

# How to Apply Online for a City of Seattle Job

## A Quick Tip Sheet



### It Only Takes Three Steps:

**Step 1: Set Up your Applicant Account/Profile** – contact information; create a username and password

**Step 2: Complete the Application** – work history; education; training; skills

**Step 3: Submit your Application** in response to a City job posting

**THIS GUIDE WILL WALK YOU THROUGH EACH STEP OF THE WAY! SOME TIPS BEFORE YOU BEGIN:**

- Choose a Username and Password you'll remember
- **Be sure to SAVE your work often.** The system will automatically log you out in 30 minutes from the last time you clicked the mouse or used the keyboard
- Have a list of website addresses from your previous jobs
- Complete and save your resume in advance to copy and paste or upload as an attachment

### Step 1: Set Up Your Applicant Account/Profile

Go to the City's Career Center website at <http://www.seattle.gov/jobs>.

Click the **Job Openings** link and then click the **Applicant Login** link



Click **Create Your Account Here**

Enter your **Account Information**; create a **Username Name & Password**. Click **SAVE**.

### Step 2: Create an Application

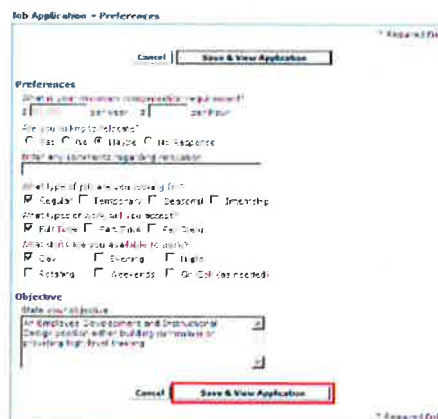
Click the **Create Application** button on the first and the second screens that appear. Name the **Application** for your reference.



Your **Profile** will appear – click **Save & View Application**.



Enter **Other Personal Information** and click **Save & View Application**. Enter **Preferences** and click **Save & View Application**



Next, enter **Education**. For multiple entries, click **Save & Add Another**. Click **Save & View Application**.

# How to Receive Job Interest Cards

## A Quick Tip Sheet



### What Is A Job Interest Card?

A **Job Interest Card** is an email notification letting you know each time a City of Seattle position opens and matches a category you've chosen previously. The City will send these notifications to you for 12 months. In 11 months, we'll send you a reminder to extend your notifications for another year.

### Follow These Instructions to Receive Job Interest Cards

1. Go to the **City of Seattle Career Center** and click **Job Openings**.

<http://www.seattle.gov/jobs/>



2. Scroll to the **middle** of the **Job Opportunities** page and click **Request Job Notifications by Category**.

Search

Enter keywords (optional):  [Explain this](#)

My Minimum Desired Annual Salary:  [Explain this](#)

or [Clear Search](#) [Request job notifications by category...](#)

3. The **Job Interest Card** page will appear. Place a check in the boxes next to **Job Categories** for which you'd like to receive email notifications. Below is a partial view of the **Categories**.

**Job Interest Cards**

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Place a check in the box next to each job category for which you would like to receive email notifications, and fill out the required information in the 'Job Interest Card' section below, then click the 'Submit Request' button. For the next 12 months after you submit this form, you will receive an email notification each time a position opens with City of Seattle whose category matches one of the categories you've chosen. We'll also send you a reminder email in 11 months to give you an opportunity at that time to extend your notifications for another year. To change the results, deselect and reselect the categories by using the Clear All Categories/Select All Categories links or by clicking on the check boxes.

Select Category		Select All Categories	Clear All Categories
<input type="checkbox"/> 911 Telecommunications	<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Administrative Assistant	
<input type="checkbox"/> Animal Control	<input type="checkbox"/> Architecture	<input checked="" type="checkbox"/> Arts	
<input type="checkbox"/> Attorney	<input type="checkbox"/> Automotive	<input type="checkbox"/> Building & Grounds Cleaning and Maintenance	
<input type="checkbox"/> Building & Safety	<input type="checkbox"/> Building Maintenance	<input type="checkbox"/> Clerical & Data Entry	
<input type="checkbox"/> Code Enforcement	<input checked="" type="checkbox"/> Community and Social Services	<input checked="" type="checkbox"/> Community Development	
<input type="checkbox"/> Construction Maintenance	<input type="checkbox"/> Construction Trades	<input type="checkbox"/> Counseling	
<input type="checkbox"/> Court Administration	<input type="checkbox"/> Criminology	<input checked="" type="checkbox"/> Customer Service	
<input type="checkbox"/> Diversity Management/EEO	<input type="checkbox"/> Economic Development	<input type="checkbox"/> Education, Training & Library	
<input type="checkbox"/> Electronics	<input checked="" type="checkbox"/> Emergency Management	<input type="checkbox"/> EMS	
<input type="checkbox"/> Engineering	<input type="checkbox"/> Facility Management	<input type="checkbox"/> Fire & EMS	
<input type="checkbox"/> Fleet Services	<input type="checkbox"/> Forensics	<input type="checkbox"/> Forestry	
<input type="checkbox"/> Geology/Hydrology	<input type="checkbox"/> Green-Collar/Environmental	<input type="checkbox"/> Grounds & Landscaping	
<input type="checkbox"/> Health Care Support	<input type="checkbox"/> Health Education	<input type="checkbox"/> Health Services	
<input type="checkbox"/> Hearing Examiner	<input checked="" type="checkbox"/> Historic Preservation	<input type="checkbox"/> Housing	
<input checked="" type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> Human Services	<input type="checkbox"/> Hydrogeology	
<input type="checkbox"/> Internship	<input type="checkbox"/> IT and Computers	<input type="checkbox"/> Laboratory	