Instructions for Job Applicants

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.

for first time applicants
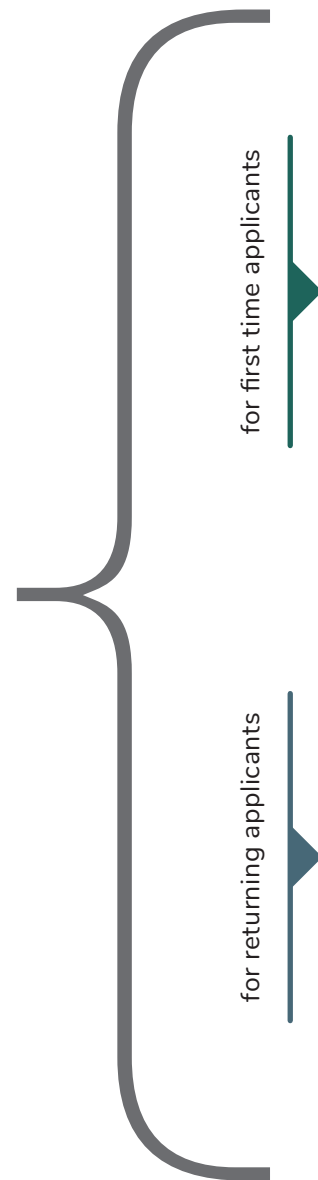
First Time Applicants

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

Create Profile

for returning applicants

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.
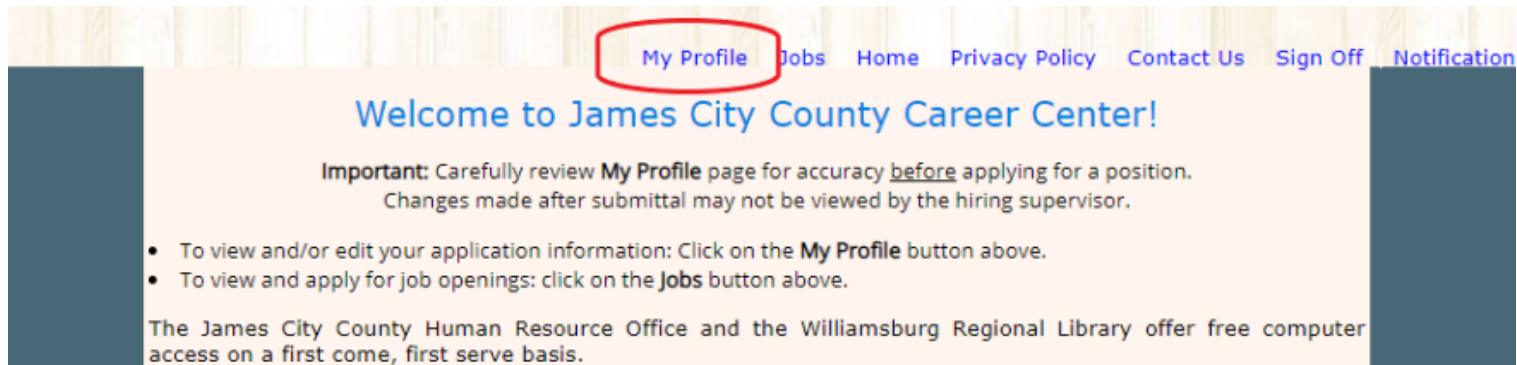
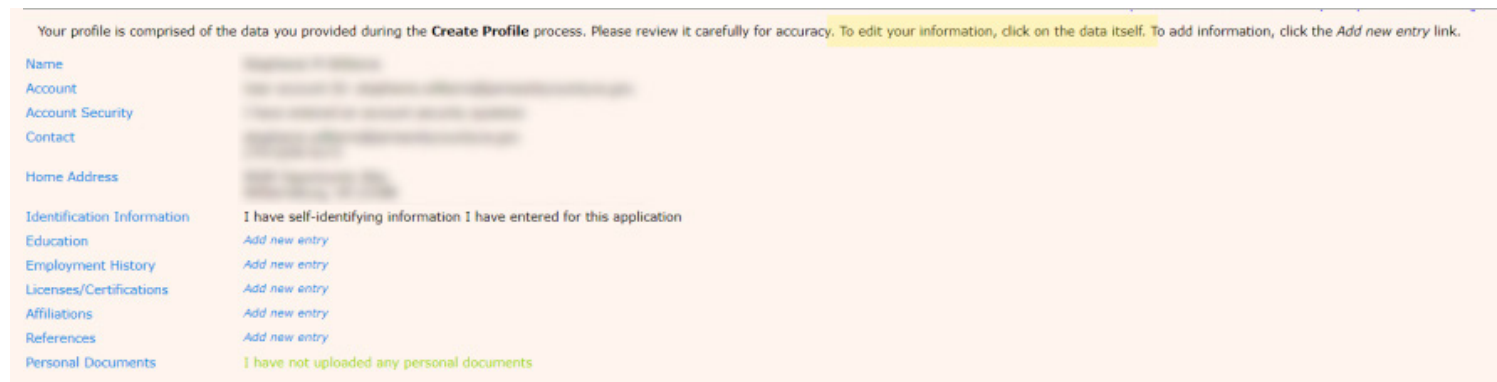**Email Address**

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:
All Categories

Name:

[Search] [Not Found]

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
American Public University	(NILD)
American School	National Joint Apprenticship Committee (IBEW
American Spirit Institute	1340)
American University	National Louis University
Amridge University	Naugatuck High School
Appalachian College of Pharmacy	Naugatuck Valley Communtiy College
Appomattox Regional Governors School	Naval School of Health Sciences
Argosy University	New Britain Technical School
Ashford University	New College of California, School of Law
Ashland Universitty	New Hartford Senior High

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.

School Name:
Virginia Commonwealth University

Location:

Degree/Certificate:

Status:

Major:

GPA:

Start Date (Month/Year):

End Date (Month/Year):

Comments:

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.

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:
[   ]   [Search]   [Not Found]

ACSM	National Recruation and Park Assocation
Alpha Kappa Psi Professional Business Fraternity	National Sheriffs Association
Alpha Phi Sigma Honor Society	National Teachers Association
American Alliance for Health, Phyiscal	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.

🔍 Affiliation Name:
[James City County Police Explorers]

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.

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.
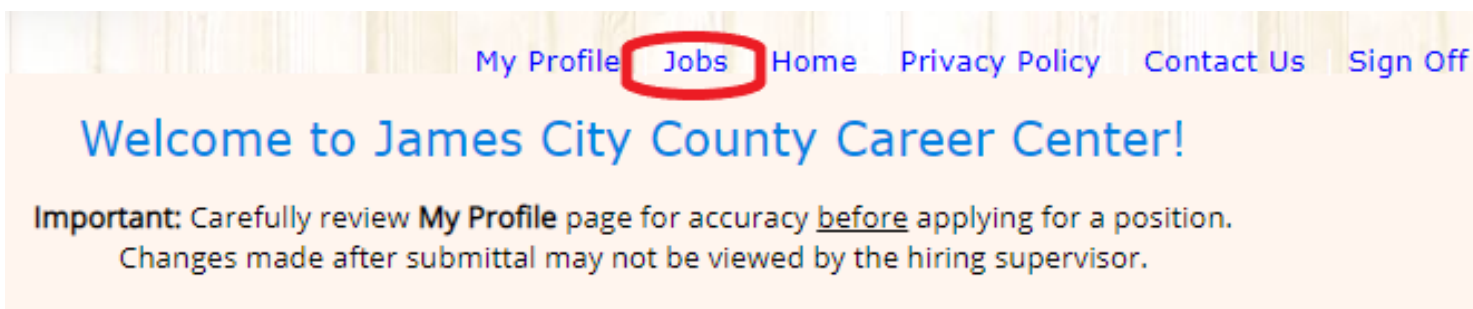
12. Select the position you wish to apply for.

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.
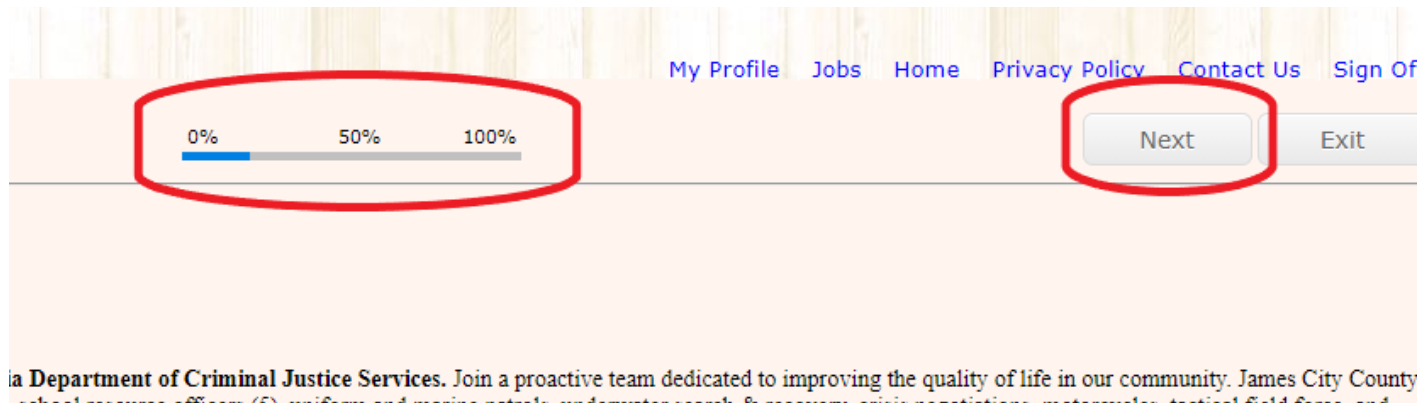
14. Complete all fields as you progress through the application. When completing the required qualifying questions, please provide details in comment boxes when applicable.

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!