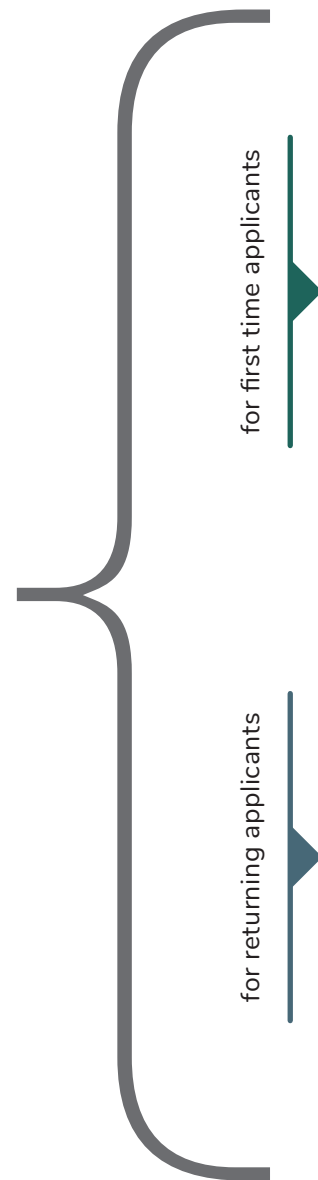


Instructions for Job Applicants

1. Visit <https://jobs.jamestownva.gov/application>

The screenshot shows the James City County Career Center website. On the left, there is a navigation menu with options like 'Home', 'About Us', 'Contact Us', 'FAQ', 'Privacy Policy', and 'Terms of Service'. The main content area is titled 'Welcome to the James City County Career Center' and provides instructions for first-time and returning applicants. It includes a search bar with a dropdown for 'Location' (set to 'All Locations') and a 'Keywords' input field. Below the search bar, there are several job listings with titles like 'Administrative Support', 'Customer Service Representative', and 'Development Services'. On the right side, there is a dark green sidebar with a 'First Time Applicants' section containing a 'Create Profile' button and a 'Returning Applicants' section with fields for 'Email Address' and 'Password', a 'Sign In' button, and a 'Forgot Password?' link. At the top right of the page, there is contact information for James City County, including phone numbers and an email address.

- 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.



First Time Applicants
If this is your first visit you will need to create an account and a profile before applying for a job.

Create Profile

Returning Applicants
Use your email address and password to login. Once you sign in you will be able to update your information and apply for new jobs.

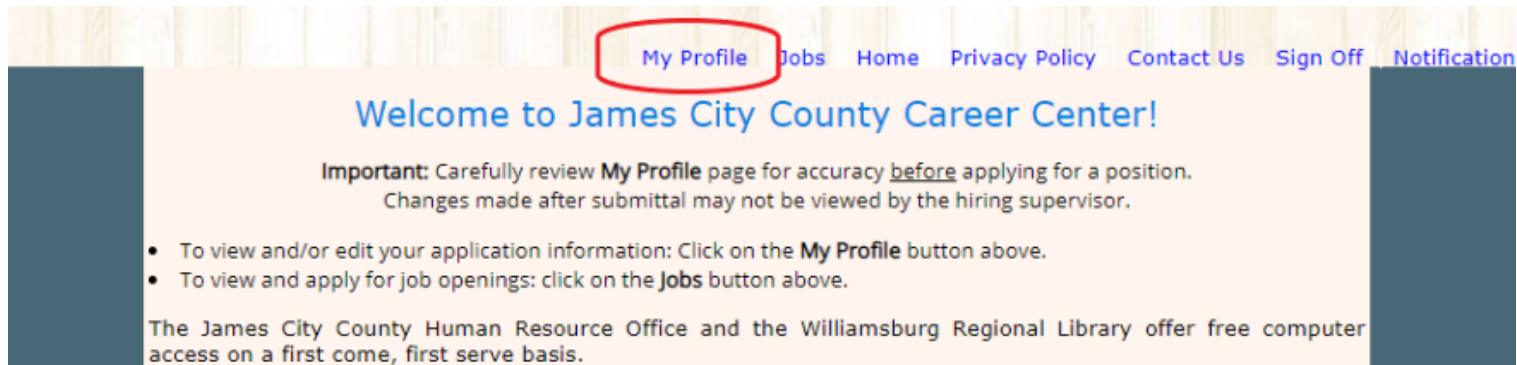
Email Address

Password:

Sign In

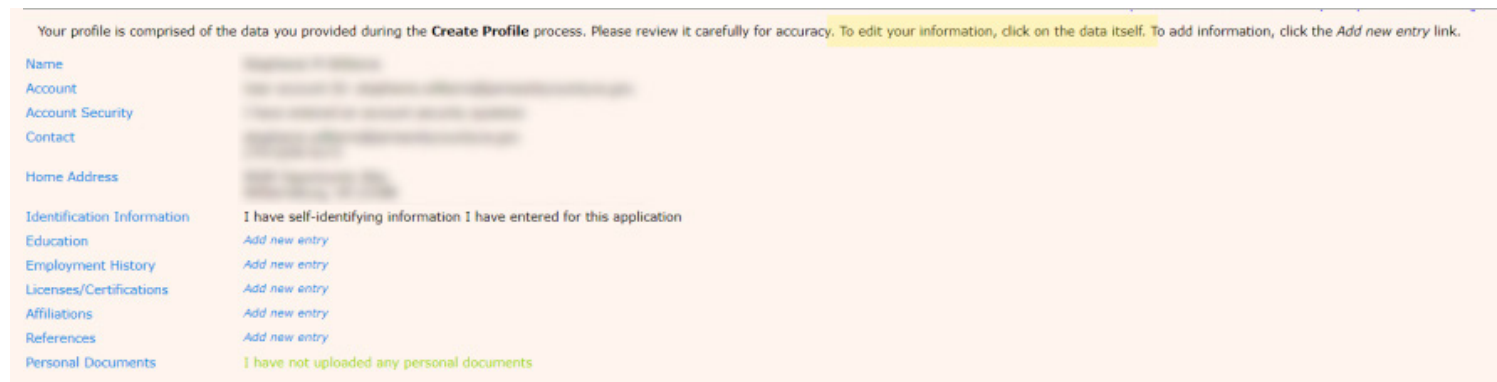
Forgot Password?

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.

Select School

Click the item to select it. If the list extends beyond the screen, provide the name of the item in the **Name** field and click the **Search** button. If the item you are searching for is not listed, click the **Not Found** button and follow the instructions.

Category:

Name:

Abbie Business Institute	Mt Pleasant High School
Advanced Technology Center	NASCAR Technical Institute
Advanced Technology Institute	Nash Community College
Albemarle High School	National College - Salem
American Institute of Holistic Theology	National Court Reporters Association
American Intercontinental University	National Geospatial Intelligence College
American Military University	National Institute for Learning Development (NILD)
American Public University	National Joint Apprenticship Committee (IBEW 1340)
American School	National Louis University
American Spirit Institute	Naugatuck High School
American University	Naugatuck Valley Communtiy College
Amridge University	Naval School of Health Sciences
Appalachian College of Pharmacy	New Britain Technical School
Appomattox Regional Governors School	New College of California, School of Law
Argosy University	New Hartford Senior High
Ashford University	
Ashland Universitty	

Click the magnifying glass icon to choose from the list provided. If your information is not listed, enter it into the text box. If you are still attending classes, put your *expected* graduation date in the **End Date** section.

Comments:

- 6. Employment History:** applicants should include a complete employment history.
- › All fields on all tabs should be fully completed

Employment History

Provide the requested information on each of the four tabs.

Job Address Supervisor Comments

Both Company Name and Job Title are required. For current jobs, leave the **End Date** blank.

Company Name: **Required**

Job Title: **Required**

Start Date (Month/Year): End Date (Month/Year):

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.

Select License

Click the item to select it. If the list extends beyond the screen, provide the name of the item in the **Name** field and click the **Search** button. If the item you are searching for is not listed, click the **Not Found** button and follow the instructions.

Category:
All Categories ▾

Name:
law enforcement

Search Not Found

043306 New York Licensed Psychotherapist	Hilti Powder Actuator
05E- Armed Security Officer Arrest Authority	HIPPA for Healthcare Professionals
06I - Special Conservator of the Peace	Hunters Safety
06I-Special Conservator of the Peace In-Service	ICC certified Accessibility Specialist
07E- Handgun Training	ICC certified Building Plans Examiner
07R - Handgun Retraining	ICC certified Fire Protection Plans Examiner
07R-Handgun Re-Training	ICC certified Mechanical Plans Examiner
1st Aid certification	ICC certified Plumbing Plans Examiner
4-h Archery Instructor Certification	ICC certified Residential Building Inspector
4-H Instructor in Archery	ICC Residential Plans Examiner
5171474	ICS 100
A60383817	ICS 200
a61727008	ICS 700
AAAI/ISMA	ICS 800
Accident Investigation	Incident Safety Officer
ACE	Incident Size Up
ACE Certified Personal Trainer	Indo-row certification

Licenses/Certifications

Provide your license/certification information in the fields below.

License Name:
Virginia Basic Law Enforcement Certification

License No:

Country: United States ▾ State/Province: Virginia ▾

Effective Date (Month/Year): ▾ ▾ Expiration Date (Month/Year): ▾ ▾

Comments:

OK Cancel

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.**

Select Affiliation

Click the item to select it. If the list extends beyond the screen, provide the name of the item in the **Name** field and click the **Search** button. If the item you are searching for is not listed, click the **Not Found** button and follow the instructions.

Category:
All Categories ▾

Name:

ACSM	National Reclusion and Park Association
Alpha Kappa Psi Professional Business Fraternity	National Sheriffs Association
Alpha Phi Sigma Honor Society	National Teachers Association
American Alliance for Health, Physiscal	NBL Neighborhood Basketball League
Education, Recreation, and Dance Associati	Newport News Bar Association
American College of Sports Medicine	Newport News Community Response Team
American Historical Association	(CERT)
American Inns of Court	NFPA Technical Committee member
American Library Association	None
American Library Association	North American Chapter British Longbow Soc
American Red Cross	Olde Towne Dental Clinic Volunteer
American Society of Civil Engineers	Organization of American Historians
American Sportscasters Association	Parent Teacher Association
American Water Works Association	Phi Sigma Sigma Fraternity
Avalon	Phi Theta Kappa
Blue Knights Virginia Chapter X	Police Benevolent Association
Board of Advisor: Information Technology	Providence Forge Vol. Fire and Rescue

Affiliations

Provide affiliation information in each field below.

Start Date (Month/Year): End Date (Month/Year):

Comments:

- 9. References:** applicants should include 3 personal and/or professional references. All fields on all tabs should be fully completed.

References

Provide the requested information on each of the three tabs.

Information Address/Phone Comments

Provide your reference information in each of the fields below.

Name: **Required**

Years Known: 0.00

Company:

Job Title:

Email Address:

- 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.

Personal Documents

Click the Add link to attach a document to your application. Once the document is uploaded, you will be able to view and/or delete the document from your application.

Resume	Add
Cover Letter	Add
References	Add
Certifications	Add
Other - Recruiting	Add

Exit

Document Upload

Resume

Please select a file for upload. The maximum size of the file you can upload is 4MB.

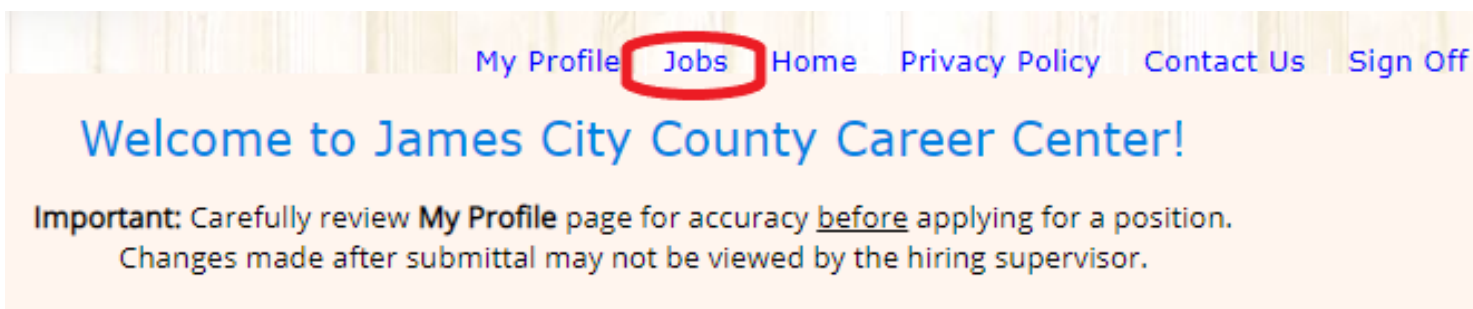
Select a file to upload:

Choose File No file chosen

Upload File Upload the selected file

Return Return to previous page

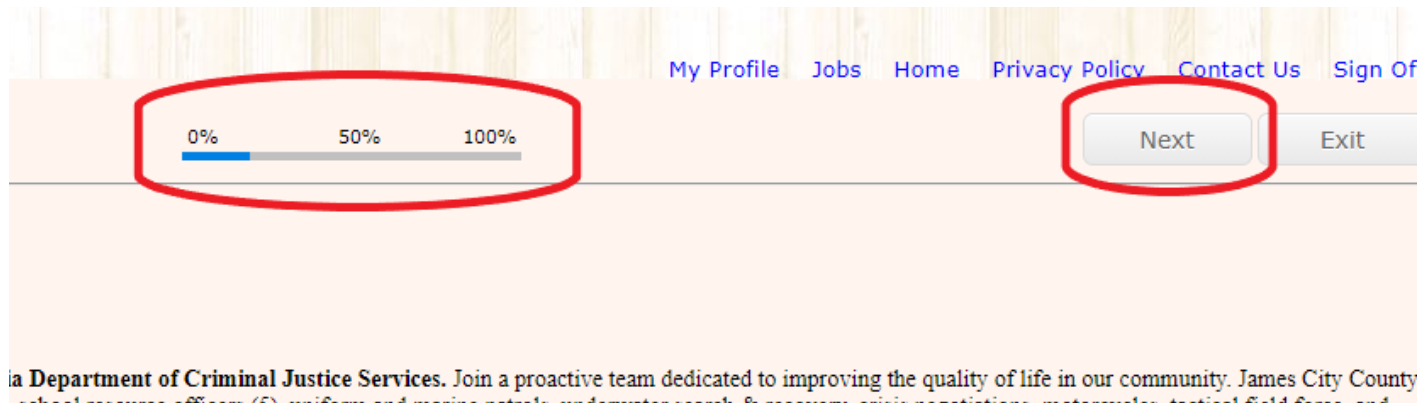
11. Go back to the top and select Jobs.



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.

 A screenshot of a web form titled "Certified Police Officer I/II Qualifying Questions". The form contains several questions with radio button options for "Yes" and "No". The "No" option is selected for all questions. The questions are:

- Have you ever been honorably discharged from the military? (Required)
- Have you ever used marijuana? (Required)
- Have you ever used any illegal Schedule I or II drugs such as cocaine, heroin, crack cocaine, ... (Required)
- Have you used marijuana, any illegal drug, or any illegal substance within the 36 months (31 ...)
- Have you ever sold, manufactured, or distributed any illegal or dangerous drug, as defined I ...

 At the bottom, there is a text input field with the placeholder text "n/a" and a label: "If you answered 'yes' to any of the above questions, please provide complete details. (Requir".

15. Click and read the statements on this page.

Certified Police Officer I/II
Apply for Job

0% 50% 100%

To submit your application, read the James City County Certification Statements below carefully and click **Apply**

James City County Certification Statements

- [Equal Opportunity Employer](#)
- [Statement of At Will Employment](#)
- [Privacy Policy Notice to Applicants](#)
- [Post Offers and Periodic Check Authorization](#)

Effects of Nondisclosure: It is in your best interest to answer all application questions. Your failure to fully and accurately complete this application may jeopardize your opportunity for employment.

I understand that:

- False or incomplete statements made on my employment application are grounds for disqualification or termination of employment;
- My employment with James City County may be dependent upon satisfactory completion and results of the required post-offer checks.

I hereby agree that James City County may, in accordance with the 2004 Amendments to the Fair Labor Standards Act and the James City County Personnel Policies and Procedures, require me to work all overtime worked in excess of the maximum allowable number of hours under the County's Overtime Policy for Non-Exempt Employees.

By clicking the Apply button at the top of the page, you agree to the statements on this page and wish to submit your application.

16. Click **Apply**.

My Profile Jobs Home Privacy Policy Contact Us Sign Of

0% 50% 100%

Previous **Apply** Exit

Apply

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

Thank you for your interest!