Orange County Government – Careers Guide

View Latest Job Posting and Apply Online – For External Applicant

1. Click the [Search Jobs Now] button.

2. Click the Job Title link to view the job posting description.

If the job posting description does not match your interests, click the Return to Previous Page link.

3. If the job posting descriptions were a match for your interests and you would like to apply, click the [Apply] button.

5. Create a User Name
6. Create a Password
7. Confirm Password
8. Enter your First and Last Name
9. Enter your Email Address
10. Enter your Phone
11. Select your Preferred Method of Contact
12. Enter your Address
13. Click the [Register] button.

4. For first time applicants, click the Register Now link otherwise enter your User Name and Password and click [Sign In] button.

First Time Applicant – Register Now

In order to proceed, you must check **_I have read and agree to the above terms and agreements_** check box and then click the [Next] button.

Resume Options
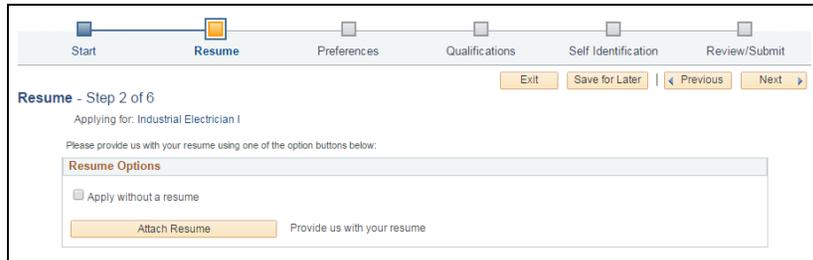
There are two resume options when applying for a job for the first time:

Apply without using a resume

Attach Resume

If you do not want to attach a resume, select "Apply without using a resume" and click Next.

To attach a resume, select "Attach Resume"
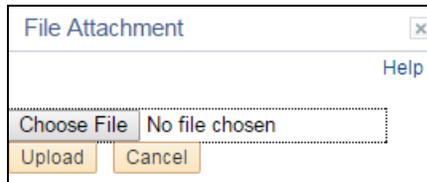
4. Click Choose File to find your file.
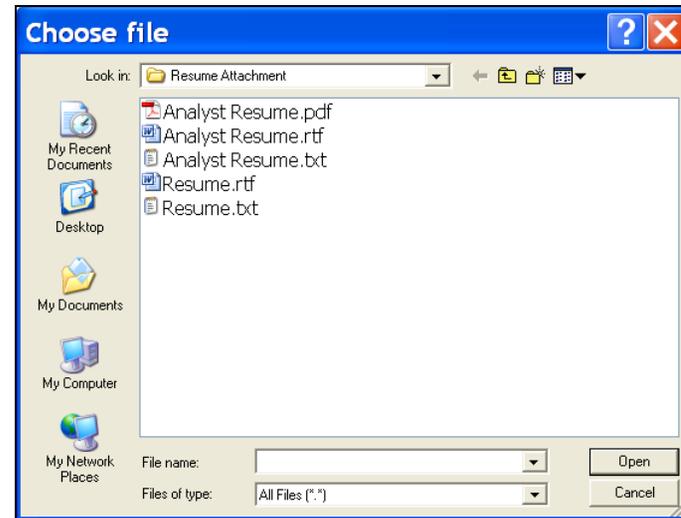
5. Select the resume attachment and click Open.
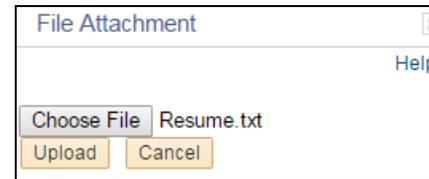
6. Click Upload
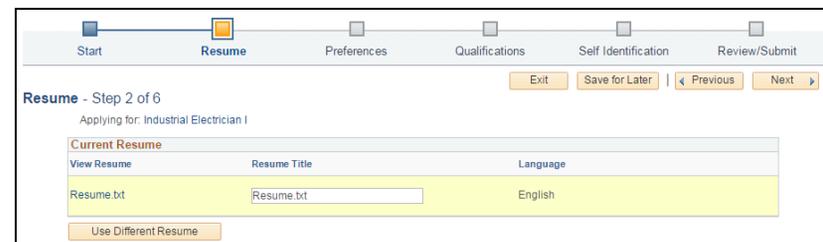
7. You may rename the Resume Title or click Next to proceed to the application.

A third resume option "Use an existing resume" is available only if a resume has been uploaded for a previous application.

Preferences

Complete the following sections, failure to answer all questions may result in your application not being considered for the position.

- **Personal Information**

    a. Click the Drop Down [icon] icons to view a list of available text for that field.

- **Referrals**

    a. Click the Drop Down [icon] icons to view a list of available text for that field.

8. Click [Next ►]

Qualifications: Experience

- **Work Experience**

Click [Add Work Experience] to add Employment History Information.

    b. Complete all fields with an asterisk (*) to the left of the field name. These are required fields.

    c. Click the Drop Down [icon] or Look Up [icon] icons to view a list of available text for that field.

    d. Click [Save and Add Another] button to enter another employment information.

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e. Click **Save** button to save your entries and go back to the previous page.

f. Click ✏ icon to edit or view existing work experience information.

g. To delete work experience detail, click the 🗑 icon to the right of the Work Experience you wish to delete.

Add Work Experience

* Start Date [ ] 📅   End Date [ ] 📅

If currently employed, leave End Date field blank

*Employer [ ]

*Ending Job Title [ ]

Supervisor [ ]

Supervisor Email [ ]

Supervisor Phone [ ]

☐ Contact Employer   Hours Worked / Week [ ]   No. of Employees Supervised [ ]

Ending Hourly Rate [ ]   Currency USD 🔍   Pay Frequency [ ] 🔍

Reason for Leaving [ ]

Duties [ ]

Country United States ▼

Address 1 [ ]

Address 2 [ ]

Address 3 [ ]

City [ ]

State [ ] ▼

Postal [ ]

County [ ]

* Required Information

[Save]   [Save and Add Another]   [Cancel]

• **Highest Education Level**

a. Click the Drop Down [▼] button to view a list of available text for that field.

9. Click **Next ▶**

Qualifications: Accomplishments

• **Licenses and Certificates**

Click **Add Licenses and Certifications** button to add License or Certificate information.

a. Complete all fields with an asterisk (*) to the left of the field name. These are required fields.

b. Click the Look-Up 🔍 icon to view a list of available text for that field.

c. Click **Save and Add Another** button to enter another license and certificate information.

d. Click [Save] button to save your entries and go back to the previous page.

e. Click ✏ icon to edit or view existing license and certificate information.

f. To delete license and certificate detail, click the 🗑 icon to the right of the License you wish to delete.

Add Licenses and Certifications

*License [_____] 🔍
Country [_____] 🔍
State [_____] 🔍
Expiration Date [_____] 📅
Issue Date [_____] 📅
License/Certification Number [_____]
Issued By [_____]

* Required Information
[Save] [Save and Add Another] [Cancel]

- **Language Skills**

Language Skills
You have not added any language skills to your application.
[Add Language Skills]
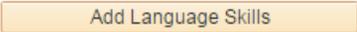
Click [Add Language Skills] button to add Language information.

a. Complete all fields with an asterisk (*) to the left of the field name. These are required fields.

b. Click the Drop Down ⌄ or Look-Up icons to view a list of available text for that field.

c. Click [Save and Add Another] button to enter another language.

d. Click [Save] button to save your entries and go back to the previous page.

e. Click ✏ icon to edit or view existing language information.

f. To delete a language, click the 🗑 icon to the right of the Language you wish to delete.

Add Language Skills

*Language [_____] 🔍
Reading Proficiency [_____] ▾
Speaking Proficiency [_____] ▾
Writing Proficiency [_____] ▾

* Required Information
[Save] [Save and Add Another] [Cancel]

- **Degree**

Degrees
You have not added any degrees to your application.
[Add Degrees]

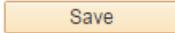Click [Add Degrees] button to add Education Diploma and or Degree information.

a. Complete all fields with an asterisk (*) to the left of the field name. These are required fields.

b. Click the Look-Up 🔍 icon to view a list of available text for that field.

c. Click [Save and Add Another] button to enter another education or degree information.

g. Click [Save] button save your entries and go back to the previous page.

d. Click ✏ icon to edit or view existing education/degree information.

e. To delete education/degree detail, click the 🗑 icon to the right of the Degree you wish to delete.

Add Degrees

*Degree		🔍
Country		🔍
State		🔍
School Code		🔍
School Description		
Major Code:		🔍
Major Description:		
☐ Graduated		
Credit Hours:		

* Required Information

[Save]   [Save and Add Another]   [Cancel]

10. Click [Next ▶]

- **Application Questionnaire**

Answer all of the questions listed. Failure to answer all questions may result in your application not being considered for the position.

Start — Resume — Preferences — **Qualifications** — Self Identification — Review/Submit

Experience | Education | Accomplishments | **Questionnaire**

[Exit] [Save for Later] | [◀ Previous] [Next ▶]

Qualifications: Questionnaire - Step 4 of 6

Applying for: Industrial Electrician I

Application Questionnaire (Required)

1. Do you have any relatives currently employed by Orange County Board of County Commissioners?
   ○ Yes
   ○ No

If yes, indicate Relative Name, Relationship, and Division

2. If hired, can you provide proof that you are legally eligible to work in the United States?
   ○ Yes
   ○ No

11. Click [Next ▶]

Self Identification (External Applicants Only)

Start — Resume — Preferences — Qualifications — **Self Identification** — Review/Submit

[Exit] [Save for Later] | [◀ Previous] [Next ▶]

Self Identification - Step 5 of 6

Applying for: Industrial Electrician I

You are invited to provide the information requested regarding diversity.

Diversity

Orange County is required by the U.S. Equal Employment Opportunity Commission (EEOC) to collect and maintain the information requested below for statistical reporting purposes only. This information will be maintained separately from your application and will not be considered in the application evaluation process. This information is voluntary and not required for employment consideration.

Gender

Gender [Male ▼]

Ethnic Identification

Ethnic Group [▼] 🗑

[Add Ethnic Group]

☐ I decline to provide my Diversity details

- Click the Drop Down [⌄] button to view a list of available text for Gender and Ethnic Group or check the box, which reads: ***I decline to provide my Diversity details.***

12. Click [Next ▶]

Review/Submit Your Application

- If you are NOT ready to Submit, click the Save for Later button to save your application. You may access your application at any time through the My Activities page as long as the job posting is still open.
- To close your application without saving, click the Exit button.
- To go back to the previous sections, click the ◀ Previous button.
- To edit or make changes to the application before submitting, click the 🖉 icon.
- When you have completed filling the application, click the Submit Application button to be considered for the position.

You have completed the application process. Upon submission, a confirmation of your application will be emailed to you and a list of positions for which you have applied will be displayed.

Note: Once you submitted your application, you will not be able to change it.

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