



APPLICATION SUPPORT MANUAL



ARLINGTON
VIRGINIA

Table of Contents

1.1 How to Apply to an Open Job	3
1.2 How to Upload and Remove Attachments in Your Application	6
1.3 How to Check the Status of Your Application	7
1.4 How to Sign Up for the Arlington County Talent Community	9
1.5 How to Withdraw Your Application	11

Arlington County Job Application Guide

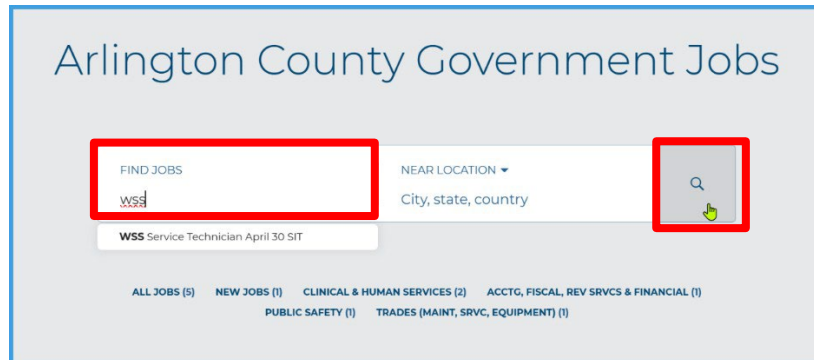
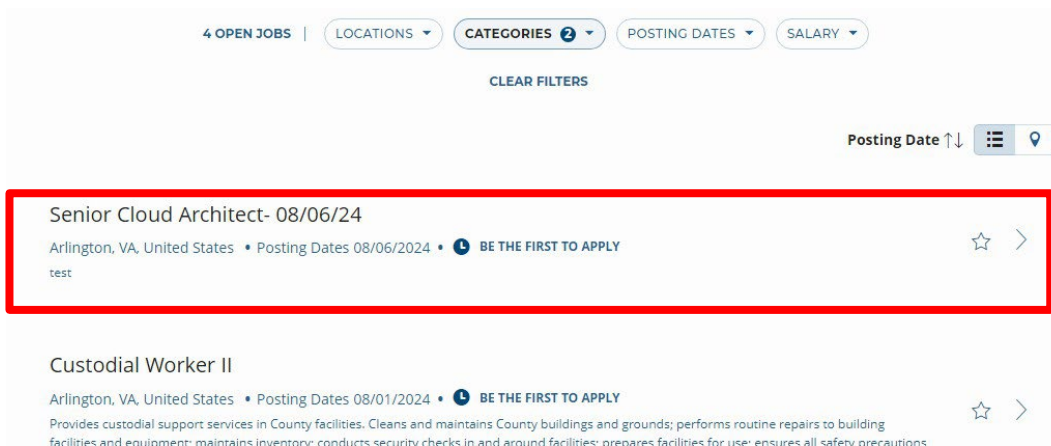
Welcome! We appreciate your interest in exploring career opportunities with Arlington County Government. We've outlined the key steps below to make your journey as smooth and transparent as possible.

1. **Applying to an Open Job:** Browse our open jobs and apply directly to any job that matches your skills and interests. Our user-friendly application process allows you to quickly submit your application and any additional required information.
2. **Uploading and Removing Attachments in Your Application:** Applicants are responsible for reviewing their application before submission. All attachments should be reviewed and updated prior to submitting their application. Previously added attachments will automatically appear on the application, unless removed and replaced while the job announcement is open.
3. **Checking the Status of Your Application:** After applying, you can easily monitor the progress of your application through your profile. Stay informed about where you stand in the recruitment process at any time.
4. **Signing Up for the Talent Community:** If you are not interested in any open jobs, you can prepare for future job openings by creating a PRISM+ profile and signing up for the Arlington County Talent Community. You'll receive updates on new job opportunities, company news, and other relevant information tailored to your interests.
5. **Withdrawing Your Application:** If you have applied for a position and it is still open (receiving new applications), you can correct missing information by withdrawing the application, updating your work experience, and reapplying. To end your candidacy, follow the instructions to withdraw your application.

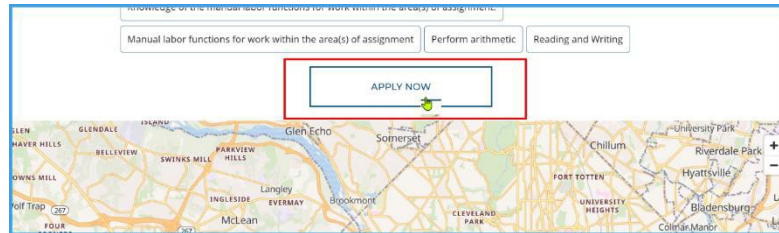
We are committed to providing a smooth and transparent experience throughout your journey with us. Thank you for considering applying to Arlington County!

1.1 How to Apply to an Open Job

Browse our open jobs and apply directly to any job that matches your skills and interests. Our user-friendly application process allows you to quickly submit your detailed application and any additional required information.

Step	Action
1.	In the Find Jobs window, enter your search criteria (e.g., job title, skill, keyword). Choose from the drop-down menu or click on the magnifying glass to view results. Bookmark this page to return to see new open jobs weekly!  Note: You can refine your search results by using filters such as Organizations, Skills, Posting Dates, or Salary.
2.	Click the desired job title to see the detailed announcement. 

3. Scroll to the bottom of the post and click **Apply Now**.



4. Enter your email address and click **Next**.

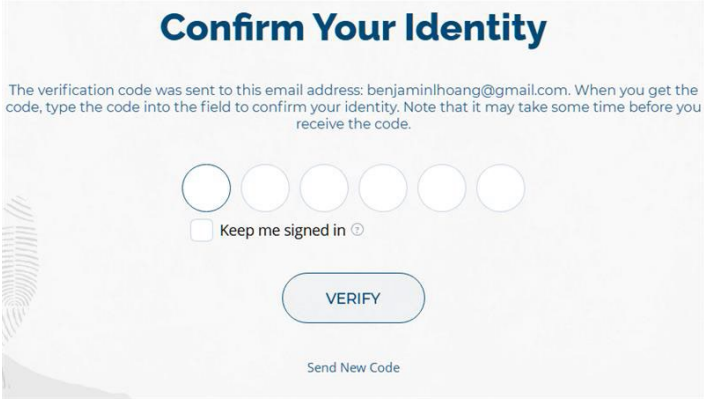
5. Complete all sections of the job application.

A screenshot of a job application form titled 'IMPORT YOUR PROFILE'. Below the title is a sub-header 'You can import your information.' and a blue button labeled 'Apply with Indeed'. Below this is a section titled 'CONTACT INFORMATION' with the instruction 'Please enter your contact information.' There are three input fields: 'Last Name' (with a red asterisk), 'First Name', and 'Title'. The 'Last Name' field contains the text 'Ext3', the 'First Name' field contains 'Cm', and the 'Title' field is empty. Below these fields is a label 'Middle Name'.

6. Enter your full name in the **eSignature** field and click **Submit**.

A screenshot of a job application form showing the 'E-Signature' section. There is a red-bordered box labeled 'E-Signature' at the top. Below it is a label 'Full Name *' and a red-bordered input field. Below the input field is a red error message: 'The Full Name field is required.' At the bottom right is a red-bordered button labeled 'SUBMIT'.

7. You will be prompted to confirm your identity.



Confirm Your Identity

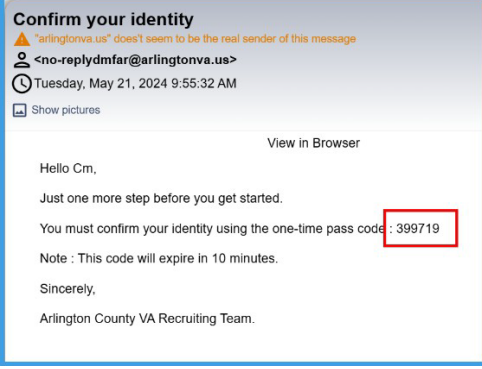
The verification code was sent to this email address: benjaminlhoang@gmail.com. When you get the code, type the code into the field to confirm your identity. Note that it may take some time before you receive the code.

☐ Keep me signed in ⓘ

VERIFY

[Send New Code](#)

8. A one-time passcode will be sent to your email on file.
Go to your email inbox to find the six-digit code.



Confirm your identity

⚠️ "arlingtonva.us" doesn't seem to be the real sender of this message

👤 <no-replydmfar@arlingtonva.us>

🕒 Tuesday, May 21, 2024 9:55:32 AM

🖼️ Show pictures

[View in Browser](#)

Hello Cm,

Just one more step before you get started.

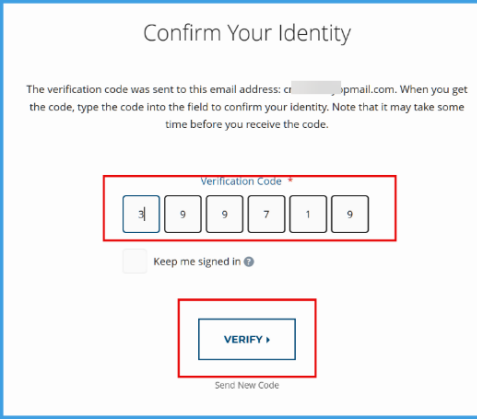
You must confirm your identity using the one-time pass code : 399719

Note : This code will expire in 10 minutes.

Sincerely,

Arlington County VA Recruiting Team.

9. Enter the one-time passcode into the Verification Code box. Click **Verify**.



Confirm Your Identity

The verification code was sent to this email address: c[...]@gmail.com. When you get the code, type the code into the field to confirm your identity. Note that it may take some time before you receive the code.

Verification Code *

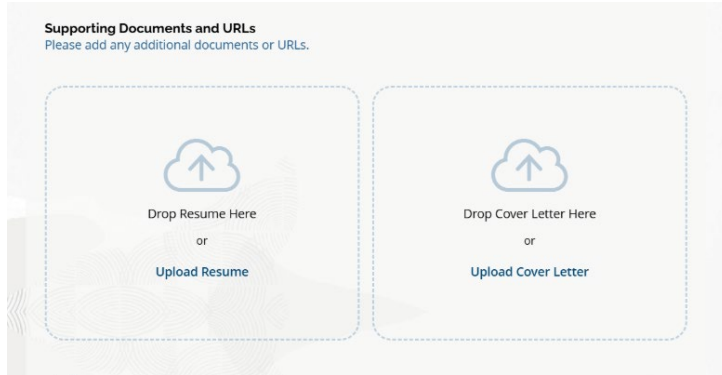
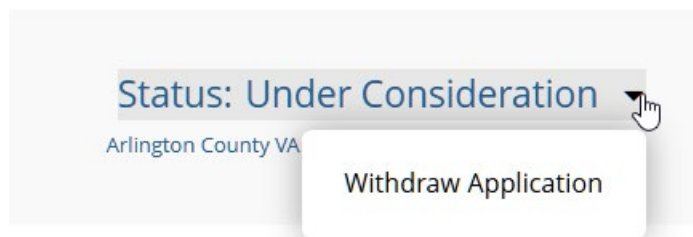
☐ Keep me signed in ⓘ

VERIFY >

[Send New Code](#)

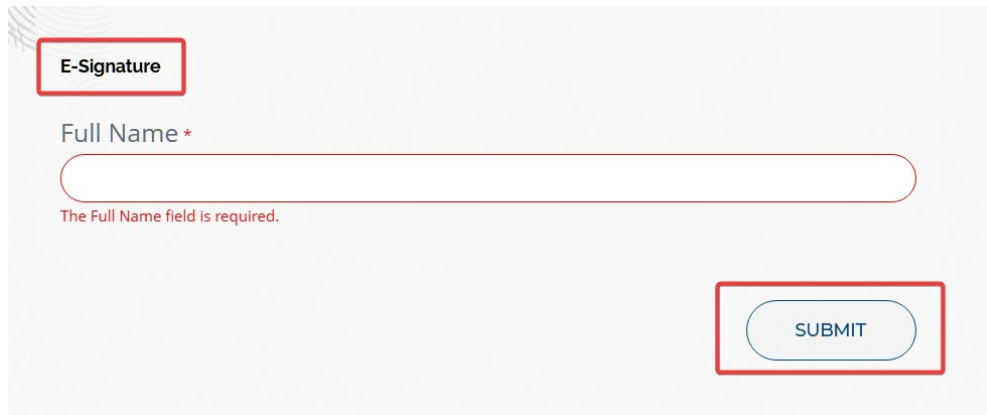
11. Your application has been submitted.

1.2 How to Upload and Remove Attachments in Your Application

Step	Action
1.	As you complete your application, ensure that you upload or drop in your relevant documents. 
2.	Applicants are responsible for reviewing their application and documents before submission.
3.	Important: All attachments from your previous Arlington County applications will automatically be imported into your new application.
4.	If the announcement is still open (i.e., receiving new applications), you may revise your application and change/remove your attachments.
5.	Click "Manage my Profile" on the Arlington County Jobs page and use the one-time passcode to log in.
6.	Next, click the downward facing arrow next to your job application and select "Withdraw Application". 
7.	Select the job title of the position from which you just withdrew and click "Apply" to view your current application.

8. Revise as needed and confirm and upload any supporting documents/attachment (e.g., resume, cover letter).

9. Enter your full name in the **eSignature** field and click **Submit**.



E-Signature

Full Name *

The Full Name field is required.

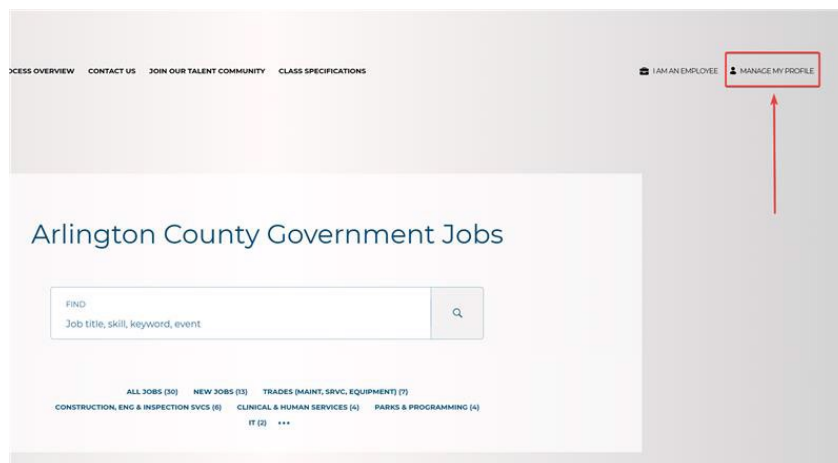
SUBMIT

10. Your revised application has been submitted.

1.3 How to Check the Status of Your Application

After applying, you can easily monitor the progress of your application through your profile. Stay informed about where you stand in the recruitment process at any time.

Step	Action
1.	Click on Manage My Profile at the top of the page.



2. Enter your email address and click **Send Email**.

3. You will be prompted to confirm your identity.

4. A one-time passcode will be sent to your email on file. Go to your email inbox to find the six-digit code.

5. Enter the one-time passcode into the Verification Code box. Click **Verify**.

6. Under the **My Applications Section**, check the status of your application. Status options may include: “Under Consideration”, “Referred”, “Offer Extended”, “Offer Accepted”, “Offer Declined”, and “Application Withdrawn.”

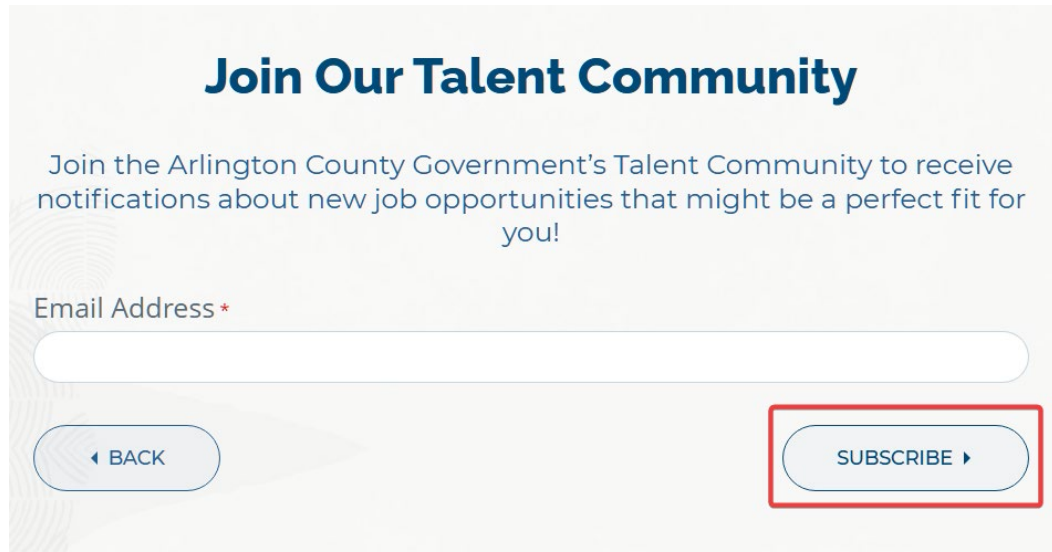
1.4 How to Sign Up for the Arlington County Talent Community

If you are not interested in any open jobs, you can prepare for future job openings by creating a PRISM+ profile and signing up for the Arlington County Talent Community. You'll receive updates on new job opportunities, company news, and other relevant information tailored to your interests.

Note: The Talent Community is for candidates who want to be notified of future job openings.

Step	Action
1.	To join the Arlington County Talent Community, click Join located beneath the Arlington County Talent Community heading.

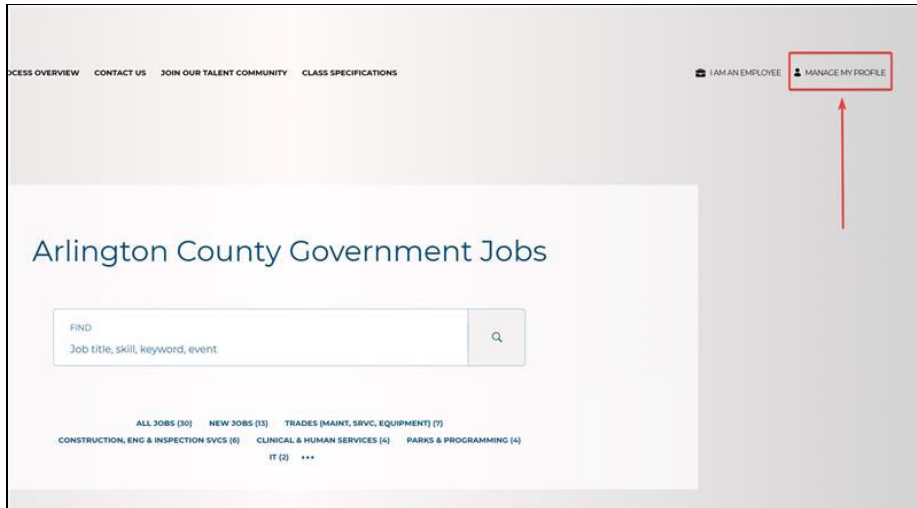
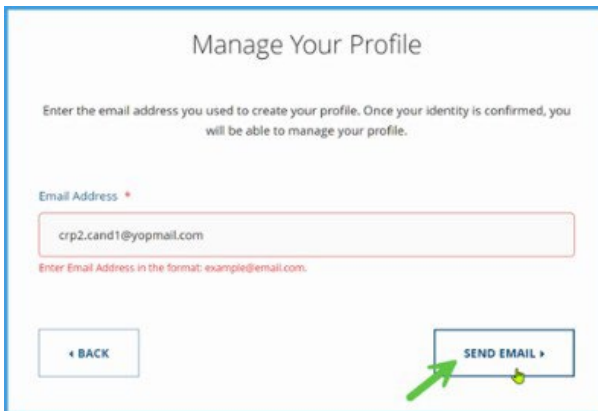
2. Enter your current email address and click **Subscribe**.



3. Be sure to check your email messages weekly for possible open job matches from Arlington County, and then, apply!

1.5 How to Withdraw Your Application

After applying, you can easily monitor the progress of your application through your profile. If your application is still under consideration, you may withdraw your application if you are no longer interested in being considered for the opportunity or if you want to revise your application and the announcement is still open (See section 1.2 for details.).

Step	Action
1.	Click on Manage My Profile at the top of the page. 
2.	Enter your email address and click Send Email. 

3. You will be prompted to confirm your identity.

Confirm Your Identity

The verification code was sent to you. When you get the code, type the code into the field to confirm your identity. Note that it may take some time before you receive the code.

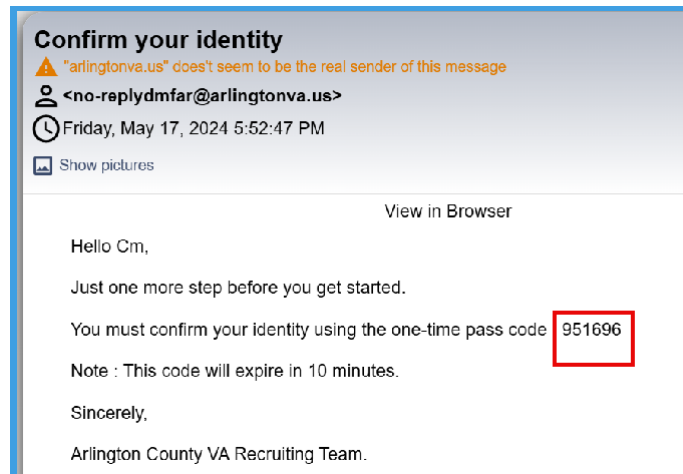
Verification Code *

☐ Keep me signed in

VERIFY

Send New Code

4. A one-time passcode will be sent to your email on file. Go to your email inbox to find the six-digit code.



5. Enter the one-time passcode into the Verification Code box. Click **Verify**.

Confirm Your Identity

The verification code was sent to this email address: cr [redacted] @gmail.com. When you get the code, type the code into the field to confirm your identity. Note that it may take some time before you receive the code.

Verification Code *

3 9 9 7 1 9

☐ Keep me signed in

VERIFY

Send New Code

6. Under the **My Applications Section**, click the down arrow next to your status and choose “Withdraw application”

ACTIVE JOB APPLICATIONS

Developmental Disability Specialist III
Arlington, VA, United States

Status: Under Consideration 
Arlington County VA • 1049 • Applied on 10/07/2025

7. A new screen will pop up to confirm you would like to withdraw, choose “Withdraw Application”. Your status will now appear as “Status: Withdrawn”.

Withdraw Application

If you withdraw your job application for the **Developmental Disability Specialist III** job, you will no longer be considered for the position. If you change your mind in the future, you can submit a new job application.

WITHDRAW APPLICATION

CANCEL