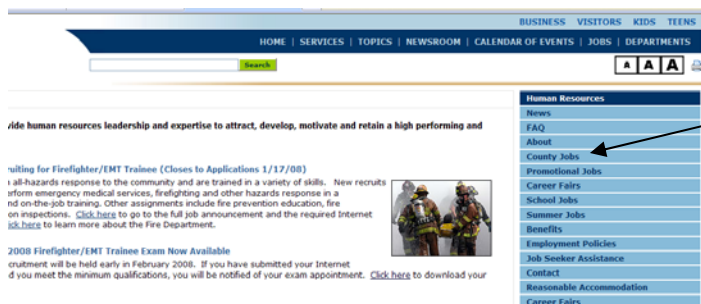


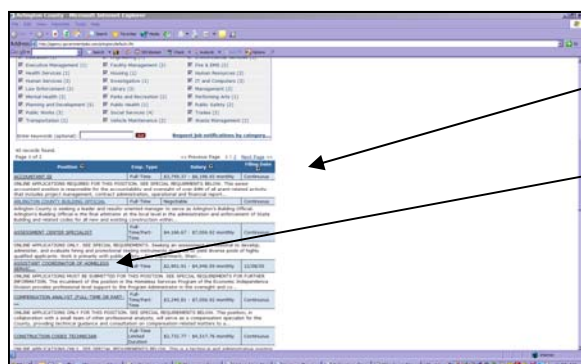
# Employment Application User's Guide

... For those who have created an Employment Application account with Arlington

1. Go to [www.arlingtonva.us/pers](http://www.arlingtonva.us/pers)



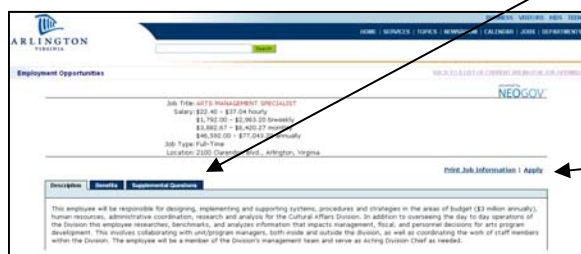
2. Click on COUNTY JOBS



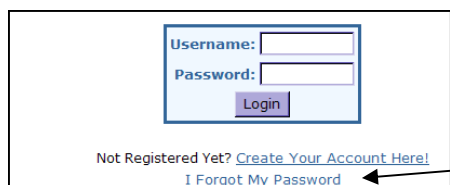
3. Scroll down the page until you see the alphabetical list of job titles.

4. Click on the job title in which you have an interest.

5. If you wish to submit an application you may wish to prepare your answers to any supplemental questions before starting the process. Click on the Supplemental Questions tab to view questions. Prepare your answers in your word processing program. You will be able to copy and paste your answers into the application.



6. When you are ready to submit your application click on the APPLY link.



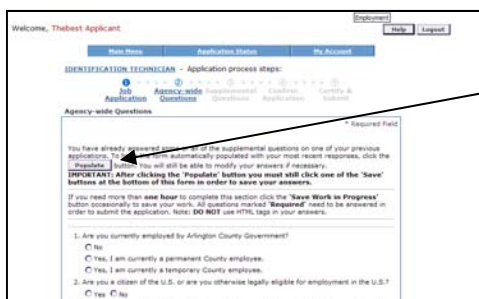
7. Log in using the user name and password you choose when you created your account. If you have forgotten the information you may use the I FORGOT MY PASSWORD line under the login box. You may also call 703/228-3500 or email [pers@arlingtonva.us](mailto:pers@arlingtonva.us) for assistance.

8. Click on the sentence at the top which reads "To apply for the position of <JOB TITLE> click here." If you have created more than one application the system will bring up all of them and ask you to choose which one you would like to use.

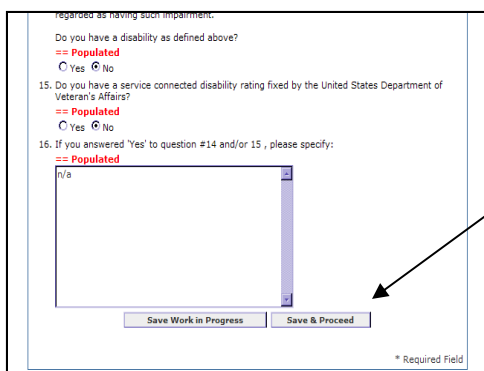


# Employment Application User's Guide

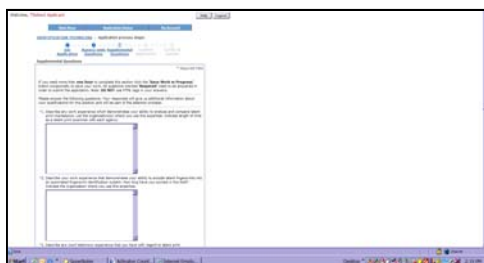
... For those who have created an Employment Application account with Arlington



9. Click on the POPULATE button and your previous answers to the "Agency Wide Questions" section will be filled in for you. If you wish to make changes you may do so at this point.

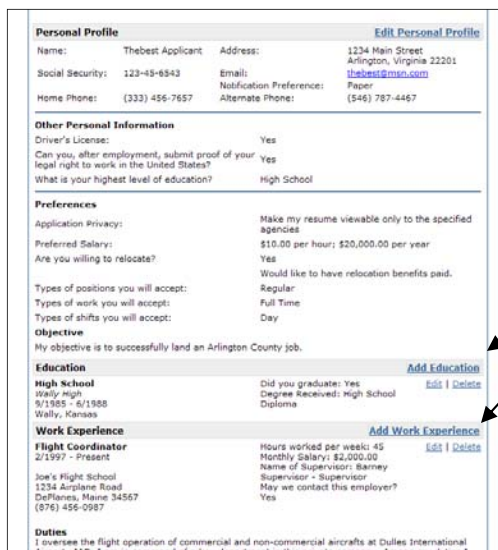


10. Scroll to the bottom of the screen and click on SAVE & PROCEED



11. If questions related specifically to the position are required this will be the next screen you see. If no questions are required you will go immediately to the screen in #12 below.

Answer the questions and click on SAVE & PROCEED at the bottom of the screen.



12. You will now view your completed application.

Use the "Add" links to add or change information in each section.

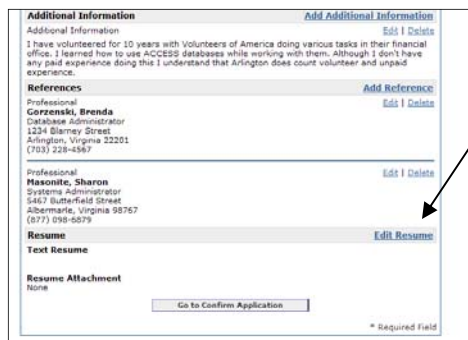
There is no limit to the number of information units you may add to each section.

For example, If you have work experiences in the section and wish to add another simply click on the ADD WORK EXPERIENCE link and a fresh page will open for you to fill in and save.

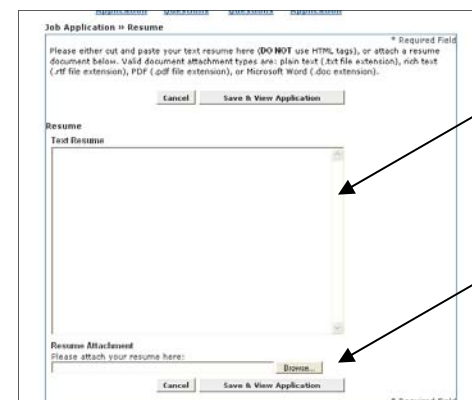
You will be taken back to the full application view as you save each entry.

# Employment Application User's Guide

... For those who have created an Employment Application account with Arlington



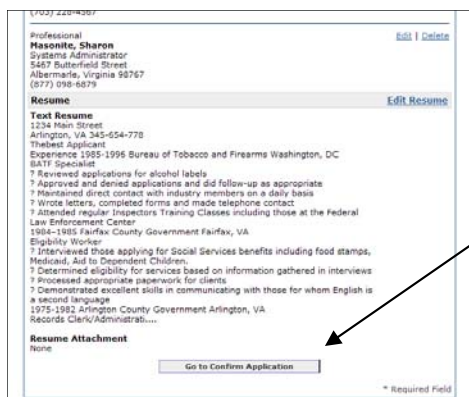
13. If you wish to include a copy of your resume with the application click on **EDIT RESUME**.



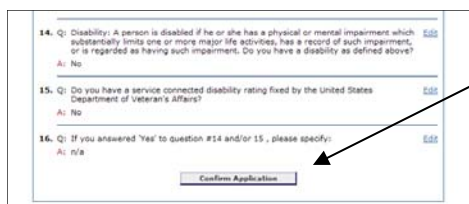
14. You may copy and paste your resume into the field (don't worry about the formatting — it may look different when you view it here)

or

browse and attach a file containing your resume. If you are using Microsoft Vista please save your document as a Microsoft Word 2003 document so we will be able to open it. PDF files and files created with most other programs are also fine. We will contact you if we are unable to view the file you attach.



15. At this point you will be able to view your entire application. Review your entries and click on **GO TO CONFIRM APPLICATION**.



16. You are now on the **CONFIRM APPLICATION** screen. Review your information and scroll to the bottom. Click on **CONFIRM APPLICATION**.

# Employment Application User's Guide

*... For those who have created an Employment Application account with Arlington*



20. You will now see the confirmation screen.

If you wish to apply for another Arlington job opening during this session click on "Back to a List" and go back into the list of current job openings.

You will remain logged into your account unless you click on LOGOUT on this page.

It is important that you log out of your account before leaving a public access computer so that the next user can't see your personal information.

## **ADDITIONAL INFORMATION:**

### **Adding Information to a Submitted Application**

If you think of something you wish to add to your application you may submit subsequent applications for the same job opening after 24 hours have passed. Simply go back to [www.arlingtonva.us/pers](http://www.arlingtonva.us/pers), click on COUNTY JOBS, scroll down and click on the job title, click on APPLY and log in. The system will walk you through reviewing, editing and submitting another application. We will only review the last application received from you.

### **What Happens Next?**

If your qualifications match our needs for this position, we will contact you within 4 - 6 weeks after the closing date to schedule the next step in the hiring process.

If we are unable to use your particular skills at this time, this e-mail will be your only contact from Arlington County regarding your application.

### **How Do I Check the Status of My Application?**

Your application status is available on your Career Desktop at [www.governmentjobs.com](http://www.governmentjobs.com). Click on the CAREER SEEKER tab and log in using the log on name and password you created when you submitted your application.

The notations under "Application Status" are:

- APPLICATION RECEIVED: Your application has been received
- REFERRED: Your application has made the eligible list (the top group of candidates) and has been sent forward to the hiring manager. The hiring manager will contact only those they wish to invite for an interview.
- NOT REFERRED: Your application did not make the eligible list.
- ON ELIGIBLE LIST: Your application made the eligible list (the top group of candidates) and the list will be used by hiring managers to fill positions for an extended period of time. The hiring manager will contact only those they wish to invite for an interview.

### **Feedback on Your Application**

If you apply for several job openings and are not successful in getting an interview you may contact our office and request feedback on your applications. Often our staff can provide information which may help you when you apply for future job openings. To request feedback telephone 703/228-3500 and press "5".

### **Don't Remember Your Log On Name and Password?**

Telephone 1-888-636-4681 to request your information.