



City of Aurora Civil Service Commission Online Employment Application Guide

This is a secure site. Only authorized City of Aurora employees have access to the information submitted.

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To Apply for a Specific Job Opening

1. From www.auroragov.org, from the home page go to Jobs Online and then Public Safety Opportunities page:

Human Resources - Civil Service Commission

Job Opportunities for Friday, June 05, 2009

Welcome to the City of Aurora Civil Service Commission's employment web site!

Here you will find current Police and Fire job opportunities.

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NEOGOV

2. At the bottom of the 'Job Opportunities' page, click on the job title you are interested in. (If there are no openings fill out a job interest card [here](#).)

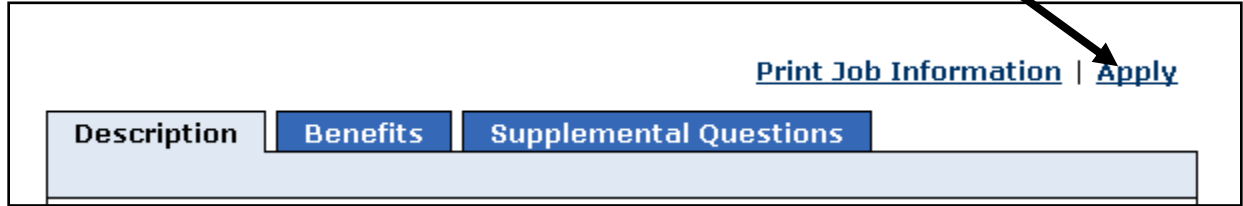
1 record found.
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Position ▼	Emp. Type	Salary ▼	Deadline ▼
Police Officer - Lateral	Full-Time	\$52,762.00 - \$65,871.00 annually	07/31/09



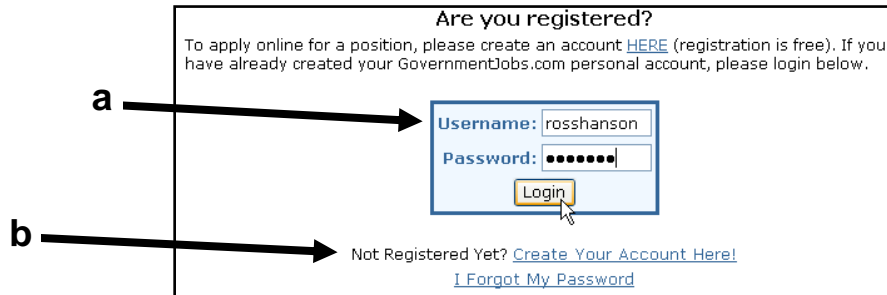
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- Review detailed information regarding the job: Job Description, Benefits, Supplemental Questions, Salary, etc. Click on the Apply link to move into the application.



- Logging in:

- If you already have a **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 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) **NOTE: If you forget your password/username once you have established your account, call (888) 636-4681 x201 to retrieve 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'

The screenshot shows a form titled 'Request New Job Seeker Account'. It has a section 'Enter your account information:' with fields for 'Username' (JohnDoe25) and 'Email Address' (jdoe@gmail.com). Below this is a section 'Create a Password:' with fields for 'Password', 'Confirm Password', and 'Password Hint' (Model of my first car). There is a 'Save' button at the bottom. A tip at the bottom says: 'Tip: If you forget your password, you can click on Lost Password and it will be emailed to you.'



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

- 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 Account Clerk II 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.

- 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.



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8. Add Education, Complete Work Experience, Certificates, and other information by clicking on the Add links, Click the 'save' button at the bottom of each section. To add unlimited 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 the Civil Service.
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).
12. Click on the 'Save & Proceed' button at the bottom of the page.

1 Job Application 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 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



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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.

You will receive an automatic e-mail notification at the e-mail address you supplied that states: **Your application has been received by the City of Aurora Civil Service Commission. Thank you for your interest!**

You will be contacted via email if you are chosen to go on for further testing.



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Technical Help

How long does it take to complete this process?

It will take approximately 30 minutes to complete all sections of the application.

How do I save my information?

If at any time you need to exit out of the application form, click the "Save" button at the bottom of the form. All of the information that you have input up to that point will be stored. You can return to your application later by logging into your account with your Username and Password.

How do I move between steps?

The application steps appear in order at the top of the screen to allow you to move back and forth between steps of the application. Click on a step to go to that step. After you complete a step, you will be taken to the next step, and the new step's link will become clickable.

How do I move between sections?

The section navigation bar appears at the top of the form, beneath the application step links. Click a section name to go to that section.

How do I edit information I've already entered?

Click on a step at the top of the page to go to that step. To go to a specific section in the Job Application step, click on the section name in the section navigation bar. Information you've already entered appears at the bottom of each section. Click on the 'EDIT' link next to any piece of information to edit it. The information will be displayed for you to edit, but remember to click the "Save" button after you've made your changes.

How do I delete information I've already entered?

You can delete a completed piece of information by clicking the 'DELETE' link next to that information at the bottom of the section.

Why am I not seeing the application steps?

If you are using Microsoft Internet Explorer, check your browser settings:

1. Click on the 'Tools' menu
2. Select 'Internet Options'
3. Click on the 'Content' tab
4. In the 'Content Advisor' section, if there is a button labeled 'Disable', select it and enter the required password you previously established for the Content



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Advisor.

After completing the GovernmentJobs.com application, you may wish to repeat steps 1-3 and 'Enable' the Content Advisor again.

Why is the system returning me to the application profile instead of permitting me to complete the application?

First, check to see if you have completed all required fields. If all required fields have been completed, and you are using Microsoft Internet Explorer, check your browser settings to make sure that the Content Advisor is not preventing you from completing the application process by following these steps:

1. Click on the 'Tools' menu
2. Select 'Internet Options'
3. Click on the 'Content' tab
4. In the 'Content Advisor' section, if there is a button labeled 'Disable', select it and enter the required password you previously established for the Content Advisor.

After completing the GovernmentJobs.com application, you may wish to repeat steps 1-3 and 'Enable' the

Change of Information

Applicants are responsible for updating their contact information. You will be disqualified for "Unable to Contact" under Civil Service Commission rule Section II 9b(6): Inability to locate applicant including electronic correspondence (email) returned as undeliverable.

Updates may be done online through the www.governmentjobs.com website.

1. Go to www.governmentjobs.com
2. Click on the third tab called "Career Seekers"
3. Log in with your username and password
 - o If you have forgotten either of these items, click on "I Forgot My Password." Your username and password will be e-mailed to you
4. Once you have logged in, you will see the applications that you have created
5. Click on the edit button under the word "Modify"
6. Next click on "Edit Personal Profile"
7. Edit the data fields that you need to update
8. Then click on "Save and View Application"
9. Once you are satisfied with your changes, don't forget to Log Out