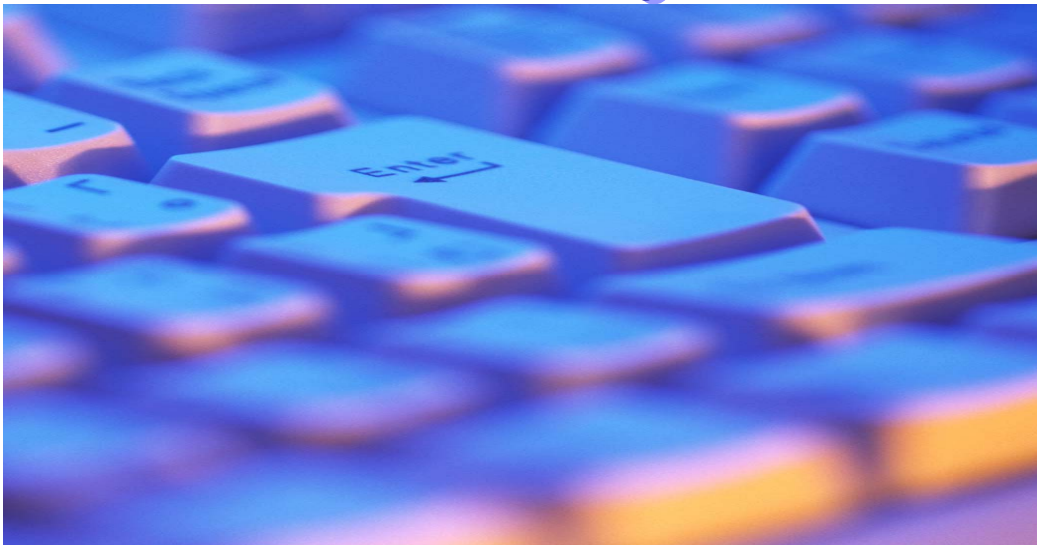


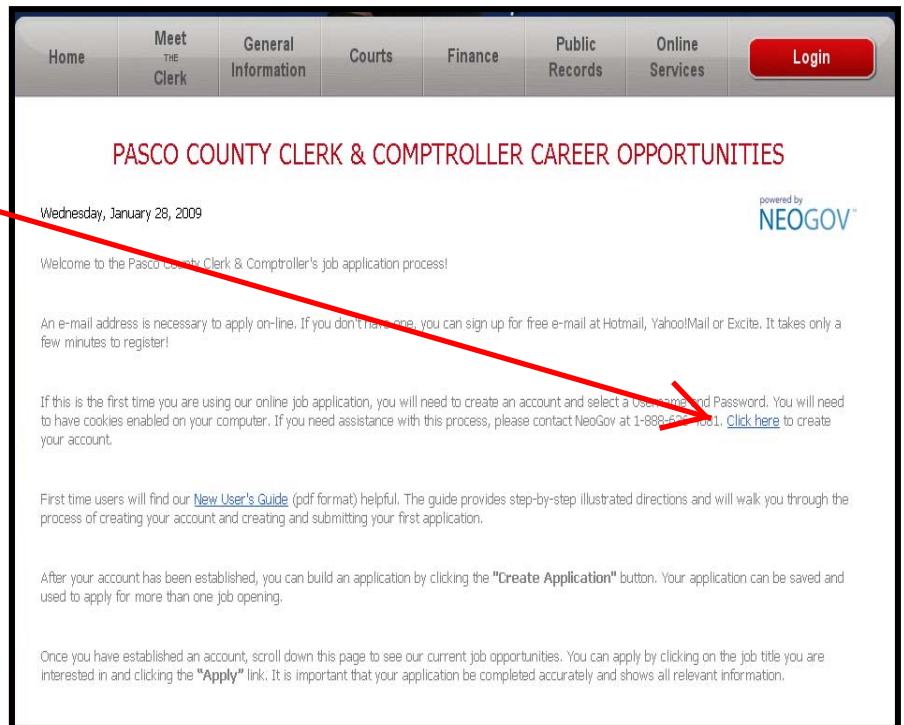
Paula S. O'Neil
Clerk & Comptroller
Pasco County, Florida
Online Employment Application
New User Guide



1. From the Online Service page click the **Job Opportunities Link**.



2. On the Career Opportunities web page click the '**Click here**' link to begin creating an account and application.



3. Click on **'Create Your Account Here'**.

GovernmentJobs

Home Job Search Career Seekers About Us Post a Job Employer Login

Are you registered?

To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Username:

Password:

Login

Not Registered Yet? [Create Your Account Here!](#)

[I Forgot My Password](#)

4. Complete all fields. You must have an email address. If you currently do not have one a free email account can be obtained through Hotmail, Yahoo, Google, etc. Once all fields have been completed, click the **'Save'** button.

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Request New Job Seeker Account

Enter your account information:

Username

Tip: Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". Example: john_doe25

Email Address

Create a Password:

Password

Confirm Password

Password Hint

Tip: If you forget your password, you can click on [Lost Password](#) and it will be emailed to you.

5. Print this screen for your records. It contains the log on information you will need to access your account. Click on the **'Login'** button.

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Thank you for registering with GovernmentJobs.com. Your account is now active.

Username Johnqpublic

Email jpublic@email.com

Password abc123

Password Hint street name

6. Log in using the **username and password** you just created.

GovernmentJobs

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Are you registered?

To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Username:

Password:

Login

Not Registered Yet? [Create Your Account Here!](#)

[Forgot My Password](#)

7. Click the **'Create Application'** button.

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Welcome, [Help](#) [Logout](#)

[Main Menu](#) [Search Jobs](#) [Application Status](#) [My Account](#)

In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.

[Create Application](#)

Applications You've Created:

Name	Date Created	Modify
------	--------------	--------

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

[Main Menu](#) | [Search Jobs](#) | [Application Status](#) | [MY Account](#) | [Logout](#)

8. Create a name for your application and click on the **'Create Application'** button.

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Build New Application

To create an application, enter the name of the application in the box below and click the 'Create Application' button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like Educational Application or Accounting Application.

Application Name (for your own reference):

Lynn's Application

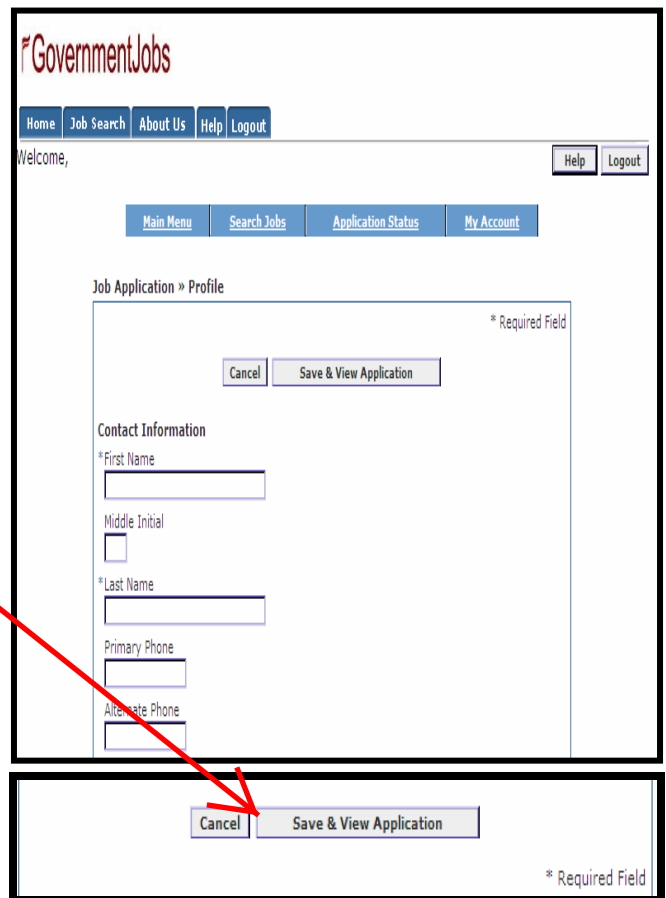
[Create Application](#)

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.

[Main Menu](#) | [Search Jobs](#) | [Application Status](#) | [MY Account](#) | [Logout](#)

- All fields marked with "*" require that you enter information. Enter your information and click on **'Save & View Application'** when you reach the bottom of the page. It is **VERY** important to move between pages using the buttons at the bottom of the page. As you move forward using these buttons the information you have entered is saved into your account.

If you have not entered required information or if you have not entered information in the correct format, you will receive an error message. Simply correct the error and click on the **'Save & View Application'** button.



- You are now viewing your full application. All of the additional sections operate using the same steps. To add additional information click on the appropriate link. Remember to click the **'Save and View Application'** button before proceeding to the next section.

Tip: You may copy and paste information from WORD into the application. Remove any special formatting prior to pasting, as the formatting does not transfer well.

- Additional items can be added to each section by click the **'Add...'** button.
- Click the **'Logout'** button at the top of the screen when you are finished working on your application.

