



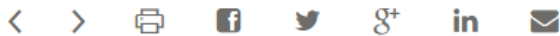
## **Online Employment Application Guide**

Welcome to the City of Rochester Hills new Career Page! In order to streamline the application and hiring process, the City has partnered with NEOGOV/GovernmentJobs.com. This guide will provide you with a brief overview on how to submit your application online for one of our posted positions.

You will be asked to provide personal information such as your name, address, phone number, email address, and information pertaining to your education, employment history, and work experience. To quickly complete your online application, it is recommended that you gather this information before beginning the online process.

1. Go to the City website at [www.rochesterhills.org/jobs](http://www.rochesterhills.org/jobs)
2. You will now see the positions that are considered “external” in that these jobs are open to the public as well as City employees. The “internal” or “promotional” positions are only open to current City employees. To apply for the internal positions, please click on the Menu button located on the left hand side of the page and then select the Internal Job Opportunities link.
3. Click on the position title that you are interested in. Once the position posting appears on your screen, you will click on the “Apply” button which is on the right hand side (see below).

### **Sample of posting title and Apply link:**



**APPLY**

Regular Lifeguard

After you click on “Apply”, you will see the screen below. If you already have an account established with NEOGOV/GovernmentJobs.com, please sign in with your already established user name and password. If you do not have a profile, you will need to Create an Account by clicking on that link.

Sign in to apply [Create an account](#)



  
  
  
[Forgot Username?](#) | [Reset Password](#)

or sign in with

NEOGOV will allow you to import your resume. If this does not apply to you, you may also skip this step.

Import Your Résumé

Save time by importing your information into our system automatically

 Transfer from LinkedIn Use your LinkedIn résumé information for your new profile. You can edit this info later.	 Upload from Computer Supported file types: .pdf, .doc, .docx, .txt
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To manually fill in your information, you can

Continue through the screens as you complete your profile. Be as specific as possible (i.e. do not type “see attached resume or cover letter”). Questions marked with a red asterisk must be answered to continue.

Screens which you may elect to input data include Information, Work, Education, Additional, References, and Attachments. The Attachments page allows you to attach additional documents such as cover letter, resume, and certifications. Make sure you save each page as directed. Once you create and save your profile, you will not need to change it unless there are changes to your basic information.

Info

### General Information

Fields marked with an asterisk (\*) are required

**Contact Information**

**Name**

First \*                      Middle                      Last \*

Former Last

**Address**

Address Line 1 \*

Address Line 2

City \*

State \*

Select or type State name

Zip Code \*                      Country

You will be asked several Agency Questions:

Info

### Agency Questions

Fields marked with an asterisk (\*) are required

The purpose of the following questions is to obtain additional job related information to evaluate you for the position you are applying for or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies.

**\*01** The following information will be kept on file in Human Resources for background investigation purposes. This information will not be used for making interviewing decisions. Failure to answer all questions fully and accurately may result in loss of employment opportunities.

I have read the following statement.

**\*02** Are you over the age of 16?

Yes     No

**\*03** Have you ever been employed by the Town of Flower Mound? If yes, please provide the position title(s) you held and your dates of employment below. If no, please type N/A.

N/A

Supplemental Questions are specific to the position that you are applying. Please make sure that you reply to all questions.

Info ✓

Work ✓

Education ✓

Additional ✓

References ✓

Attachments ✓

**Questions**

Review

Submit

Answer

### Supplemental Questions

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.

\*01 Do you have a High School Diploma or General Equivalency Diploma (GED)?

Yes

No

\*02 Do you have four or more years of general building contracting and construction or construction inspection work experience?

Yes

No

\*03 Do you have a State of Texas Plumbing Inspector's License or Journeyman Plumbing License or Master Plumbing License?

Yes

No

\*04 Will you be able to obtain a residential and commercial energy inspector certification within 18

After completing your profile, agency and supplemental questions, click on “Proceed to Review”.

Once you are confident with your profile and related questions, click on “Proceed to Certify and Submit”. You will be directed to a page with some very important text regarding your application information. Please read and then click on “Accept & Submit”. **It is very important that you complete this step or you will not have officially applied for the position.** After you complete this step, you will then see a screen “Application Submitted” with additional information.

Please do not hesitate to contact Human Resources at 248-656-4708 or NEOGOV/GovernmentJobs.com at 855-524-5627 if you require assistance. The City of Rochester Hills is unable to assist you with your user name and/or password retrieval. You will need to contact NEOGOV direct. Please note that the customer service message for NEOGOV will say “Thank you for calling Government Jobs.com applicant support.”

Congratulations on completing your profile set up and application submission!