

City of Ames



Online Employment Application Guide

City of Ames SmartJobs Online Employment Application Guide

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To Apply for a Specific Job Opening

- From <http://www.cityofames.org/index.aspx?page=128>, go to the desired Job Opportunities page:



- On the 'Current Job Opportunities' page, click on the job title you are interested in.



- Review detailed information regarding the job: Job Description, Benefits, Supplemental Questions, Salary, etc. **Click on the Apply link to move into the application.**



- Logging in:

- If you already have a **City of Ames SmartJobs** or **governmentjobs.com** account, log in using the applicant username and password that you created previously (option **a** in the figure below). Skip to Step 6 or 7. *Note: You will not be able to create another account using the same e-mail address.*
- Or, if you have never registered with City of Ames or governmentjobs.com, you will first need to set up an account. To do so, click on 'Not Registered Yet? [Create Your Account Here!](#)' (option **b** in the figure below).



- Enter your new account information (you **MUST** remember this information)

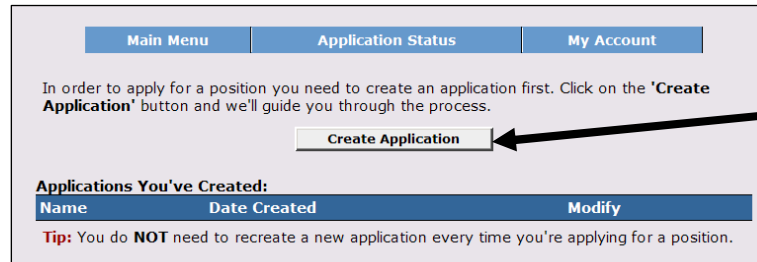
- Write your username and password here:

_____ / _____
Username Password

- Click on the 'Save' button when you are done.
- A page is displayed with your login information. Click on the 'Login' button.
- Enter your username and password and click 'Login'

NOTE: Each applicant must have his/her own account and email address; you can not share accounts or email addresses! You can create a free email address through www.hotmail.com; www.yahoo.com; www.google.com

6. If you have never created an application online in our system, this will be your next step. Click on 'Create Application.'

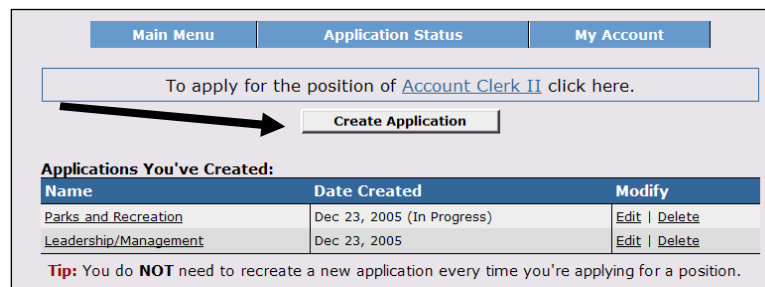


The screenshot shows a navigation bar with 'Main Menu', 'Application Status', and 'My Account'. Below it is a text instruction: 'In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.' A button labeled 'Create Application' is highlighted with a black arrow pointing to it from the right. Below the button is a table titled 'Applications You've Created:' with columns for Name, Date Created, and Modify. A tip at the bottom states: 'Tip: You do NOT need to recreate a new application every time you're applying for a position.'

- Input a title for your application for your future reference
- Click on the 'Create Application' button and Skip to Step 8.

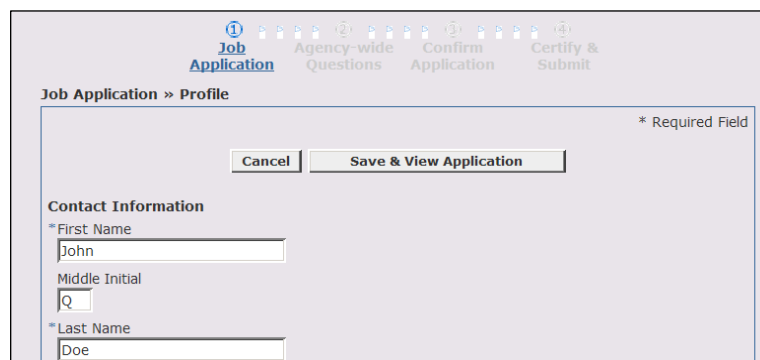
Or, if you already have an application in our online system, YOU DO NOT NEED TO RECREATE A NEW APPLICATION EVERY TIME YOU APPLY FOR A POSITION.

Apply for new jobs with a previously created application by simply clicking on 'To apply for the position of __ (the job title) __ click here.' You will be given a chance to update your information and tailor it as needed to the job you are currently applying for.



The screenshot shows the same navigation bar as above. A text box contains the instruction: 'To apply for the position of [Account Clerk II](#) click here.' A black arrow points from this text to the 'Create Application' button. Below the button is the same 'Applications You've Created:' table as in the previous screenshot. The tip at the bottom is identical.

7. Fill in the 'Personal Profile' information if you are creating a new application. If this is a previously created application, review and update. **Note: Required information is marked with an asterisk (*) and must be completed.** Click 'Save and View' to proceed.

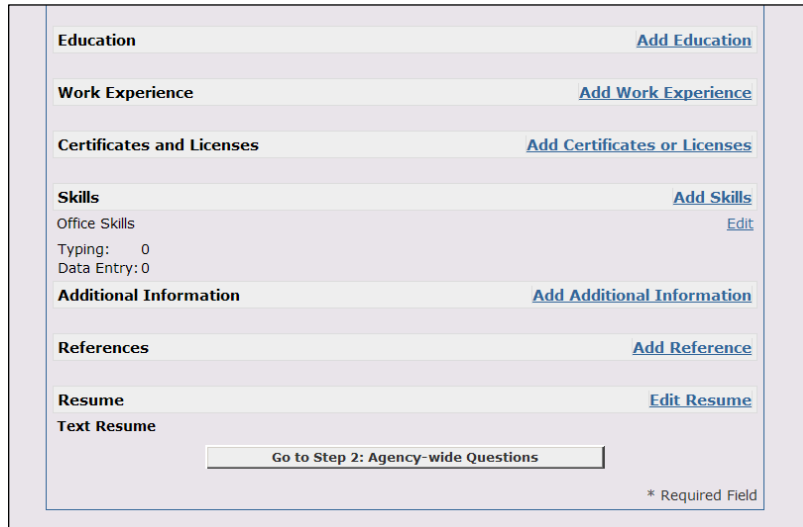


The screenshot shows a breadcrumb trail: 'Job Application >> Profile'. At the top are navigation links: 'Job Application', 'Agency-wide Questions', 'Confirm Application', and 'Certify & Submit'. Below are 'Cancel' and 'Save & View Application' buttons. The 'Contact Information' section includes:

- * First Name: Input field with 'John'
- Middle Initial: Input field with 'Q'
- * Last Name: Input field with 'Doe'

 A '* Required Field' label is in the top right corner.

8. Add Education, Work Experience, Certificates, and other information by clicking on the [Add](#) links. Click the 'save' button at the bottom of each section. To add additional entries in any of these sections, click on Add again.



Education [Add Education](#)

Work Experience [Add Work Experience](#)

Certificates and Licenses [Add Certificates or Licenses](#)

Skills [Add Skills](#)
 Office Skills [Edit](#)
 Typing: 0
 Data Entry: 0

Additional Information [Add Additional Information](#)

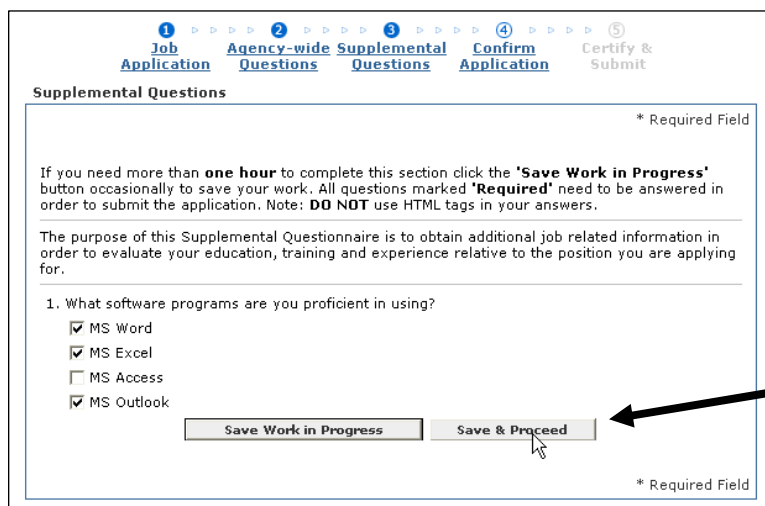
References [Add Reference](#)

Resume [Edit Resume](#)
 Text Resume

[Go to Step 2: Agency-wide Questions](#)

* Required Field

9. If you wish to enter a resume, click 'Edit Resume.' You may cut and paste from a previously completed resume into this section. Or you may start from scratch. Resumes are not required for every position, but in certain cases will reflect positively on your application.
10. Answer the agency-wide supplemental questions (or review your answers if you are using a previously created application). Click on the 'Save & Proceed' button at the bottom of the page.
11. Answer the job-specific supplemental questions (if any).



1 >>>>> 2 >>>>> 3 >>>>> 4 >>>>> 5
[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Supplemental Questions * Required Field

If you need more than **one hour** to complete this section click the '**Save Work in Progress**' button occasionally to save your work. All questions marked '**Required**' need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

1. What software programs are you proficient in using?

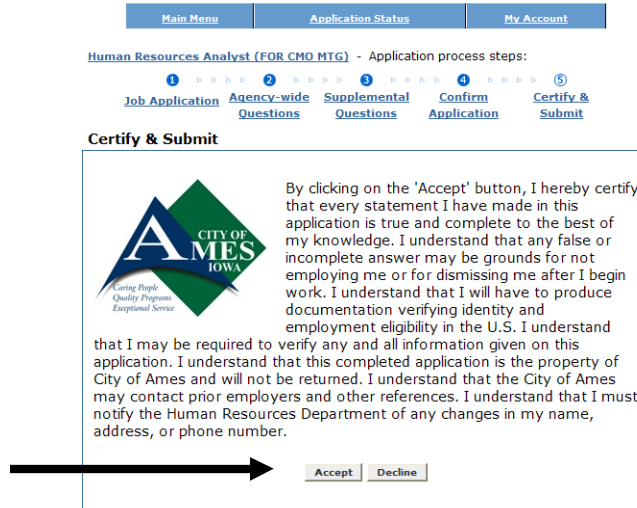
MS Word
 MS Excel
 MS Access
 MS Outlook

[Save Work in Progress](#) [Save & Proceed](#)

* Required Field

12. Click on the 'Save & Proceed' button at the bottom of the page.

13. Review your application carefully. Incomplete information may disqualify your application. When you are satisfied that your application is complete, scroll to the bottom and click 'Confirm Application.'
14. Click the 'Accept' button on the digital signature screen.



The screenshot shows a web application interface. At the top, there are three navigation tabs: 'Main Menu', 'Application Status', and 'My Account'. Below these is a breadcrumb trail: 'Human Resources Analyst (FOR CMO.MTG) - Application process steps:'. A progress indicator shows five steps: 1. Job Application, 2. Agency-wide Questions, 3. Supplemental Questions, 4. Confirm Application, and 5. Certify & Submit. The 'Confirm Application' step is currently active. Below the progress indicator, the heading 'Certify & Submit' is displayed. On the left is the City of Ames logo, which includes the text 'CITY OF AMES IOWA' and 'Caring People. Quality Programs. Exceptional Service.' To the right of the logo is a large block of text containing a legal disclaimer. At the bottom of this text block are two buttons: 'Accept' and 'Decline'. A black arrow points from the left towards the 'Accept' button.

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of City of Ames and will not be returned. I understand that the City of Ames may contact prior employers and other references. I understand that I must notify the Human Resources Department of any changes in my name, address, or phone number.

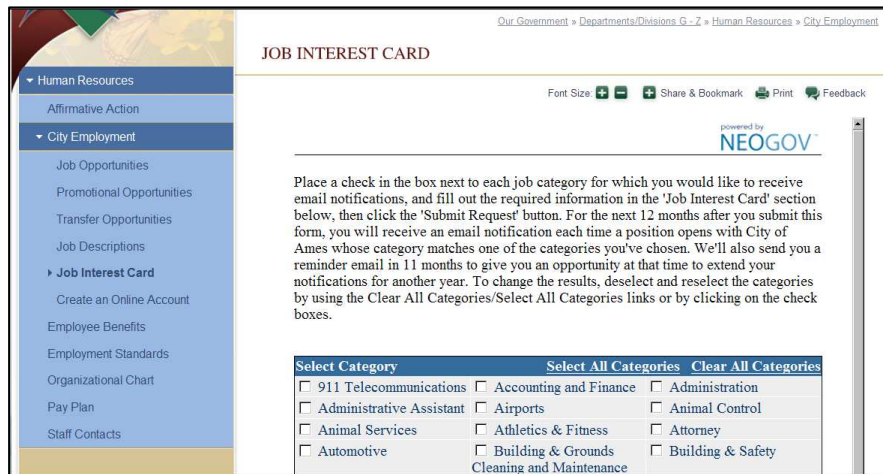
15. Click on the 'Logout' link in the upper-right-hand corner.

Congratulations! You have successfully completed your job application with the City of Ames. We wish you the best in your job search.

Additional Information





To Complete A Job Interest Card/ Notification Request

1. Log in to: <http://www.cityofames.org/index.aspx?page=128> and go the “Submit a Job Interest Card” link.
2. Place a check in the box next to each job category for which you would like to receive email notifications. Scroll down to the bottom and complete the Job Interest Card. Click ‘Submit Request.’ *For the next 12 months after you submit this form, you will receive an email notification each time a position opens with City of Ames whose category matches one of the categories you've chosen.*



Our Government » Departments/Divisions G - Z » Human Resources » City Employment

JOB INTEREST CARD

Font Size:  Share & Bookmark  Print  Feedback 

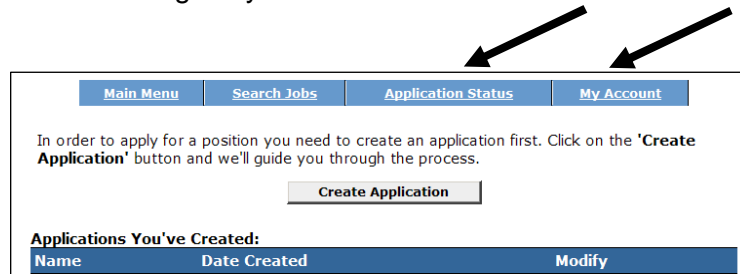
powered by **NEOGOV**

Place a check in the box next to each job category for which you would like to receive email notifications, and fill out the required information in the 'Job Interest Card' section below, then click the 'Submit Request' button. For the next 12 months after you submit this form, you will receive an email notification each time a position opens with City of Ames whose category matches one of the categories you've chosen. We'll also send you a reminder email in 11 months to give you an opportunity at that time to extend your notifications for another year. To change the results, deselect and reselect the categories by using the Clear All Categories/Select All Categories links or by clicking on the check boxes.

Select Category	Select All Categories	Clear All Categories
<input type="checkbox"/> 911 Telecommunications	<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Administration
<input type="checkbox"/> Administrative Assistant	<input type="checkbox"/> Airports	<input type="checkbox"/> Animal Control
<input type="checkbox"/> Animal Services	<input type="checkbox"/> Athletics & Fitness	<input type="checkbox"/> Attorney
<input type="checkbox"/> Automotive	<input type="checkbox"/> Building & Grounds Cleaning and Maintenance	<input type="checkbox"/> Building & Safety

To Check Your Application Status

1. This can be done by logging into: www.governmentjobs.com. Click on the 'Career Seekers' link.
2. Or you may log into the Current Job Opportunities page at <http://www.cityofames.org/index.aspx?page=128>, click on any job, and click on Apply. Do not proceed with submitting an application; instead, logout when you are done.
3. Once you are logged into either site, click on 'Application status.' You may also update account information through 'My Account.'

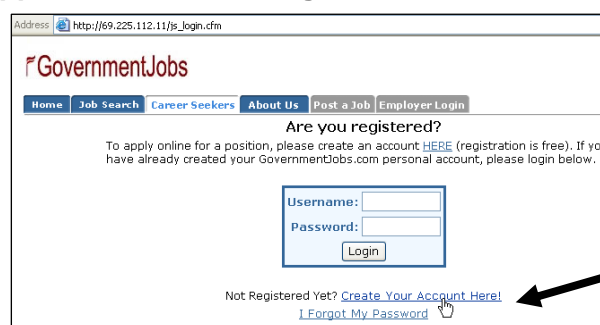


To Create An Application Before Applying for a Job

1. Log in to: www.governmentjobs.com and create an applicant account
 - Click on the 'Career Seekers' link



2. Click on 'Create Your Account Here!' **Note:** If you have already created a user account, login using your previously created username and password. **You will not be able to create another applicant account using the same e-mail address.**



- Enter your new account information (you **MUST** remember this information)
- Write your username and password here: _____ / _____
Username Password

NOTE: Each applicant must have his/her own account and email address; you can not share accounts or email addresses! You can create a free email address through www.hotmail.com; www.yahoo.com; www.google.com

3. Proceed by following the screen directions. Save your work on each screen and when you are done, logout.
4. When you are ready to apply for a City of Ames job, go to Page 1, Step 1 of this manual and proceed from there.