
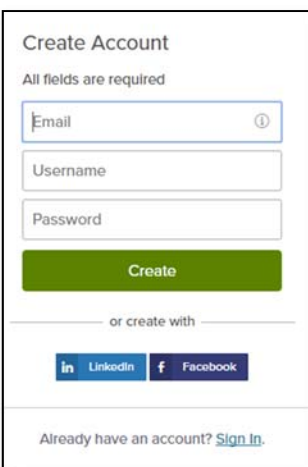


# APPLICATION PROCESS: CREATING AN ACCOUNT

1. Using your browser, go to <https://www.governmentjobs.com/careers/franklinva>
2. Click  in the top right of the menu bar.
3. If you already created a user account, login using your previously created username and password. Otherwise, Click “Create” to create an account, and then enter your new account information.



The screenshot shows a 'Create Account' form with the following elements:

- Title: Create Account
- Requirement: All fields are required
- Fields: Email, Username, Password
- Buttons: Create (green), LinkedIn, Facebook
- Text: or create with
- Footer: Already have an account? [Sign In.](#)

- If you created an account before, you cannot use the same email address again to create a new account. The email value must be unique.
- If you created an account before and can't remember your username, click on Forgot username. This sends you an email with your username.
- Your password must be at least 12 characters in length and contain upper and lower case letters, numbers and symbols.

- As you enter correct information for each field, a checkmark on the right indicates that the value is correct, for example:



The screenshot shows the 'Create Account' form with the following elements:

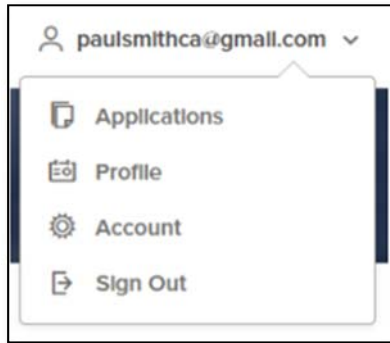
- Title: Create Account
- Requirement: All fields are required
- Fields: paulsmithca@gmail.com (with checkmark), paulcasmith (with checkmark), password (with checkmark)
- Buttons: Create (green), LinkedIn, Facebook
- Text: or create with
- Footer: Already have an account? [Sign In.](#)

- Click Create.

4. When you are signed in, your username appears on the right in the top menu bar:



5. The pulldown menu under your username lets you quickly access common options:



- Use Applications and Status to review all of your job applications.
- Use Accounts Settings to edit your contact information, or change your password. If you change your information, this information is updated with employers with which you have applied.
- Use Profile to update basic information that you use to apply for jobs, such as work experience. Changes that you make do not update previously submitted applications, but are saved for use when you are applying for other positions in the future.

# APPLICATION PROCESS: APPLYING FOR EMPLOYMENT



1. Using your browser, go to <https://www.governmentjobs.com/careers/franklinva>

2. Click the position title you would like to apply to.

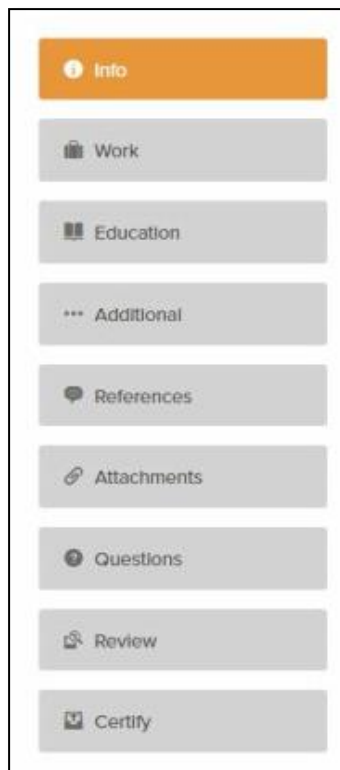
3. Click on the “Apply” button from the job detail:



4. You can accelerate completing basic profile information by importing a resume.

5. Next you will complete a series of steps (entries or screens). The specific steps that you must complete are determined by the City of Franklin and may vary from this example.

Your progress and current step in the process is shown on the left side of the application page. Below is an example of the information step in progress.



As you work on your application, refer to the progress bar to see the number of items for each entry, and errors. In the example below, the work entry contains eight items, and the questions entry contains errors.



6. For each step, the buttons on the bottom allow you to save or discard your work on this entry.



- Although your typing is periodically automatically saved, it is good practice to click on the “Save Button”.
- The “Cancel Button” discards any changes you have made since the last save.
- For some entries, the “Remove Link” is present. It deletes the current entry (Such as a previous job), after a confirmation. Once deleted, the data cannot be recovered.
- The last time that the entry was saved is also displayed at the top of the page:



7. Provide general contact information.

8. If applicable, provide previous work experience information.

9. If applicable, provide educational information.

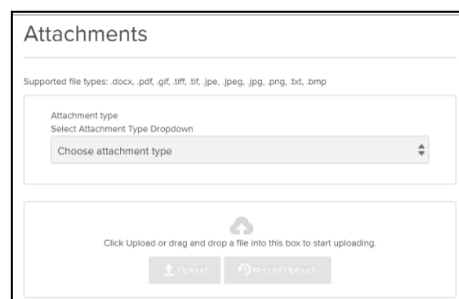
10. If applicable, provide additional information, including certificates, license, skills, and languages.

11. Provide references (required).

12. If required, answer any additional supplemental questions. These are general and agency supplemental questions determined by the City of Franklin.

13. Upload any attachments, such as resume, CDL License, or certificates.


- If there are no required attachments, then you can use “Add Supplemental Attachment” to add additional files. First, use “Choose Attachment Type” to select the type, then use the “Upload” button. In the next example, the “License” type attachment is selected to upload a file:



If you have previously uploaded attachments, you can use the “Recent Uploads” button to access these files.

14. Review each section. If there is an error, it is shown in the progress bar and also in the section.



Use  to open this item and correct any errors.

15. Once your application is complete, click on “Proceed to Certify and Submit”.

16. On the “Certify & Submit” page, click on “Accept & Submit”.

You will receive an “Application Submitted” message that contains the date and time once submitted.

Online Employment Application Guide | <https://www.governmentjobs.com/careers/ATTRACT/helpandsupport/applicationguide#create-an-account#>