

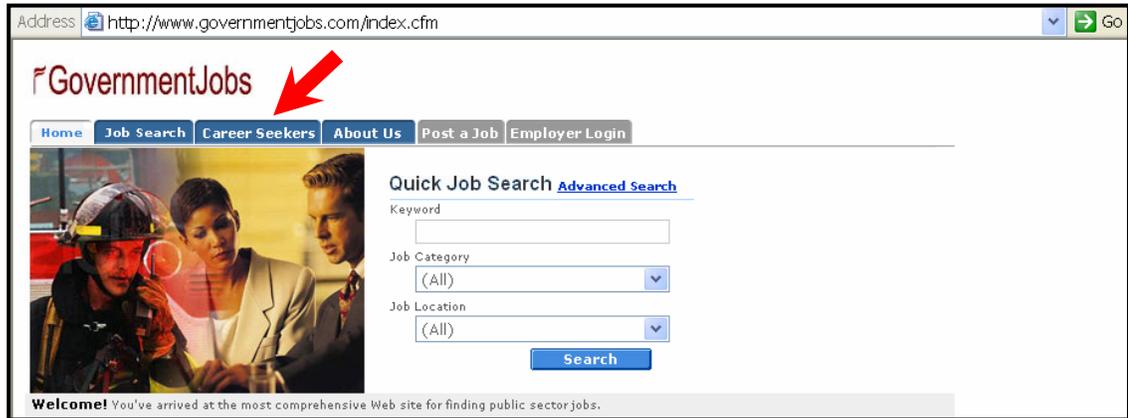
Online Employment Application Guide

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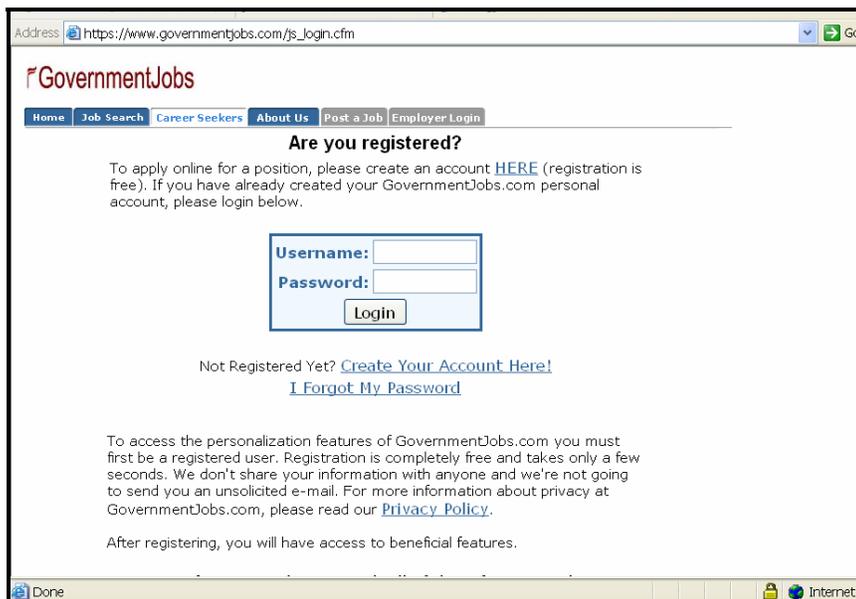
- How to Create an Application before Applying for a Job
- How to Apply for a Specific Job Opening
- How to Complete a Job Interest / Notification Request
- How to Check Your Application Status

How to Create an Application before Applying for a Job

1. Log in to: www.governmentjobs.com and click on the "Career Seekers" link to create an applicant account.



2. Click on "Create Your Account Here!" **Note:** If you have already created a user account, login using your previously created username and password. **You will not be able to create another applicant account using the same e-mail address.**



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

3. Proceed by following the screen directions. Save your work on each screen and when you are done, logout.
4. When you are ready to apply for a City of Napa job, follow this link [Current Jobs with The City of Napa](#).