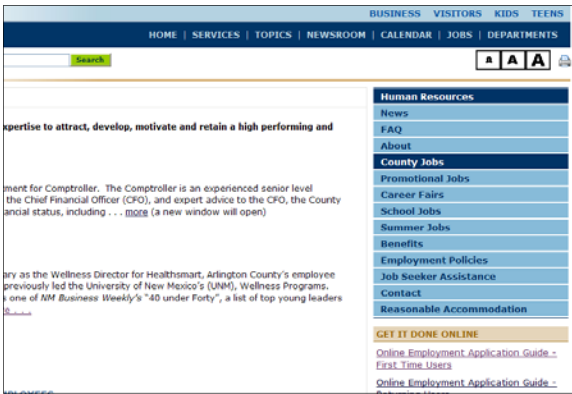
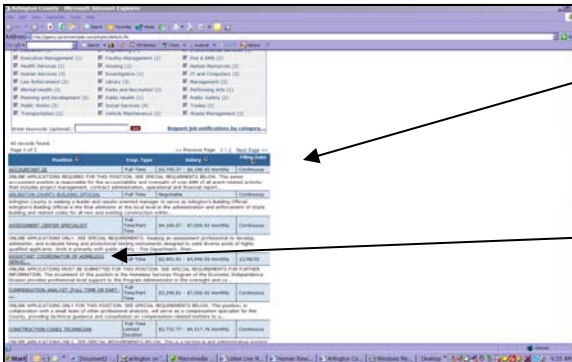


# Using the Arlington Virginia Online Employment Application ..... A First Time Users Guide



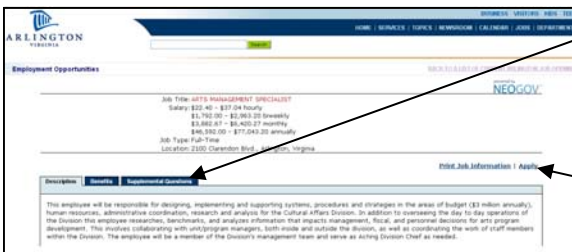
1. Go to [www.arlingtonva.us/pers](http://www.arlingtonva.us/pers)

2. Click on COUNTY JOBS



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

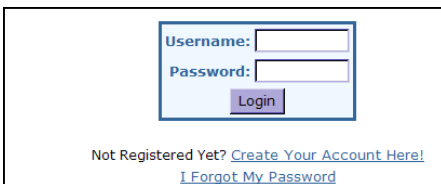
4. Click on the job title in which you have an interest.



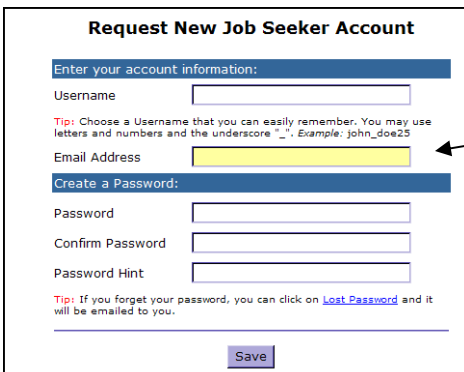
5. If you wish to submit an application you may wish to prepare your answers to any supplemental questions before starting the process. Click on the Supplemental Questions tab to view questions. Prepare your answers in your word processing program. You will be able to copy and paste your answers into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

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

7. Click on CREATE YOUR ACCOUNT HERE.



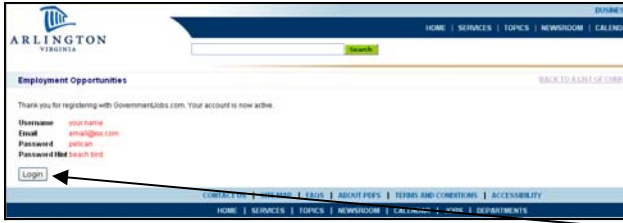
*NOTE: If you created an account earlier here or at [www.governmentjobs.com](http://www.governmentjobs.com) you may log in at this point and either create a new application or click on the sentence near the top "To apply for <JOB TITLE> click here." and follow the directions. The set of directions you are now reading follows the path for first time users.*



8. If you do not have an email account you may create a dummy address using this format: `xxxxxxx@xxx.com` (substitute different letters for the x's). The email account is only used to send confirmations when an application is submitted. All other Arlington contact is done by telephone or US Mail. Click on SAVE once you have completed the information.

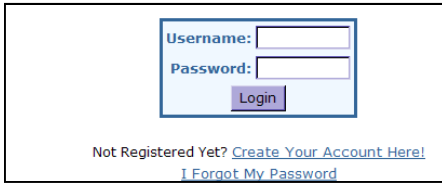
# Using the Arlington Virginia Online Employment Application

## ..... A First Time Users Guide



9. Print out this screen for your records. It contains the log on information you will need to access your account. You have now created your Career Desktop account. All of the information you enter will remain stored in your secure account on the Internet.

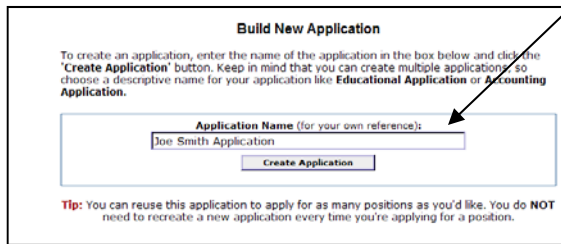
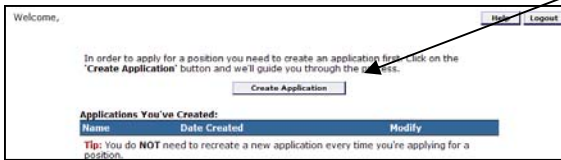
Press the LOGIN button.



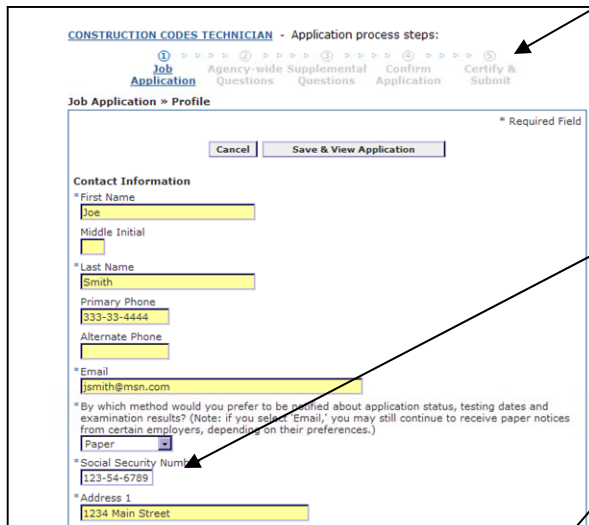
10. Log in using the Username and Password you just created.

Click on CREATE APPLICATION

Create a name for your application and click on CREATE APPLICATION.



*TIP: The numbered steps above the application serve as an indicator of where you are in the process. Do not move between pages using this bar unless you are on the "Job Application Review" screen.*



11. All fields marked with "\*" require that you enter information. You may choose to enter a dummy Social Security number. The system will not accept repeating numbers so use random number in the SSN format (for example 235-96-4865) Enter your information and click on SAVE AND VIEW APPLICATION when you reach the bottom of the page. It is very important to move between pages using the buttons at the bottom of the page. As you move forward using these buttons the



# Using the Arlington Virginia Online Employment Application

## ..... A First Time Users Guide

Job Application » Profile

Cancel Save & View Application

**Attention:** Please correct the following errors:

- Invalid Primary Phone

**Contact Information**

\* First Name  
Joe

Middle Initial  
[ ]

\* Last Name  
Smith

Primary Phone  
333-33-4444

Alternate Phone

12. If you have not entered required information—or if you have not entered it in the correct format, like this telephone number which is missing a digit — you will see this screen. Simply correct the error and click on the SAVE AND VIEW APPLICATION or SAVE AND PROCEED button at the bottom of the page.

Welcome, Joe Smith

CONSTRUCTION CODES TECHNICIAN - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Job Application » Review

\* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

Go to Step 2: Agency-wide Questions

**Personal Profile** [Edit Personal Profile](#)

Name: Joe Smith Address: 1234 Main Street  
Opalita, Alabama 54345  
Email: [jsmith@mmn.com](mailto:jsmith@mmn.com)

Social Security: 123-54-6789 Email: [jsmith@mmn.com](mailto:jsmith@mmn.com)

Home Phone: (333) 333-4444 Alternate Phone: Paper

**Other Personal Information**

Driver's License: Yes

Can you, after employment, submit proof of your legal rights to work in the United States? Yes

What is your highest level of education? Some High School

**Preferences**

Application Privacy:

Preferred Salary:

Are you willing to relocate?

Types of positions you will accept:

Types of work you will accept:

Types of shifts you will accept:

**Objective**

**Education** [Add Education](#)

**Work Experience** [Add Work Experience](#)

**Certificates and Licenses** [Add Certificates or Licenses](#)

**Skills** [Add Skills](#)

13. You are now viewing your full application. All of the additional sections operate using the same steps. Let's choose to enter your Work Experience as an example. Click on ADD WORK EXPERIENCE in that section.

*TIP: You may copy and paste information from your word processing program into the application. Heavily formatted (i.e. special fonts, bullets, color text, etc.) does not transfer well. Remove as much formatting as possible before transferring your text.*

Name of Supervisor  
John Smith

Title of Supervisor  
Owner

May we contact this employer?  
 Yes  No

Reason for Leaving

\* Duties  
Repair trucks and lawnmowers.

Cancel Save & View Application

\* Required Field

14. When you have finished entering your work experience click on the SAVE AND VIEW APPLICATION button at the bottom of your screen.

**Work Experience** [Add Work Experience](#)

Big Wheel Boss 2/2003 - Present Joe Smiths Company 1234 Main Street Wansaw, Alabama 54345 (543) 567-9876	Hours worked per week: 40 Monthly Salary: \$0.00 Name of Supervisor: John Smith - Owner May we contact this employer? No	<a href="#">Edit</a>   <a href="#">Delete</a>
---	---	---

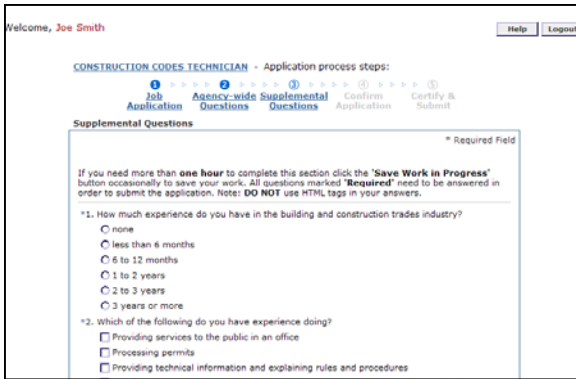
**Duties**  
Repair trucks and lawnmowers.

**Certificates and Licenses** [Add Certificates or Licenses](#)

15. You will now see the work experience you just added on your application. To add more jobs click on ADD WORK EXPERIENCE. You will repeat the steps you used to enter your first work experience.

At this point you will be able to enter information into any of the other sections by clicking on the "ADD" links next to each. When you have finished click on GO TO STEP 2: AGENCY WIDE QUESTIONS at the bottom of the screen.

# Using the Arlington Virginia Online Employment Application ..... A First Time Users Guide



Welcome, Joe Smith

CONSTRUCTION CODES TECHNICIAN - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Supplemental Questions \* Required Field

If you need more than **one hour** to complete this section click the "Save Work in Progress" button occasionally to save your work. All questions marked "Required" need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

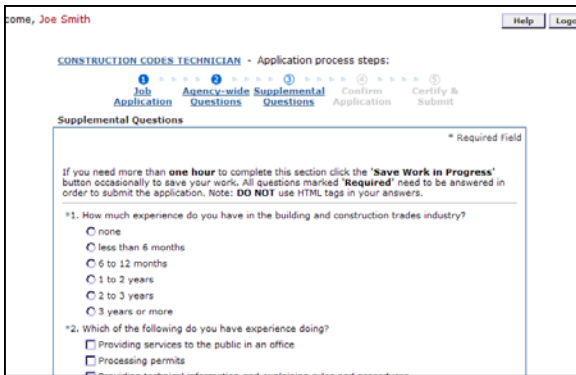
\*1. How much experience do you have in the building and construction trades industry?

- none
- less than 6 months
- 6 to 12 months
- 1 to 2 years
- 2 to 3 years
- 3 years or more

\*2. Which of the following do you have experience doing?

- Providing services to the public in an office
- Processing permits
- Providing technical information and explaining rules and procedures

16. Complete the agency wide questions page and move forward by clicking on the SAVE AND PROCEED button at the bottom of the page..



Welcome, Joe Smith

CONSTRUCTION CODES TECHNICIAN - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Supplemental Questions \* Required Field

If you need more than **one hour** to complete this section click the "Save Work in Progress" button occasionally to save your work. All questions marked "Required" need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

\*1. How much experience do you have in the building and construction trades industry?

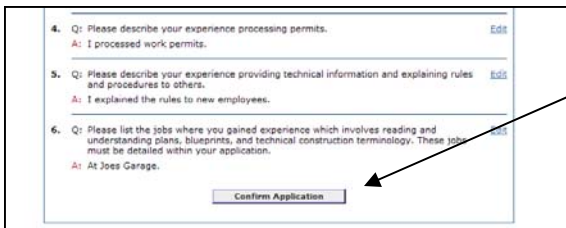
- none
- less than 6 months
- 6 to 12 months
- 1 to 2 years
- 2 to 3 years
- 3 years or more

\*2. Which of the following do you have experience doing?

- Providing services to the public in an office
- Processing permits
- Providing technical information and explaining rules and procedures

17. If the job requires your answers to supplemental questions you will arrive at that page next.

Complete the questions and move forward by clicking on the SAVE AND PROCEED button at the bottom of the page.



4. Q: Please describe your experience processing permits.  
A: I processed work permits. Edit

5. Q: Please describe your experience providing technical information and explaining rules and procedures to others.  
A: I explained the rules to new employees. Edit

6. Q: Please list the jobs where you gained experience which involves reading and understanding plans, blueprints, and technical construction terminology. These jobs must be detailed within your application.  
A: At Joes Garage. Edit

Confirm Application

18. You will now view your entire application again. If it is now complete click on CONFIRM APPLICATION at the bottom of the page.



Welcome, Joe Smith

CONSTRUCTION CODES TECHNICIAN - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Certify & Submit

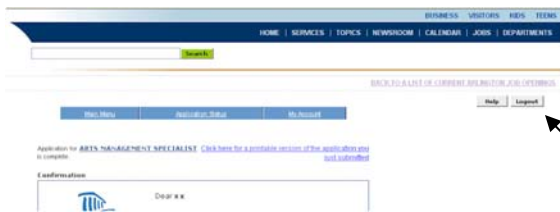
 I certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or dismissing me after I begin work. I understand that I must meet all Arlington County Government requirements and conditions to be employed.

Accept Decline

19. Read the statement and click on the ACCEPT button.

# Using the Arlington Virginia Online Employment Application

## ..... A First Time Users Guide



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.

### 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.