

# How to Complete a Job Interest / Notification Request

1. Go to the Job Opportunities page on the City of Napa web site.
2. Click on "Follow the link for job opportunities open to all applicants."
3. Click on "Request job notifications by category."



4. Follow the steps below –
  - On the Job Interest screen, place a check in the box next to each job category for which you would like to receive email notifications.
  - Scroll down to the bottom and complete the Job Interest Card.
  - Click "Submit Request."
  - After you submit this form, for the next 12 months, you will receive an email notification each time a position opens with City of Napa whose category matches one of the categories you've chosen.