

How to Apply for a Specific Job Opening

- 1) Go to the desired Job Opportunities page:
 - a) [For job opportunities open to all](#) - Follow this link
 - b) [For positions open to current City employees only](#) - Follow this link

- 2) On the "Job Opportunities" page, click on the job title you are interested in.



- 3) Review detailed information regarding the job: Job Description, Benefits, Supplemental Questions, Salary, etc. Click on the Apply link to move into the application.

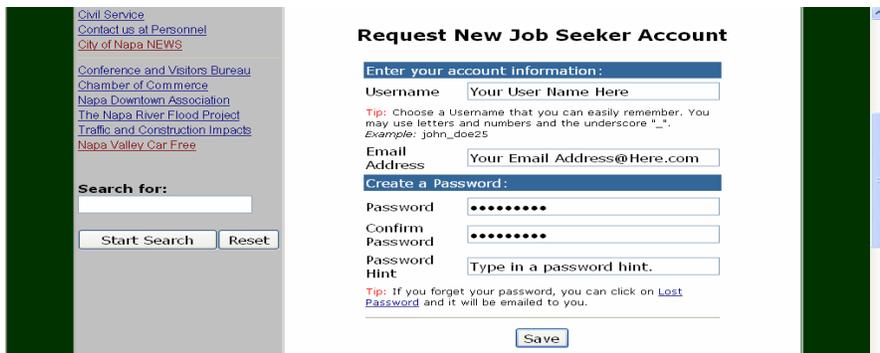


4) Logging in:

- a) If you already have a JOIN City of Napa or governmentjobs.com account, log in using the applicant username and password that you created previously (option "a" in the figure below). Skip to Step 6 or 7. Note: You will not be able to create another account using the same e-mail address.
- b) Or, if you have never registered with JOIN or governmentjobs.com, you will first need to set up an account. To do so, click on "Not Registered Yet? Create Your Account Here!" (Option "b" in the figure below).



Enter your new account information (you **MUST** remember this information).



- o Click on the "Save" button when you are done.
- o A page is displayed with your login information. Click on the "Login" button.
- o Enter your username and password and click "Login."

5) If you have never created an application online in our system, this will be your next step. Click on "Create Application."



- Input a title for your application for your future reference.
- Click on the "Create Application" button and Skip to Step 8.

Or, if you already have an application in our online system, YOU DO NOT NEED TO RECREATE A NEW APPLICATION EVERY TIME YOU APPLY FOR A POSITION. Apply for new jobs with a previously created application by simply clicking on "To apply for the position of (*the job title*) click here." You will be given a chance to update your information and tailor it as needed to the job you are currently applying for.



Employment Opportunities

JOIN
Job Opportunities in Napa
www.cityofnapajobs.org

CITY of NAPA

Welcome, First Name Last Name

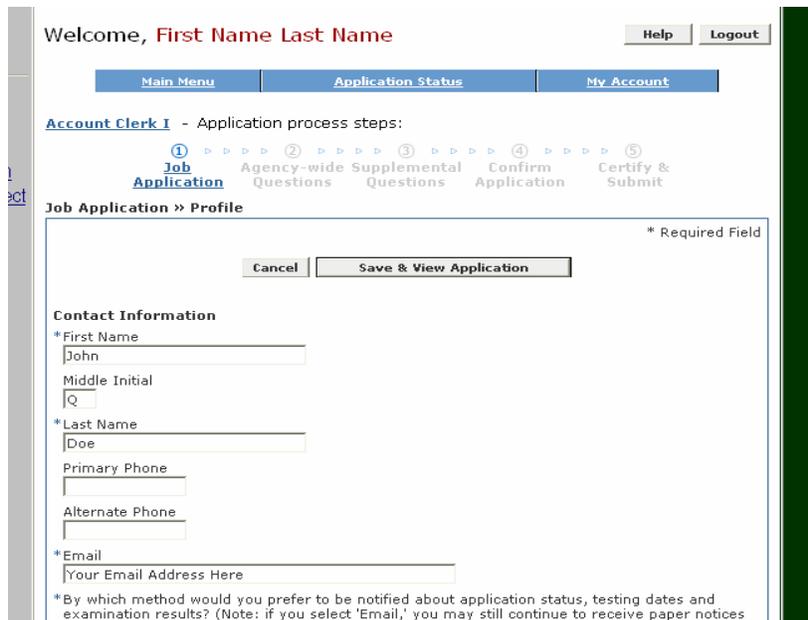
To apply for the position of [Account Clerk I](#) click here.

Applications You've Created:

Name	Date Created	Modify
Account Clerk I	Nov 30, 2006	Edit Delete
Office Assistant II	Nov 30, 2006	Edit Delete

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

- 6) Fill in the "Personal Profile" information if you are creating a new application. If this is a previously created application, review and update. **Note: Required information is marked with an asterisk (*) and must be completed.** Click "Save and View" to proceed.



Welcome, First Name Last Name

[Account Clerk I](#) - Application process steps:

① [Job Application](#) ② Agency-wide Questions ③ Supplemental Questions ④ Confirm Application ⑤ Certify & Submit

Job Application >> Profile * Required Field

Contact Information

* First Name
John

Middle Initial
Q

* Last Name
Doe

Primary Phone

Alternate Phone

* Email
Your Email Address Here

* By which method would you prefer to be notified about application status, testing dates and examination results? (Note: if you select 'Email,' you may still continue to receive paper notices)

- 7) Add Education, Work Experience, Certificates, and other information by clicking on the Add links. Click the "save" button at the bottom of each section. To add additional entries in any of these sections, click on Add again.

The screenshot shows a web form for building a resume. It has several sections, each with an 'Add' link:

- Education**: Add Education
- Work Experience**: Add Work Experience
- Certificates and Licenses**: Add Certificates or Licenses
- Skills**: Add Skills (with an 'Edit' link below)
- Additional Information**: Add Additional Information
- References**: Add Reference
- Resume**: Edit Resume
- Resume Attachment**: None

 At the bottom, there is a 'Go to Confirm Application' button and a '* Required Field' note.

- 8) If you wish to enter a resume, click "Edit Resume." You may cut and paste from a previously completed resume into this section. Or you may start from scratch. Resumes are not required for every position, but in certain cases will reflect positively on your application.

- 9) Answer the agency-wide supplemental questions (or review your answers if you are using a previously created application). Click on the "Save & Proceed" button at the bottom of the page.

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

The screenshot shows the 'Supplemental Questions' section of an application form. At the top, there is a progress bar with five steps: 1. Job Application, 2. Agency-wide Supplemental Questions, 3. Supplemental Questions, 4. Confirm Application, and 5. Certify & Submit. The current step is 'Supplemental Questions'.

 The section contains several questions:

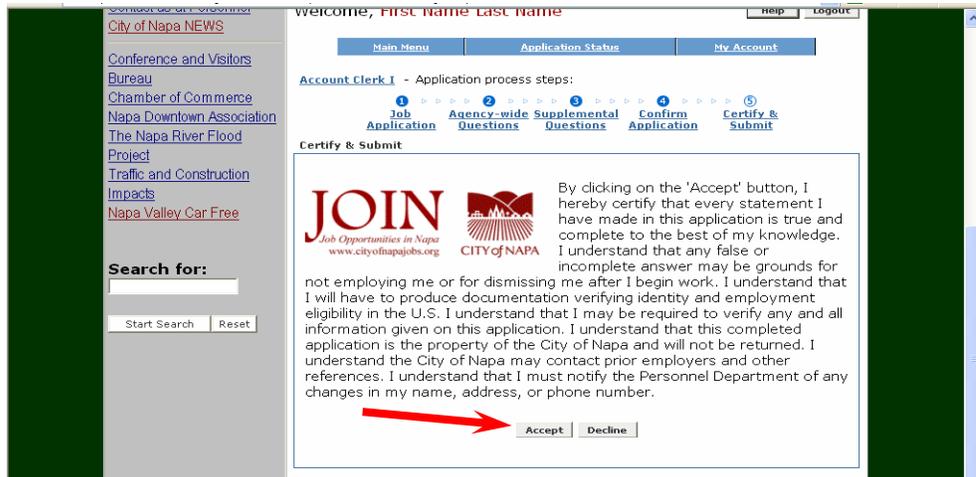
- *1. Do you have 10-key experience? (Radio buttons for Yes/No)
- *2. Do you have government accounting experience? (Radio buttons for Yes/No)
- *3. What is your typing net speed? NET TYPING SPEED IS GROSS SPEED MINUS NUMBER OF ERRORS. Typing speed will be subject to verification through presentation of a valid typing certificate prior to hire. (Dropdown menu with options: Less than 30 words per minute (net), 35 or fewer words per minute (net), 40 or fewer words per minute (net), 45 or fewer words per minute (net))
- *4. Describe your office experience. (Text input field with 'I have 10 yrs exp.'

 At the bottom, there are two buttons: 'Save Work in Progress' and 'Save & Proceed'. A red arrow points to the 'Save & Proceed' button. A '* Required Field' note is visible at the bottom right.

- 11) Click on the "Save & Proceed" button at the bottom of the page.

12) Review your application carefully. Incomplete information may disqualify your application. When you are satisfied that your application is complete, scroll to the bottom and click "Confirm Application."

13) Click the "Accept" button on the digital signature screen.



14) Click on the "Logout" link in the upper-right-hand corner.

Congratulations! You have successfully completed your job application with the CITY of NAPA. We wish you the best in your job search.