

# Applying for Jobs Online

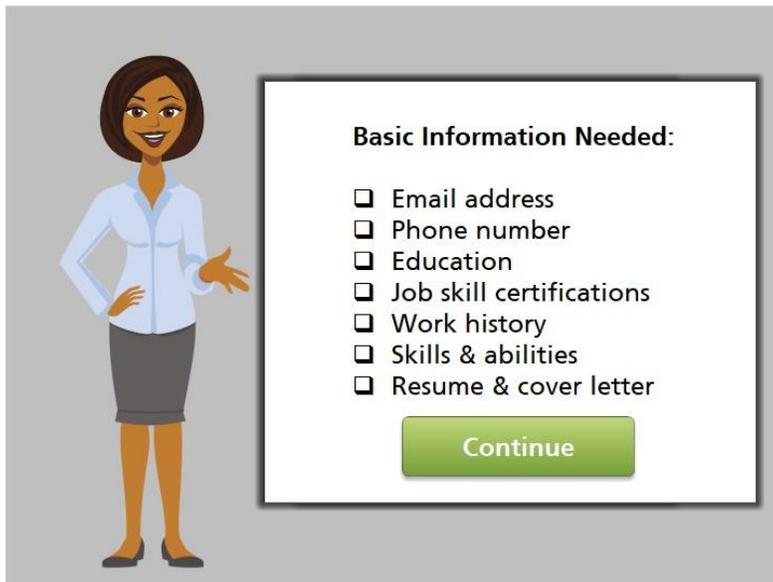
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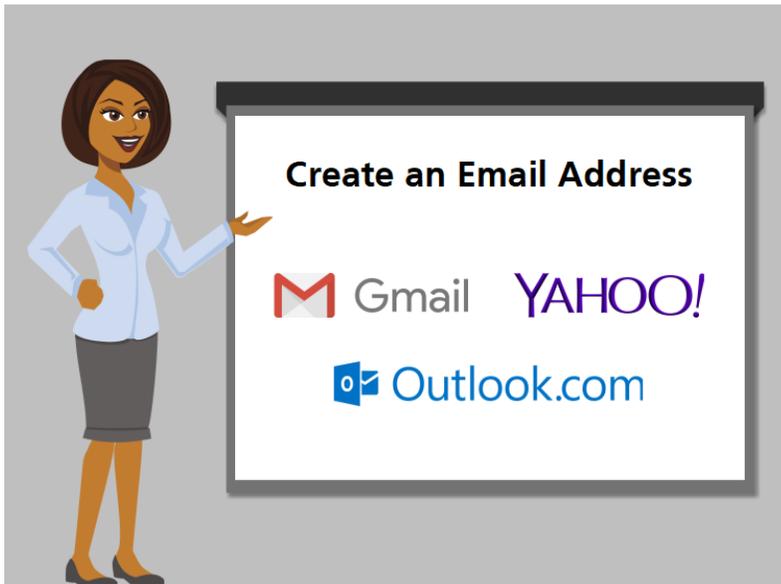
Hi, I'm Sarah. I'm here to show you how to apply for a job using an online application form. Most jobs now require you to fill out an application on the Internet.

In this course we'll follow along with Jack, who needs to find a new job. He is using a computer at the library to apply for a job.

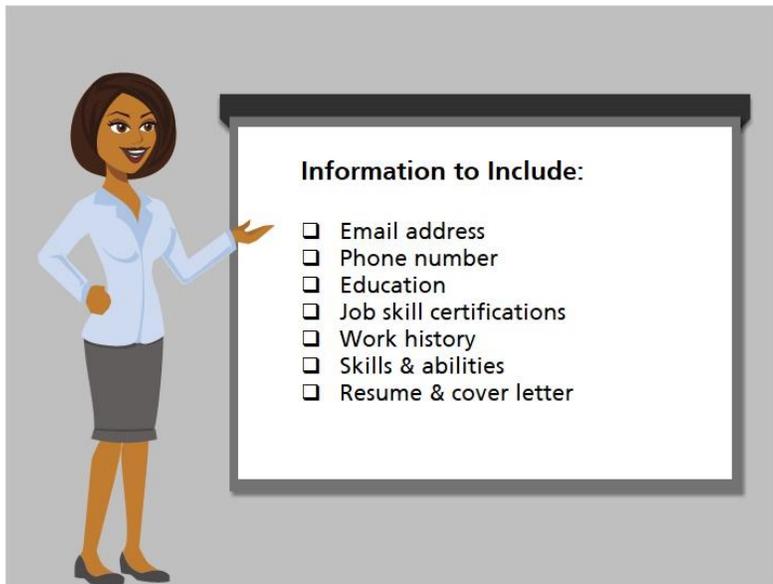
Jack doesn't have much experience using a computer, since his previous job did not require it. We will look at some of the steps Jack will need to complete in order to submit his job application.



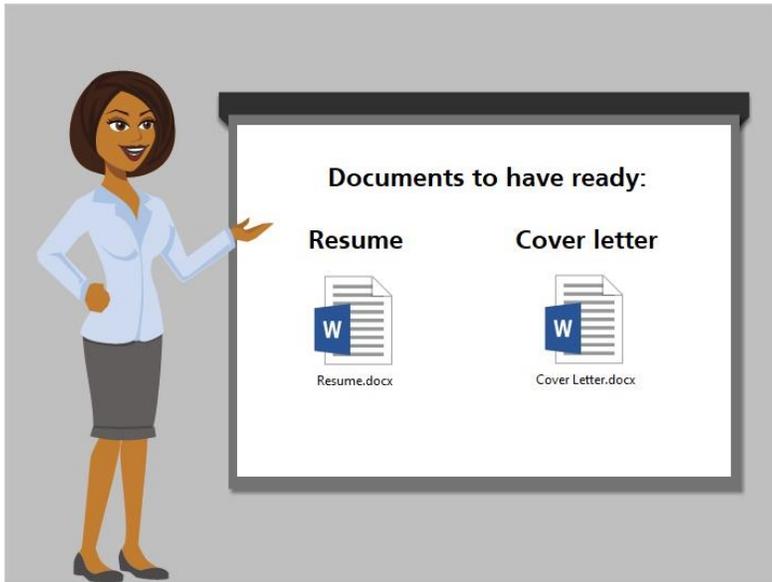
Jack has found a job opening that seems like a good match for his experience. He starts by reviewing the job listing to plan what information he needs to gather. Jack should gather the basic information he needs before he begins filling out the application. Most of this is similar to what he has included on his resume. Having this information ready will help him to be efficient with his time on the computer. He doesn't know if he will be able to save his progress as he fills out the application or if he will need to complete it all at once. Some websites allow you to save applications and return to them later, and some do not. Review the list of basic information shown on your screen. Click the green button when you are ready to continue.



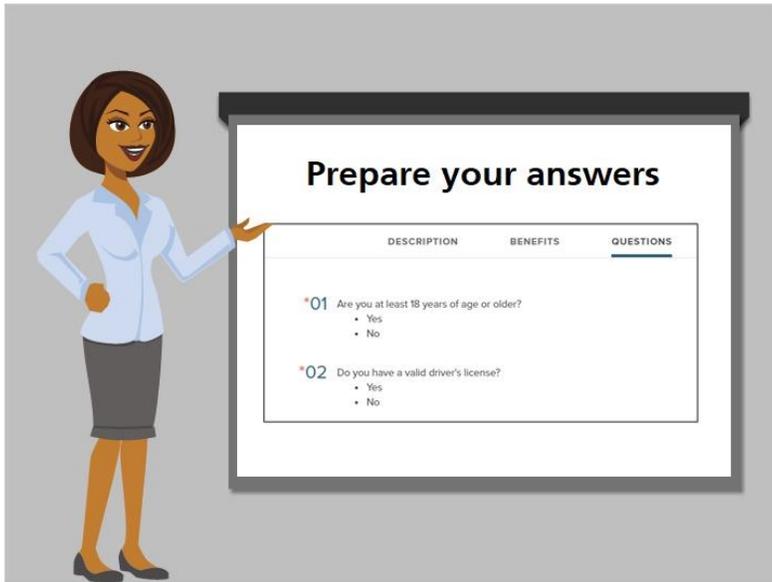
Here are some tips for getting ready to fill out a job application. You will need to have an email address in order to apply for a job online. The email address needs to be one that you can check regularly for updates from the potential employer. If you do not have an email address, you will need to create one.



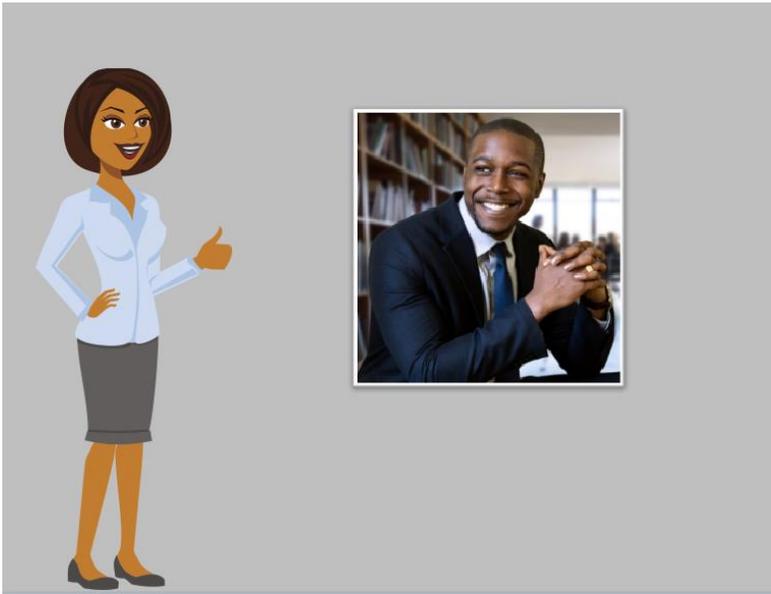
Some parts of a job application give you a chance to mention specific skills and experience you have that are related to the job. It is a good idea to include information from your work history that is related to the job you are applying for.



Many job applications require you to attach a resume and cover letter. If that is the case, try to have these documents ready before you begin filling out the application. The document must be saved on the computer in an electronic format like a Word Document or PDF file in order to attach it to the application. You can store your documents on a USB flash drive, or using a cloud storage site like Google Drive.



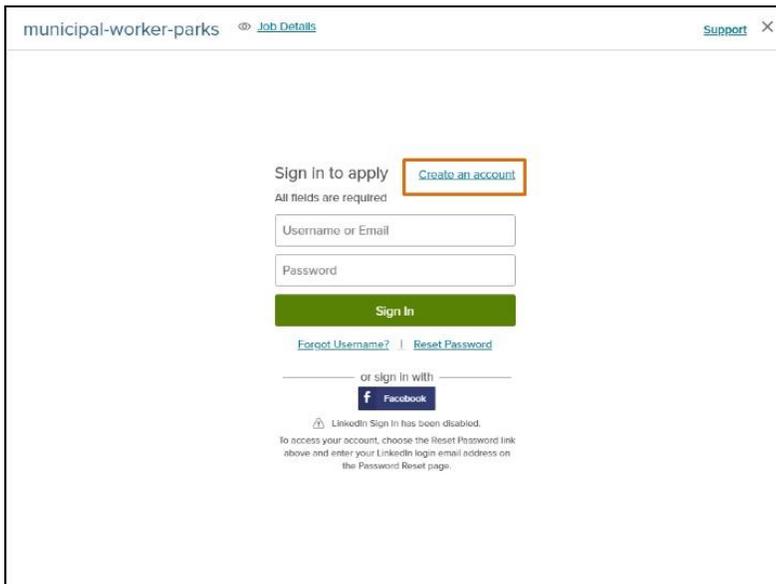
Some job applications ask you to respond to questions that can show why you are a good candidate for the job. It is a good idea to review these questions and prepare your answers in advance.



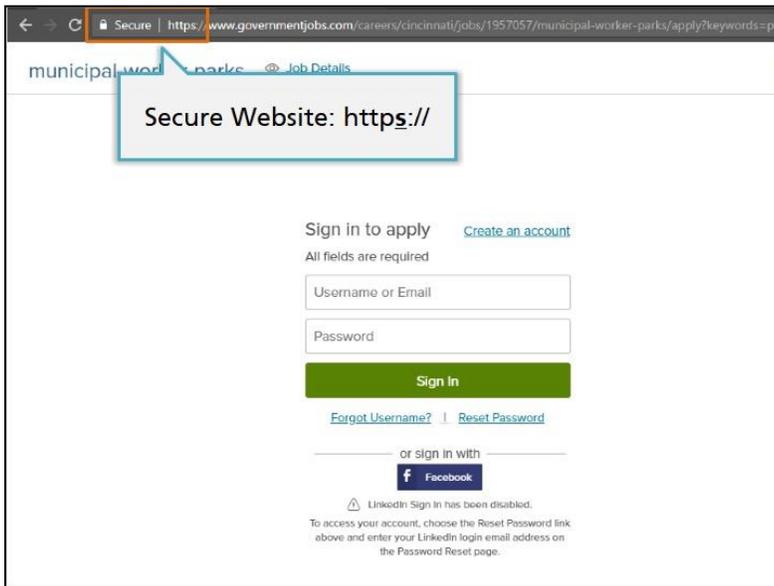
Once Jack has gathered all his information, he is ready to begin filling out the application.

# Creating an Account

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Jack visits the employer’s website, which contains the job listing. When he clicks the Apply button, he can either login or create an account. Creating an account will allow him to save his progress and view his application status later on. It might even allow him to reuse his application in the future so he can quickly apply to other jobs.



Some sites require people to create an account before applying for a job, while other sites make this optional. If you have the option, it is a good idea to create an account when you apply for a job, as long as the website is secure.

A few sites will not allow you to create an account or save your progress. In these cases, you will need to complete your entire application before you walk away from the computer, or before your session time on the computer runs out at the library.

municipal-worker-parks [Job Details](#) [Support](#) X

**Tab** → | ←

Create a new account [Sign In](#)

All fields are required

✓

✓

✓

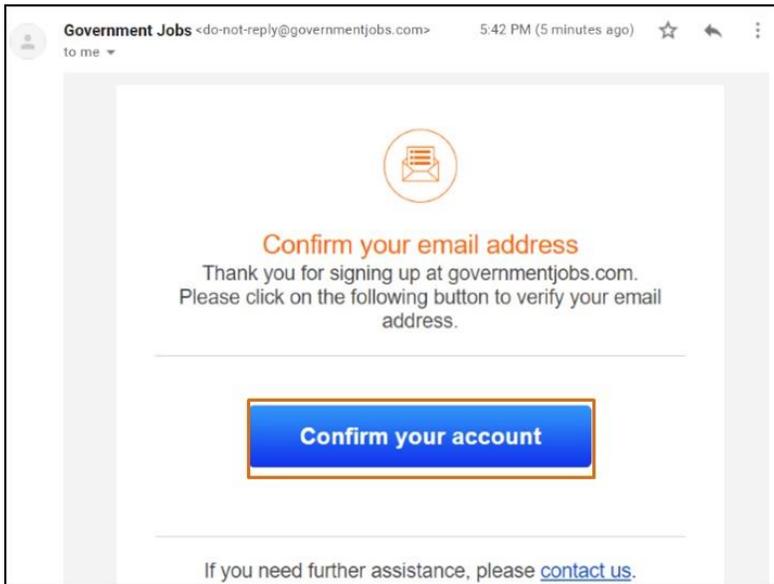
Must be at least 8 characters in length and contain upper and lower case letters, numbers and symbols

or create with

LinkedIn Sign In has been disabled.

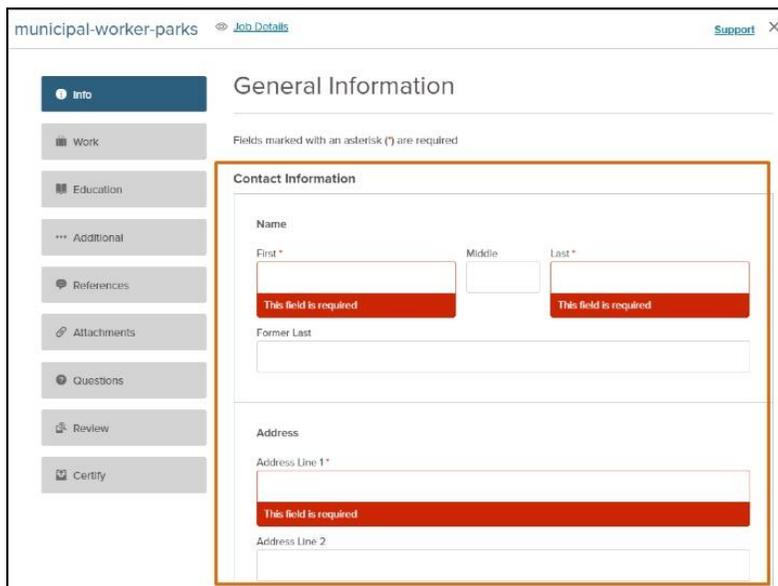
To access your account, choose the Reset Password link above and enter your LinkedIn login email address on the Password Reset page.

Jack has never applied for a job on this site, so he needs to create a new account. He begins by entering his email address, and then creates a username and password. In this form, Jack can move between fields by pressing the TAB key on his keyboard.



When Jack is finished entering his information, he clicks Create. Some websites will send a confirmation email at this point, to check that your email address is working. Then you would open the email and click on a link to confirm your account before you can begin the application.

# Filling Out an Application



Now that he has created an account, Jack is ready to begin filling out the job application. Jack has set aside a few hours to work on his application, since he knows it can take a lot of time.

Secure | https://www.governmentjobs.com/careers/cincinnati/jobs/1957057/municipal-worker-parks/apply/general?keywords=park

municipal-worker-parks Job Details

Info

Work

Education

Additional

References

Attachments

Questions

Review

Certify

Do you have proof of your legal right to work in the US? \*

Yes  No

What is your highest level of education? \*

High School

Cancel Save

Preferences

What is your minimum compensation requirement?

Are you willing to relocate?

Relocation Comments

The application has several pages of information that he must complete. Each page is represented in the side bar on the left. He can track his progress as he goes along. On some sites, it is necessary to click a button or link to save your progress. It is a good idea to save your work often, so that you don't lose it if you lose your Internet connection for a moment, or if your time runs out on a public computer.

The image shows a screenshot of an online application form. On the left is a vertical navigation menu with buttons for 'Info', 'Work', 'Education', 'Additional', 'References', 'Attachments', 'Questions', 'Review', and 'Certify'. The 'Info' button is highlighted in blue. The main form area contains the following fields:

- Address Line 2: (empty text box)
- City \*: Cincinnati
- State \*: Ohio (dropdown menu)
- Zip Code \*: 25202
- Country: US (dropdown menu)
- Phone section:
  - Primary: 513-867-5309
  - Primary Ext: (empty text box)
  - Alternate: (empty text box)
  - Alternate Ext: (empty text box)
- Email Address \*: jackwilson2018@gmail.com

At the bottom of the form are two buttons: 'Cancel' (grey) and 'Save' (green).

Jack begins by filling out the first page of the application. Each page is an online form that must be completed by typing answers in text boxes and selecting options from drop-down menus.

He enters his response into each field. Some fields are required, because they have a red asterisk next to them. Some job websites might use a different symbol to indicate that a field is required.

Fields that are not required can be left blank. However, it is wise to still enter a response if the information will help the employer learn more about your qualifications for the job.

**Personal Information**

Do you have a Driver's License?

Yes  No

Date of Birth

05/30/1976

*Enter as MM/DD/YYYY*

Do you have proof of your legal right to work in the US? \*

Yes  No

What is your highest level of education? \*

High School

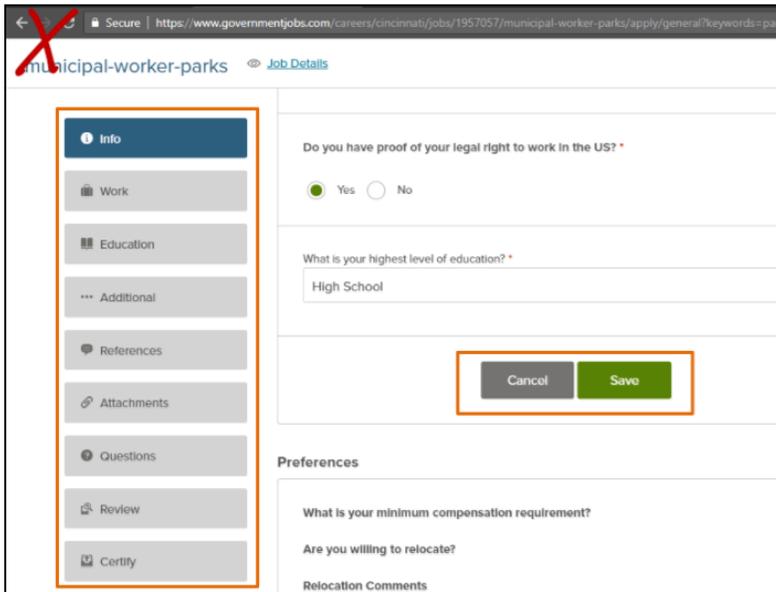
Tab → |

← |

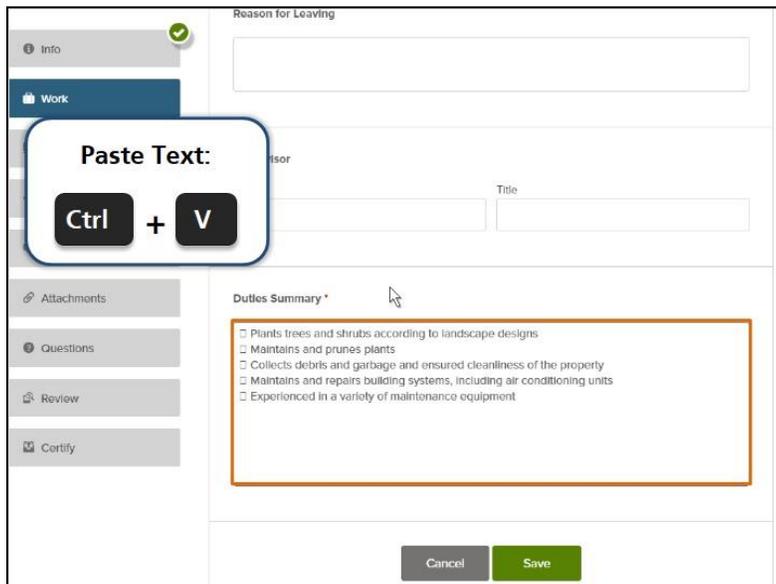
Press the **TAB** key  
to move to the next field

Some questions require Jack to select a response by clicking a radio button. Some fields request a specific format for his answer and may provide instructions about the format. For example, some dates must be entered with two digits for the month, two digits for the day, and four digits for the year. If Jack does not follow the format, he may see an error message like this one when he tries to continue.

To move between fields, Jack can click on each field individually. He can also press the TAB key to move forward to the next field.



When Jack is finished with the first section, he clicks the Save button at the bottom. Doing this saves his progress. Rather than use the buttons in your browser, it is important to look for navigation links within the webpage to move backward or forward within a job application. These links will be more reliable and will ensure that the website is saving your progress.



In some pages of the application, there are larger text boxes that can hold more text. Jack notices that some of these fields are asking for information he has already included in his resume.

Jack can copy text from his resume and paste it into these fields to save time. To do this, he highlights the text in his resume. Then he presses the Control key along with the C key to copy it. Next he clicks the field in the job application where the copied text should go. To paste the text, he presses the Control key along with the V key.

The image shows a web-based form for a job application. On the left is a vertical navigation menu with buttons for 'Info', 'Work', 'Education', 'Additional', 'References', 'Attachments', 'Questions', 'Review', and 'Certify'. The 'Work' button is highlighted in blue. The main form area is titled 'Reason for Leaving' and contains a text input field. Below this is a 'Supervisor' section with 'Name' and 'Title' input fields. The 'Duties Summary' section is highlighted with a red border and contains the following text: 'Plants trees and shrubs according to landscape designs', 'Maintains and prunes plants', 'Collects debris and garbage and ensured cleanliness of the property', 'Maintains and repairs building systems, including air conditioning units', and 'Experienced in a variety of maintenance equipment'. At the bottom of the form are 'Cancel' and 'Save' buttons.

When Jack copies and pastes text from his resume, he needs to check the formatting of the pasted text. Sometimes there will be additional spaces or characters that don't make sense. Most job applications will not allow you to format the text like you can in a program like Microsoft Word. The text will appear as Plain Text. Remove any unnecessary characters to keep it as simple as possible.

DESCRIPTION	BENEFITS	QUESTIONS
<p><b>General Statement of Duties</b></p> <p><b>A. MUNICIPAL WORKER (SEASONAL MAINTENANCE WORKER)</b></p> <p>Grounds maintenance tasks including mowing lawns, hand trimming bushes, clearing weeds Litter pick-up and trash collection Manual landscaping tasks, such as installing trail ties, loading/unloading fertilizer and mulch Park building maintenance and cleaning; sweeping, mopping floors Special event tasks: loading/unloading and setting up/taking down tables and chairs Other Park maintenance tasks as assigned</p>		
<ul style="list-style-type: none"> <li>Attachments</li> <li>Questions</li> <li>Review</li> <li>Certify</li> </ul>	<p><b>Duties Summary *</b></p> <p>Plants trees and shrubs according to landscape designs Maintains and prunes plants Collects debris and garbage and ensured cleanliness of the property Maintains and repairs building systems, including air conditioning units Experienced in a variety of maintenance equipment</p> <p>Cancel Save</p>	

It is important to include all of your relevant work history, experience, skills, and education in your application, even if it is already in your resume. Be sure to follow all the instructions in the job application. Some employers use computer software to analyze job applications. The software searches for keywords related to the job duties and qualifications, so it is a good idea to use the same words and terms that are included in the job listing.

Where should Jack click to go back to the **Info** section of this application?

The screenshot shows a web browser window with the URL <https://www.governmentjobs.com/careers/cincinnati/jobs/1957057/municipal-worker-parks/apply/work?keyword>. The page title is "municipal-worker-parks" and the sub-header is "Job Details". On the left side, there is a vertical navigation menu with several tabs: "Info" (with a green checkmark and an orange arrow pointing to it), "Work" (highlighted in blue), "Education", "Additional", "References", and "Attachments". The main content area is currently displaying the "Work" section, which includes fields for "Start Date" (Month: January, Year: 2000), "End Date" (Month: Present), and "Reason for Leaving".

Now it's your turn to help Jack. Where should he click to go back to the previous section of the application?

## Adding Attachments

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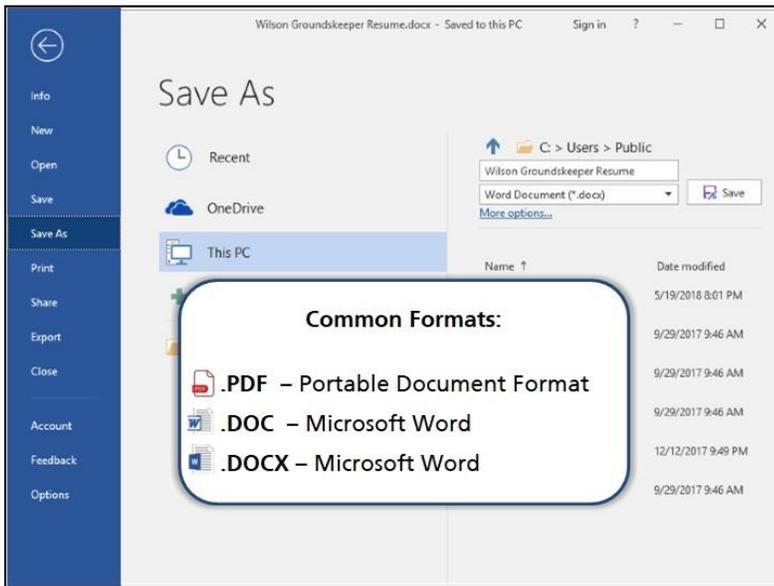
### Attachments

Supported file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .htm, .html, .rtf, .txt, .bmp

\* Required attachments must be provided before submission

Many job applications require that you attach a resume, cover letter, or some other type of document.

When attaching documents to your application, pay careful attention to the instructions for what to include and what file formats are acceptable. If you submit a file in the wrong format, you may receive an error message from the website that prevents you from completing the application until the file is replaced. Or, the person reviewing the applications may not be able to open your file. This could result in your application being disqualified.



Common formats for job application materials include PDF, DOC, or DOCX.

PDF stands for Portable Document Format, and is usually opened in the Adobe Reader program. You might submit a PDF if there is a document that you need to sign and scan before submitting. You can also save your resume as a PDF, which is often recommended.

The DOC and DOCX formats are typically used with Microsoft Word and can be easily edited. This file format can be opened in a variety of word processing programs.

If you are using an application other than Microsoft Word, such as Open Office or Google Drive, be sure to save your file as DOC, DOCX, or PDF format.

## Attachments

Supported file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .htm, .html, .rtf, .txt, .bmp

Resume

Wilson Groundskeeper Resume.docx

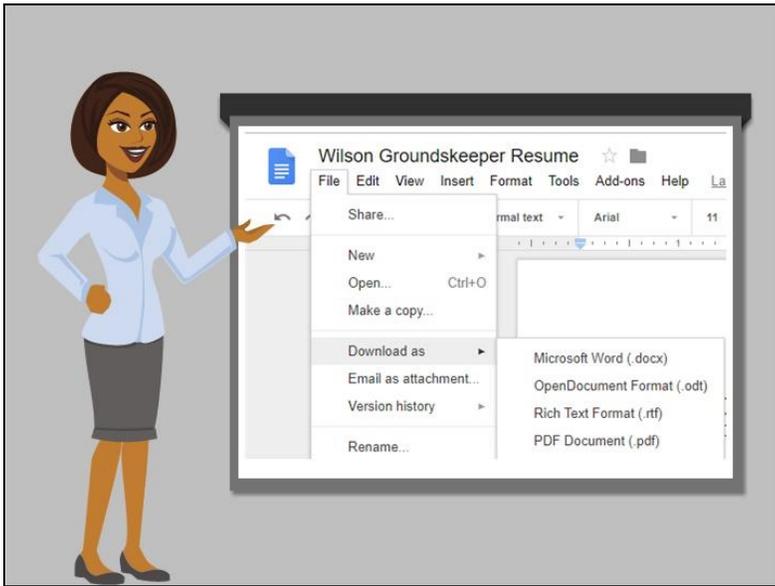
+ Add supplemental attachment

\* Required attachments must be provided before submission

Next

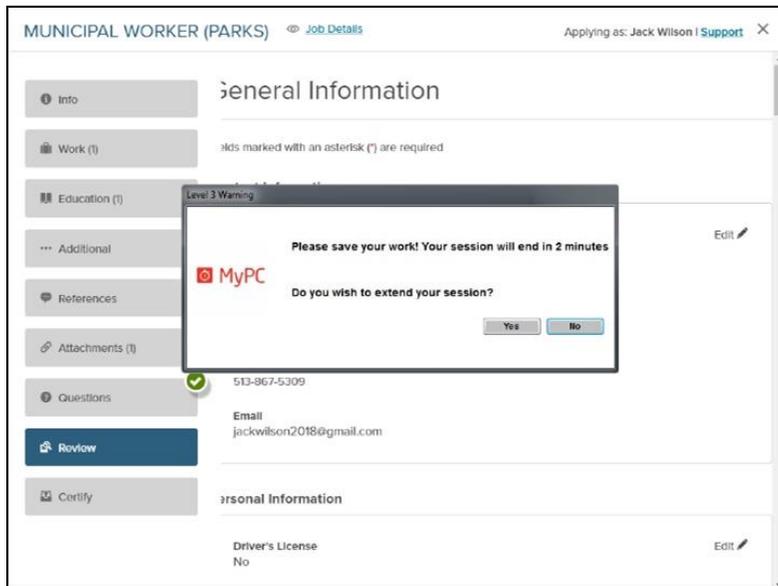
For this application, Jack has saved his resume to a USB drive. He has the drive plugged into the USB port on the computer he is using, so he can upload the file as an attachment.

He clicks the button to browse his computer to locate the file. Since the file is saved on his USB drive, he needs to locate that drive on the computer. At first, he doesn't see it, so he asks a staff person at the library for some help finding it. Once he locates the file, he clicks to select the file and upload it to the application. Back in the job application, he can now see that his resume appears as an attachment.

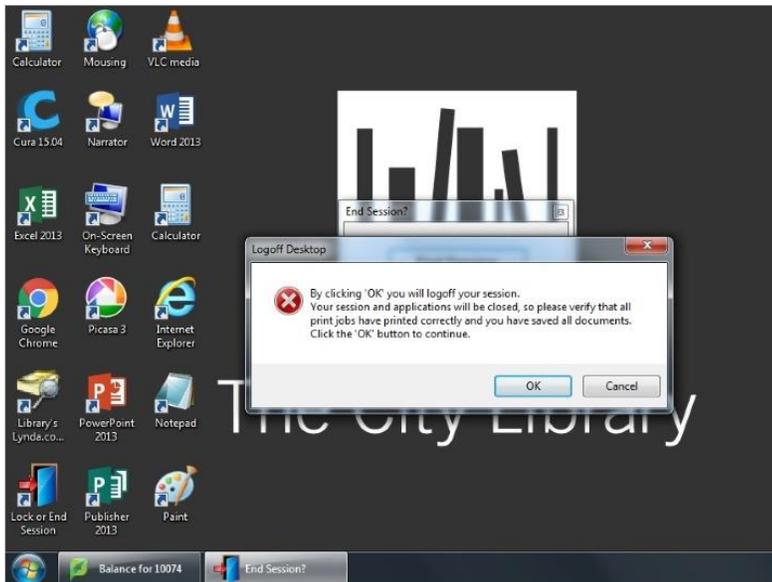


If you don't have a USB drive, another option is to save your resume in the cloud, using a website like Google Drive or Dropbox. If you have saved your resume to one of these cloud storage services, you will typically need to download it to the computer you are using before attaching it to your application.

# Saving Progress

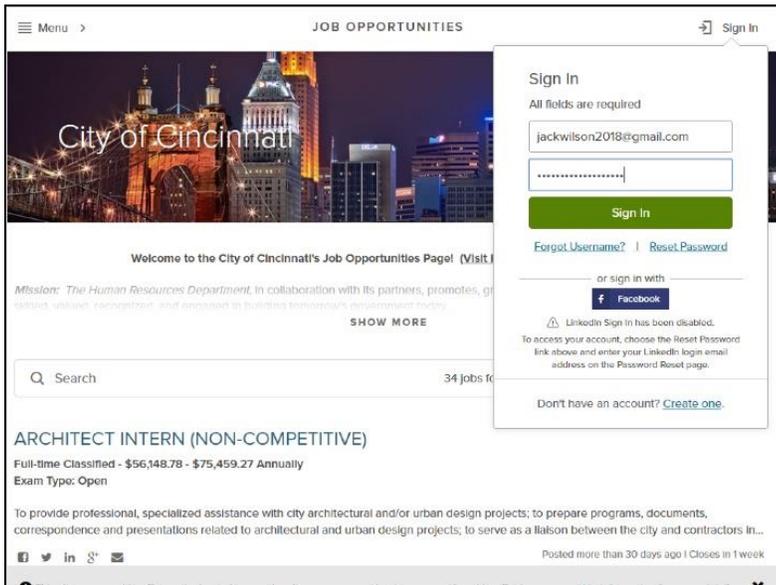


Jack has filled out the application, but his time on the library computer is almost up for the day. Fortunately, he has a few days before the application is due. He is going to come back tomorrow to review the application and submit it.



Before he walks away from the computer, he is going to check one last time to make sure he has saved his application. He clicks the link to save the application and logoff. Now his application is saved and ready for him to return to it later. He removes his USB drive from the computer. He also logs off from the library computer so nobody else will be able to access his application.

# Submitting an Application



He returns to the employer’s site, and clicks on the link to sign in. He is prompted to login to his account using the username and password he created earlier.

MUNICIPAL WORKER (PARKS) [Job Details](#) Applying as: Jack Wilson | [Support](#) X

Info  
Work (1)  
Education (1)  
Additional  
References  
Attachments (1)  
Questions  
**Review**  
Certify

### General Information

Fields marked with an asterisk (\*) are required

#### Contact Information

**Name**  
Jack Wilson [Edit](#)

**Address**  
1820 Church Street  
Cincinnati, OH, OH 25202  
US

**Phone**  
513-867-5309

**Email**  
jackwilsonr2018@gmail.com

#### Personal Information

**Driver's License**  
No [Edit](#)

Once he logs in, he sees his account. He can click the link in the job title to review his application.

It is a good idea to proofread your entire application before submitting it. Even if you were very careful when you entered your information, it is always possible you had a typo or mistake.

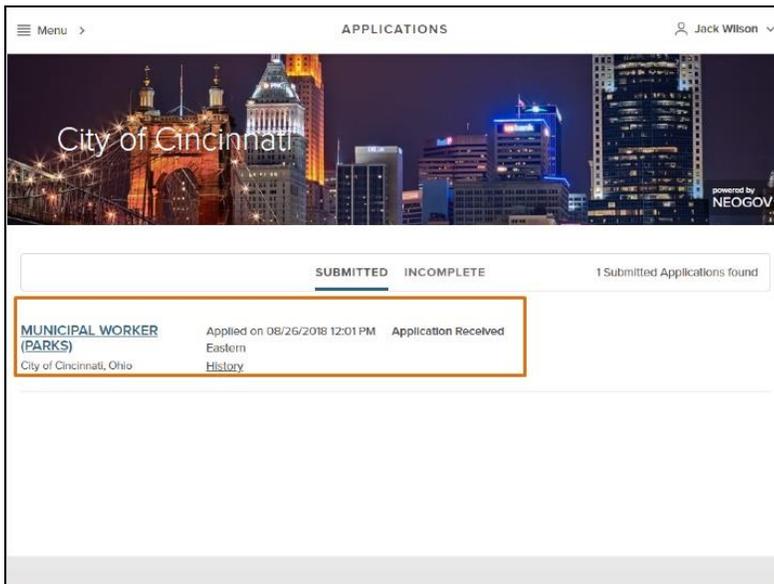
Fields marked with an asterisk (\*) are required

### Contact Information

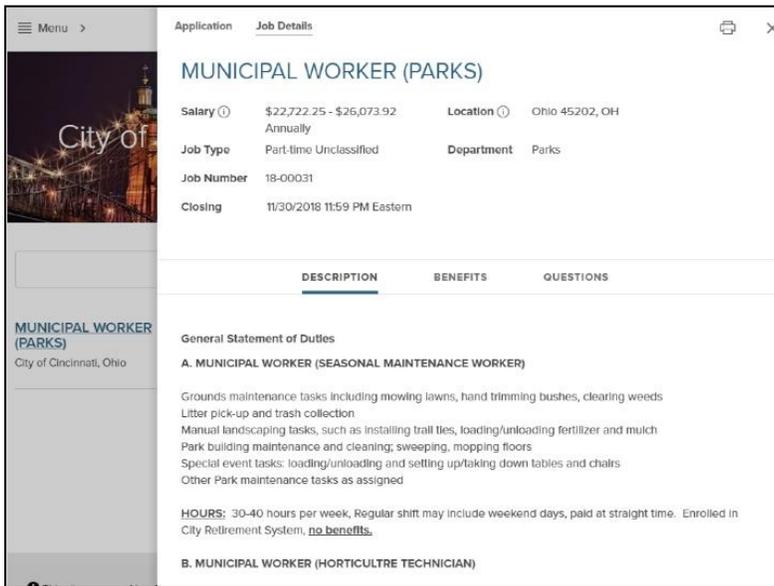
<b>Name</b> Jack Wilson	<a href="#">Edit</a> 
<b>Address</b> 1820 Church STreet Cincinnati, OH, OH 25202 US	
<b>Phone</b> 513-867-5309	
<b>Email</b> jackwilsonr2018@gmail.com	

As Jack reviews his application, he notices that he made a few errors. To correct those errors, he can click the Edit link and make changes to that part of the application. He makes the changes and clicks on the Save link.

Once he has made the corrections, he is ready to submit. He clicks the button to Proceed to Certify and Submit.



Jack receives a notice on the screen that the application has been submitted, and he should also receive an email confirmation. Before logging out of the website he goes back to his account page. Here, he can now see that the status of his application is “submitted.” He can return to this site at a later date and login to see if there are any status updates about his application.



Jack checks his email and sees a confirmation message telling him that his application has been received. He saves the email for future reference, just in case he needs it.

He also saves a copy of the job description for his own reference. This may come in handy later if he gets an interview for the job, since sometimes the description is removed from the website once the application deadline has passed.