

Ramsey County Online Employment Application Guide

Ramsey County uses an online, electronic system for recruitment and staffing.

Go To Ramsey County website to view a list of current job postings:
<http://agency.governmentjobs.com/ramsey/default.cfm>

To Create Your Applicant Profile Before Applying for a Job

1. Click on 'Create Your Account Here!'

Note: If you have already created a user account, login using your previously created username and password. **You will not be able to create another applicant account using the same e-mail address**



The screenshot shows the 'Employer Login' page. At the top, there is a navigation menu with links: Home, Job Search, Career Seekers, About Us, Post a Job, and Employer Login. Below the menu, the text reads: 'Please enter your Employer Username and Password below.' There is a form with two input fields: 'Username:' and 'Password:', followed by a 'Login' button. Below the form, it says: 'If you do not have a Username and Password click [HERE](#) to register for a new account.' At the bottom, there are links for 'About GovernmentJobs', 'Privacy Policy', and 'Legal Terms', and a copyright notice: 'Copyright © 2000-2005 GovernmentJobs. All rights reserved. Patent Pending.'

- Enter your new account information (you MUST remember this information)
2. Click on the 'Save' button



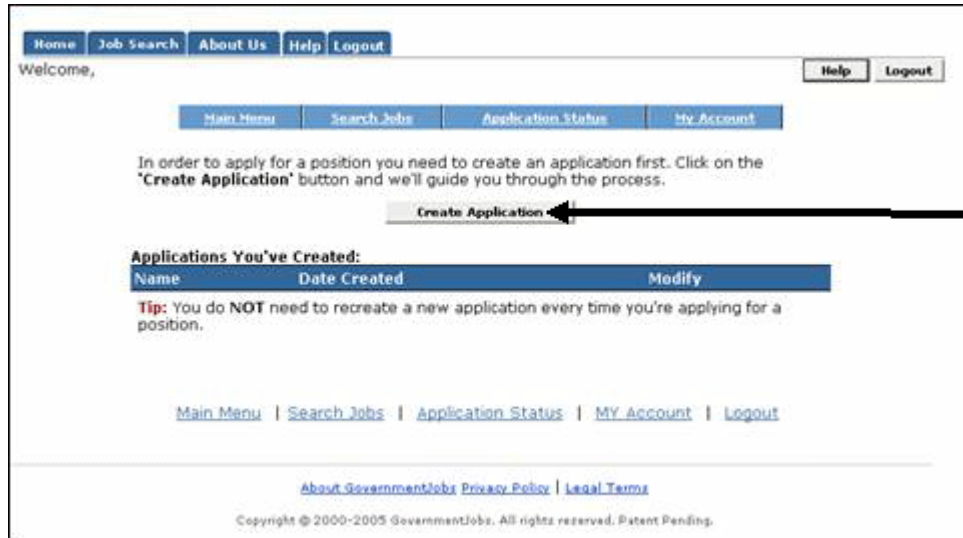
The screenshot shows the 'Request New Job Seeker Account' page. At the top, there is a navigation menu with links: Home, Job Search, Career Seekers, About Us, Post a Job, and Employer Login. Below the menu, the title is 'Request New Job Seeker Account'. There are two main sections: 'Enter your account information:' and 'Create a Password:'. In the first section, the 'Username' field contains 'bryce' and the 'Email Address' field contains 'bryce@neogov.com'. A tip below the email field says: 'Tip: Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_", Example: John_doe25'. In the second section, the 'Password' field contains four dots, the 'Confirm Password' field contains four dots, and the 'Password Hint' field contains 'favorite number'. A tip below the password fields says: 'Tip: If you forget your password, you can click on [Lost Password](#) and it will be emailed to you.' At the bottom, there is a 'Save' button with an arrow pointing to it.

- A page is displayed with your login information. Click on the 'Login' button
- Enter your username and password and click 'Login'

Ramsey County Online Employment Application Guide

3. Click on the 'Create Application' button

Note: You do not need to create a separate application for every job that you apply for. **Each applicant must have his/her own account. You cannot share accounts**



4. Input a title for your application for your future reference
5. Click on the 'Create Application' button
6. Fill in the 'Personal Profile' information

7. Click on the 'Save & View Application' button

Ramsey County Online Employment Application Guide

8. If you want to add education or work experience, click on the links for 'Add Education' or 'Add Work Experience' and complete these sections. You can also add Certificates or Licenses, Skills, Additional Information, References, and a Resume, if desired. Click the 'save' button at the bottom of each section.

Job Application » Review * Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

[Go to Confirm Application](#)

Personal Profile [Edit Personal Profile](#)

Name:	Joe Smith	Address:	1415 Santa Monica Blvd Santa Monica, California 90210
Social Security:	223-45-6998	Email:	joe_85@aol.com
Home Phone:		Notification Preference:	Email
		Alternate Phone:	

Other Personal Information

Driver's License:	Yes, California
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Bachelor's Degree

Preferences

Preferred Salary:
Are you willing to relocate?

Types of positions you will accept:
Types of work you will accept:
Types of shifts you will accept:

Objective

Education	Add Education
Work Experience	Add Work Experience
Certificates and Licenses	Add Certificates or Licenses

9. Click on the 'Logout' link in the upper-right-hand corner

Ramsey County Online Employment Application Guide

To Apply for a Specific Job Opening

1. From the Ramsey County Job Opportunities website, click on the job title of the job you are interested in.
2. Click on the 'Apply' link



The screenshot shows a job listing for a "(PART-TIME) REVENUE ASSISTANT I" position. The listing includes details such as salary (\$15.54 - \$19.94 hourly), job type (Part-Time, 19 1/2 Hours per Week), location (City of Stockton, California), and department (Administrative Services). At the bottom right of the listing, there are two links: "Print Job Information" and "Apply". A black arrow points to the "Apply" link.

3. Login using your applicant username and password that you created previously.

Note: If you have previously created an applicant account, login using the previously created username and password. **You will not be able to create another account using the same e-mail address.**



The screenshot shows the login page with the heading "Are you registered?". Below the heading, there is a message: "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." There are two input fields: "Username:" with the value "joe_85" and "Password:" with masked characters. Below the password field is a "Login" button. At the bottom, there are two links: "Not Registered Yet? [Create Your Account Here!](#)" and "[I Forgot My Password](#)".

4. Click on the link that says "To apply for the position of your position title click here."



The screenshot shows the application page with a navigation menu at the top containing "Main Menu", "Search Jobs", "Application Status", and "My Account". Below the menu, there is a message: "To apply for the position of (PART-TIME) REVENUE ASSISTANT I click here." Below this message is a "Create Application" button. A black arrow points to the "Create Application" button.

Ramsey County Online Employment Application Guide

5. Answer the agency-wide supplemental questions

The screenshot displays the application process steps for a (PART-TIME) REVENUE ASSISTANT I position. The steps are: 1. Job Application, 2. Agency-wide Questions, 3. Supplemental Questions, 4. Confirm Application, and 5. Certify & Submit. The 'Agency-wide Questions' section is currently active. It includes a note about saving work in progress and a required question: "1. Are you currently or have you ever been employed by the City of Stockton?" with radio button options for Yes and No.

6. Click on the 'Save & Proceed' button at the bottom of the page
7. Answer the job-specific supplemental questions (if any)

The screenshot displays the 'Supplemental Questions' section. It includes a note about saving work in progress and a required question: "1. The Supplemental Questionnaire is part of the examination process; accordingly, it should be completed carefully. It must be submitted with your official employment application. Do not indicate 'see resume' as an answer to any of these questions." Below this is a certification statement: "I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment." followed by radio button options for Yes and No. There are also two more required questions: "2. Do you possess a high school diploma or GED?" and "3. Do you possess a valid California Class 'C' Driver's License?" with radio button options for Yes and No. At the bottom, there are two buttons: "Save Work in Progress" and "Save & Proceed".


8. Click on the 'Save & Proceed' button at the bottom of the page
9. Scroll to the bottom of the application review screen and click 'Confirm & Send Application'

Ramsey County Online Employment Application Guide

10. Click the 'Accept' button on the digital signature screen

1 >>>>> **2** >>>>> **3** >>>>> **4** >>>>> **5**
Job Application Agency-wide Questions Supplemental Questions Confirm Application Certify & Submit

Certify & Submit

 By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the City of Metropolis and will not be returned. I understand that the City of Metropolis may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

11. Click on the 'Logout' link in the upper-right-hand corner

Ramsey County Online Employment Application Guide

To Apply for a Promotional Only Job Opening

1. From the Ramsey County Job Opportunities website, click on the 'Promotional Opportunities link'.

Promotional Opportunities are open to current, regular (non-temporary) permanent or probationary Ramsey County employees only, and employed in the department or division specified on the job posting.

The steps to apply are the same as those defined above; create an account, create and application, etc.

RAMSEY COUNTY Home Site Map Contact Us

Search

Other Subjects

Choose text size: A | A | A

Ramsey County Job Opportunities

[Subscribe to Job Opportunities](#)

Ramsey County Current Openings for Friday, January 04, 2008

powered by **NEOGOV™**

Welcome to Ramsey County's on line application process!

- To apply for a position listed below, click on the Job Title and then the "Apply" link. If this is your first time applying, please read the [Help for New Users](#)
- A completed application is required for all jobs. For other helpful information for applicants, please review [Important Application Information](#).

Online applications are stored on a secure site. Only you, authorized employees and hiring authorities have access to the information submitted.

HOT LINKS:

- **Contact Information:** Ramsey County Human Resources Department; 430 Government Center WEST, 50 W Kellogg Blvd; St Paul, Minnesota 55102 (651) 266-2700; FAX: (651) 266-2727; TDD: (651) 266-2728
- **Returning Users:** You may check the status of your previously submitted applications by clicking here: [Returning Users](#)
- **Veterans Preference:** You may download a PDF version of Ramsey County's [Veterans Preference Claim Form](#). You must complete this form and return it to Ramsey County HR along with required documentation as soon as possible in order for us to determine your eligibility for Veterans Preference.
- **Promotional Opportunities:** Current Ramsey County Permanent or Probationary employees (excluding temporaries) may view and apply for current Promotional Opportunities by clicking here: [Promotional Opportunities](#)

Navigation Links: Ramsey County Home, e-Subscribe, Contact Directory, Departments, HR Home, Job Opportunities, Benefits, FAQ, Job Descriptions, HR Services, Diversity, Contract Opportunities, Salary Info & Policies, Union Contracts, Links, [Free Adobe PDF Reader](#), **Phone:** 651-266-2700, 651-266-2728 (TDD), 651-266-2727 (FAX), **Email:** [Contact HR](#), [Building Locations](#)