1. Visit https://jobs.jamescitycountyva.gov/application
2. If you are a first time applicant, select **Create Profile**. If you are a returning applicant, log-in using your email address and password.
3. Select My Profile.

4. To edit existing information (derived from creating your profile), click on the data itself. To add information, click on Add New Entry.

   Previous applicants, please note: it is important to go through each entry to ensure information is up-to-date.
5. **Education:** search and select your school. If the school is not listed, select **Not Found**.

   Once the school is selected, a new box will pop up. Each field should be completed.
6. **Employment History**: applicants should include a complete employment history.

   - All fields on all tabs should be fully completed
7. **Licenses/Certifications:** search and select license/certification you wish to include. If the license/certification is not listed, select **Not Found.**

   Once the license/certification is selected, a new box will pop up. Each field should be completed.
8. Affiliations: if applicable, applicants may include any relevant affiliations. Search and select the affiliations you wish to include. If the affiliations is not listed, select Not Found.

   Once the affiliation is selected, a new box will pop up. Each field should be completed.
9. **References**: applicants should include 3 personal and/or professional references. All fields on all tabs should be fully completed.

10. **Personal Documents**: applicants are encouraged to include (upload in your profile) a **cover letter**, **resume**, **DD214 (if applicable)** and any other documents that would complement the application; however, **only applicants with complete applications will be considered**.

**Your profile is now complete.**
11. Go back to the top and select Jobs.

12. Select the position you wish to apply for.
13. As you proceed through the next steps, you will use the **Next** button and the status bar will show your progression through the application.

14. Complete all fields as you progress through the application. When completing the required qualifying questions, please provide details in comment boxes when applicable.
15. Click and read the statements on this page.

16. Click **Apply**.

17. You will receive an email confirmation that your application has been received.

**Thank you for your interest!**