

Online Application Guide

Make sure that you have the following information before you apply.

- Valid e-mail address
- Social Security Number
- School Student ID#
- o Total Household Income figures
- Emergency Contact Information with phone number

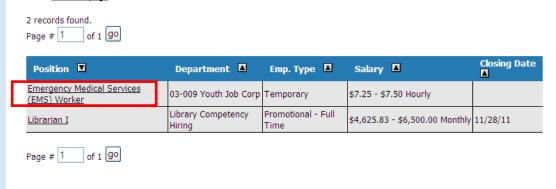
How to Apply Online for the EMS Academy

This is a "How To" for the first time online application system user. (Note: You will need an email address. If you do not have an email address, you can get one free from AOL, Excite, GMail, Hotmail, or Yahoo.)

Step 1: At the Employment page (www.stpaul.gov/jobs), select the Current Job Openings button.



Step 2: Scroll down to the job category listings and click on the job you are interested in.



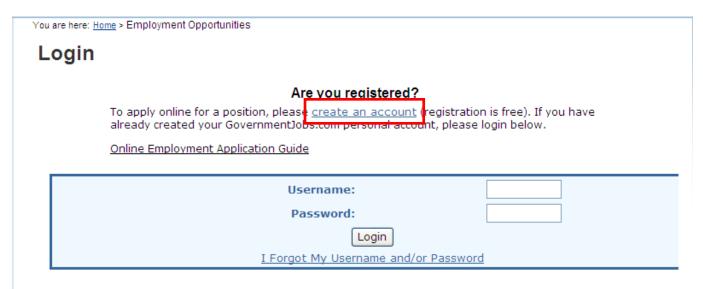
Step 3: Review the job announcement carefully, noting the requirements, documents needed to complete the application, application deadline, and all other pertinent information listed.

If supplemental questions will be asked with the general application, the Supplemental Questions tab will be available for your review.

To apply for the position, click on the Apply link to submit an application.

Print Job Information Apply

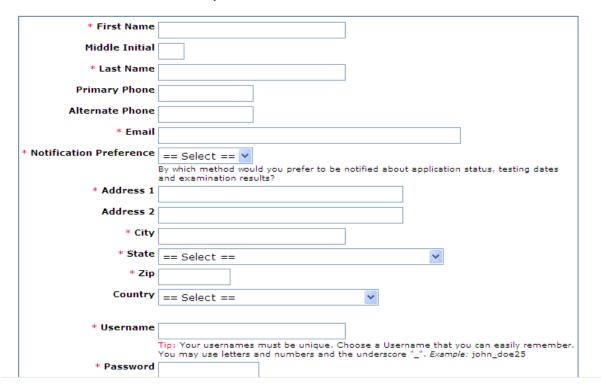
Step 4: Click on "create an account" if you are a first time user. (Note: If you have already created an account here, go to Step 6 and log in now.



Not Registered Yet? Create Your Account Here!

Step 5: Be sure to complete the required fields and remember your username and password. Your password will require one special character (#, \$, %, *). Write your password on a piece of paper if necessary.

Request New Job Seeker Account



Step 6: Enter the **Username** and **Password** you have created. Click on the **Login** button. If you do not see this screen, skip to Step 7

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	Are you registered?
	To apply online for a position, please <u>create an account</u> (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.
	Online Employment Application Guide
	Username:
	Password: Login
	I Forgot My Username and/or Password

Step 7: Click on the **Create Application** button.

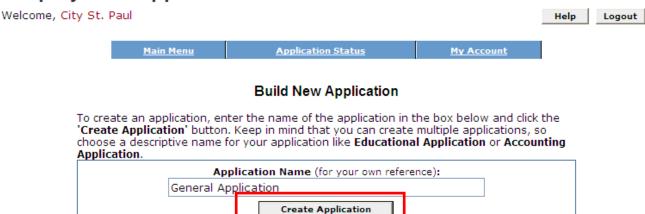
Job Opportunities

Welcome, City St. Paul Help Logout Main Menu Application Status My Account Thank you for registering with GovernmentJobs.com. Your account is now active. In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll quide you through the process. Create Application Applications You've Created: **Date Created** Modify Name

Tip: You do NOT need to recreate a new application every time you're applying for a position.

Step 8: Enter a general descriptive name for the application you are about to create and click on **the Create Application** button. (Note: You do not need to create an application for every job you wish to apply for. You may use one application to apply for many jobs.)

Employment Application



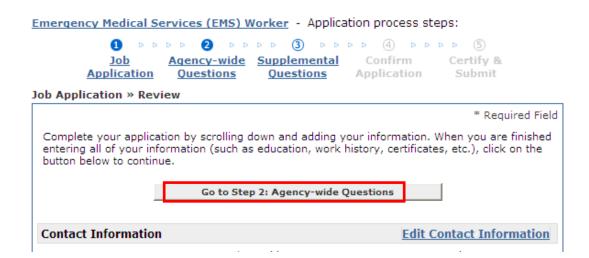
Tip: You can reuse this application to apply for as many positions as you'd like. You do NOT need to recreate a new application every time you're applying for a position.

- **Step 9:** Enter your information into the application. All fields designated by an asterisk symbol (*) require that you enter information to proceed. When you are finished, click on the **Save and View Application** button at either the top or bottom of the page. It is very important to use this button to save your progress as you move forward.
- **Step 10:** The next window will show your full application. To add information, click on the link to the appropriate section. For example, you will be asked to complete your personal information. Scroll down and click on the **Edit Personal Information** heading. Be sure to fill in all of the required information and then click on the **Save and View Application** button.

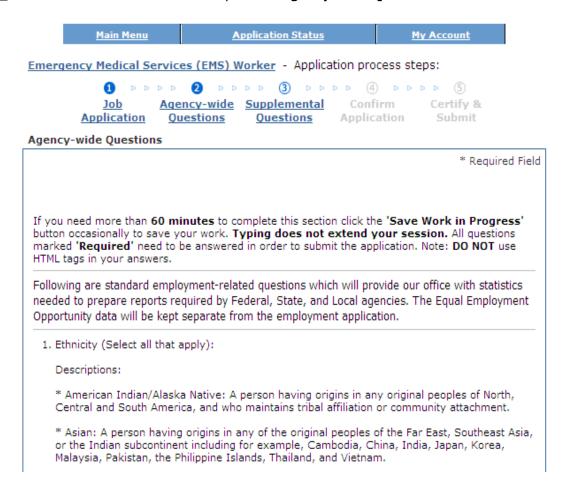


You are not required to enter information related to your Preferences.

Step 11: When you are finished with your application, click on the **Go to Step 2: Agency-wide Questions** button.



Step 12: Read the instructions and complete the **Agency-wide Questions**.



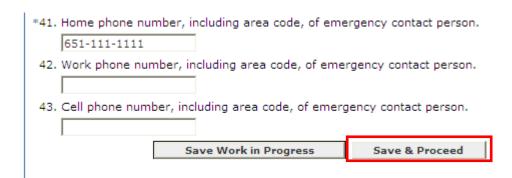
Step 13: When you are finished, click on the Save & Proceed button on the bottom of the page. (Note: if you need to leave the application process you can click on the Save Work in Progress button, logout and return at a later time.)



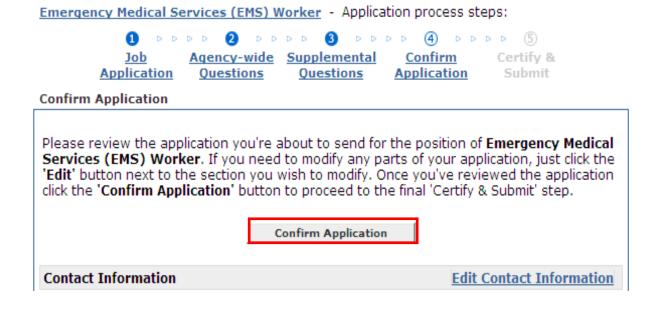
Step 14: You will now begin the application. Be sure to complete all areas marked designated by an asterisk symbol (*) Make sure that information is correct and accurate.

Following is the Supplemental Questionnaire which may contain questions about your preferences related to the job opening and contain examination questions used to evaluate your job-related education, training, and experience. Please see the official job posting for selection process details.
*1. Enter your full middle name.
If you do not have one, please enter N/A.
*2. Sex
== Select == V
*3. Home Phone Number beginning with area code (xxx-xxx-xxxx)
4. Cell Phone Number beginning with area code (xxx-xxx-xxxx)
*5. Social Security Number (xxx-xx-xxxx)
*6. Date of Birth (MM/DD/YYYY)
*7. Current Age
== Select == V
*8. Citizenship
O US Citizen O Non-citizen/eligible to work

Step 15: When you are finished, click on the Save & Proceed button on the bottom of the page. (Note: if you need to leave the application process you can click on the Save Work in Progress button, logout and return at a later time.)



Step 16: You will be shown your entire application that you have entered. Review all of the information on the page to ensure its accuracy. If it is complete, click on the **Go to Confirm Application** button.



Step 17:Read the statement that follows and click the **Accept** button if you agree to the statement. If you select the **Decline** button, the application will not be submitted to the City of Saint Paul for consideration.



I certify that I am who I have represented myself to be in the application. I understand that giving false information, including voluntary information, or omitting required information could result in rejection of my application or dismissal if I am hired. I authorize the City of Saint Paul to verify all the information provided herein. If hired, the City of Saint Paul requires at the time of employment verification of identity and employment eligibility.

YOUR RIGHTS AS A SUBJECT OF DATA

I understand the information I supplied on this employment application will be used to assess my qualifications for the position, to identify me in the City employment files; and to contact me.

I understand the following information will be considered private data pursuant to the Minnesota Government Data Practices Act: my name, home/work/email address, home phone number, Social Security Number, gender, racial/ethnic group and disability status. If I am certified as eligible for an employment vacancy, I understand my name, education, training and previous work experience will become public data.

I understand furnishing my Social Security number, gender, racial/ethnic and disability data is voluntary, but refusal to supply other requested information will mean my application may not be considered. I understand race and gender data are used in summary form to monitor protected class employment. Race and gender data may also be used if the job classification for which I applied is under-represented (under-employed) in terms of gender or persons of color.

I understand that if subsequently hired, the data I provided will become part of my employee record.

I understand private data is available only to me and other persons in the City who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data not designated in this notice as private.

I have read and agree with the above statement.



Step 18: If you accepted the statement, a confirmation screen will appear verifying that your application has been received. You will also receive an email confirmation that your application has been submitted to the City of Saint Paul.

If you do not see the screen below, your application has **NOT** been submitted.

Confirmation



Dear Carl Pavano

Thank you for submitting a City of Saint Paul application.

A confirmation e-mail and future notifications will be sent to the e-mail address listed on your application. To ensure you receive our e-mails, be sure to check your spam folder and settings.

Please review the Job Bulletin to verify you have submitted the required materials and understand the selection process. Only the most recent application with all required materials submitted by the deadline will be considered complete.

If necessary, submit required documentation (transcripts, license, certifications, etc.) by the deadline to:

Office of Human Resources 200 City Hall Annex 25 W. Fourth Street Saint Paul, MN 55102 E-mail: Jobs@stpaul.gov

Fax: 651-266-6490

To learn more about the City of Saint Paul, visit www.stpaul.qov.

Step 19: If you wish to apply for another job opening, go back to the job listing at www.stpaul.gov/jobs.