

Instructions for Completing an Official Job Application



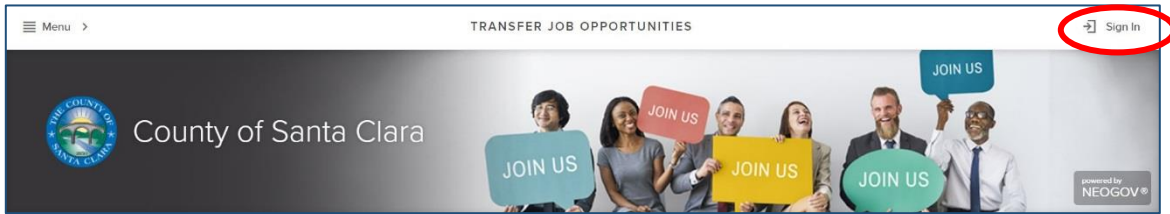
How do I login and print a submitted application?

If you have submitted an application in the past, visit <https://www.governmentjobs.com/> and login into your account; then follow the instructions how to **Print to a PDF**.

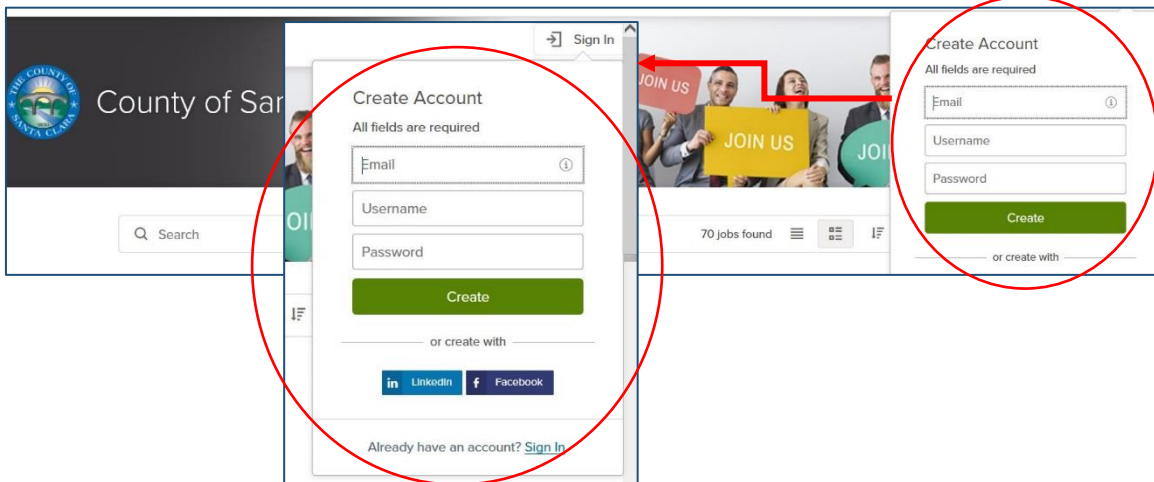
How do I submit an application?

1. Go to: <https://www.governmentjobs.com/careers/santaclara/jobs/856656/official-job-application>. Please note applications submitted to the “Official Job Application” posting will not be monitored.
2. Sign in to your NEOGOV account or create an account

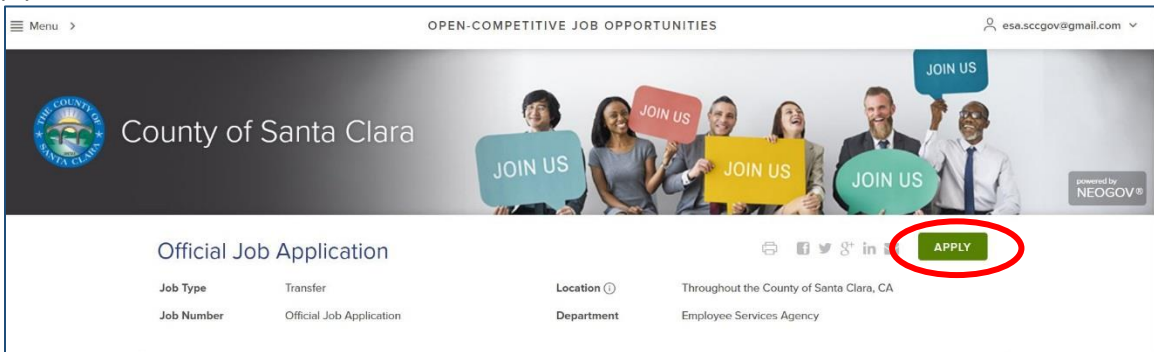
a. Existing Account



b. Create a New Account



3. Click Apply



Instructions for Completing an Official Job Application

- Fill in your information and/or edit as needed

Official Job Application [Job Details](#) Applying as: esa.sccgov@gmail.com | Support

Info

- Work
- Education
- Additional
- References
- Attachments
- Questions
- Review
- Certify

General Information

Fields marked with an asterisk (*) are required

Contact Information

Please fix the errors in the following section.

Name Edit

Address

Phone

Email
esa.sccgov@gmail.com

Personal Information

Please fix the errors in the following section.

- Follow the steps in NEOGOV to complete the job application

- Review and submit

Official Job Application [Job Details](#) Applying as: Michelle Q | Support

Application Submitted!

Successfully submitted on 4/25/2018 at 10:02 AM Pacific

You can check the status of this application by visiting [Applications](#) in the main menu bar.

Print to a PDF

- Go to your submitted applications in your account and click on an application you submitted

Menu > APPLICATIONS Michelle Q

County of Santa Clara

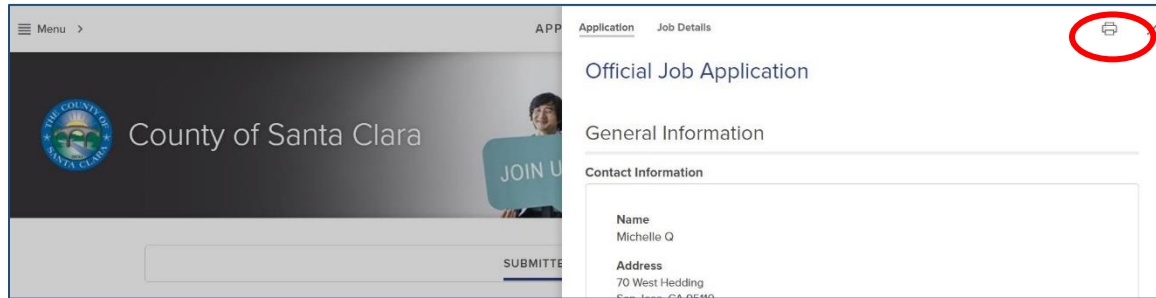
1 Submitted Applications found

SUBMITTED INCOMPLETE

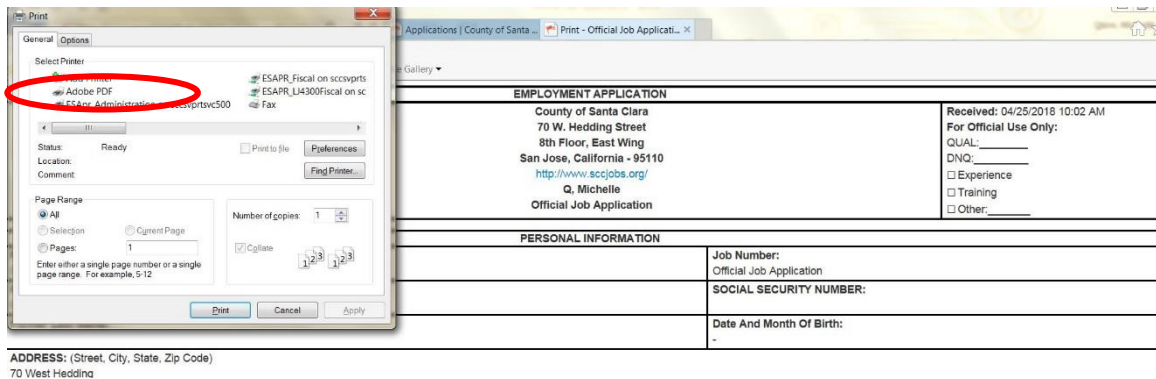
[Official Job Application](#) Applied on 04/25/2018 10:02 AM Pacific Application Received History

Instructions for Completing an Official Job Application

b. Print the application



c. Select Adobe PDF as the Printer



- d. Save on your desktop so you can email the PDF or print it. The print version may have boxes without information such as “Social Security Number”, “Date and Month of Birth” DO NOT add information to those fields.

Where do I send my application?

Once you have submitted and saved a PDF version of your application please email it as an attachment to Parks Human Resources at ParksHR@prk.sccgov.org.

Resource on how to apply

Find additional resources on how to apply at the Government Jobs website:
<https://www.governmentjobs.com/Home/ApplicationGuide>

Questions?

Contact Parks Human Resources (408) 355-2200 or by email at ParksHR@prk.sccgov.org.