

Instructions for Completing an Official Job Application

Why would I need a County application?

You may need an application for HR transactions that involve:

- Extra Help / Provisional (PV) / Sub PV Hires or Rehires
- Alternately staffed promotions
- Internal Transfers
- Work Out of Class (WOOC) / Temporary Assignment Responsibility Differential (TARD)

How do I login and print a submitted application?

If you have submitted an application in the past, visit <https://www.governmentjobs.com/> and login into your account; then follow the [“Save as a PDF”](#) instructions.

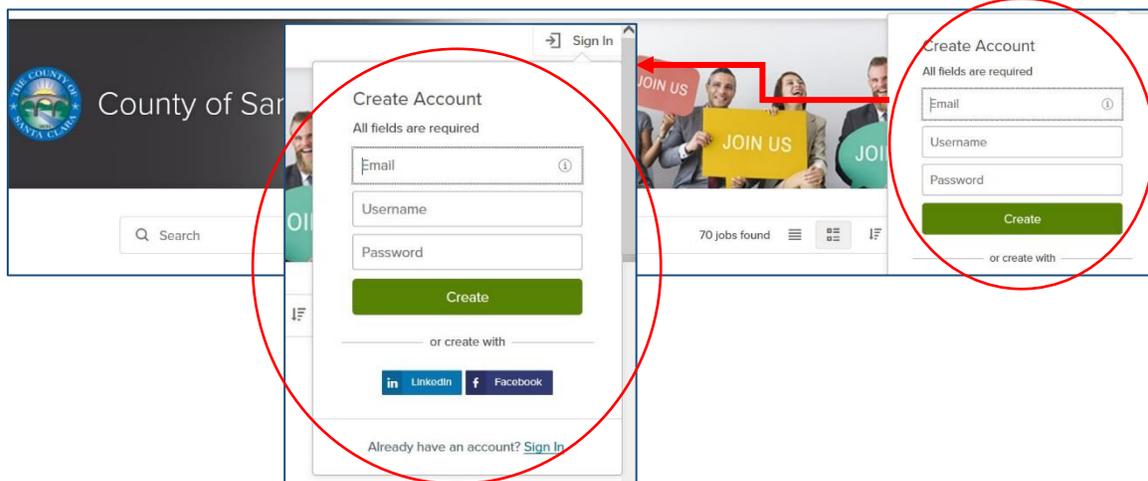
How do I submit an application?

1. Go to: <https://www.governmentjobs.com/careers/santaclara/jobs/856656/official-job-application>. Please note applications submitted to the “Official Job Application” posting will not be monitored.
2. Sign in to your NEOGOV account or create an account

a. Existing Account



b. Create a New Account



Instructions for Completing an Official Job Application

3. Click Apply

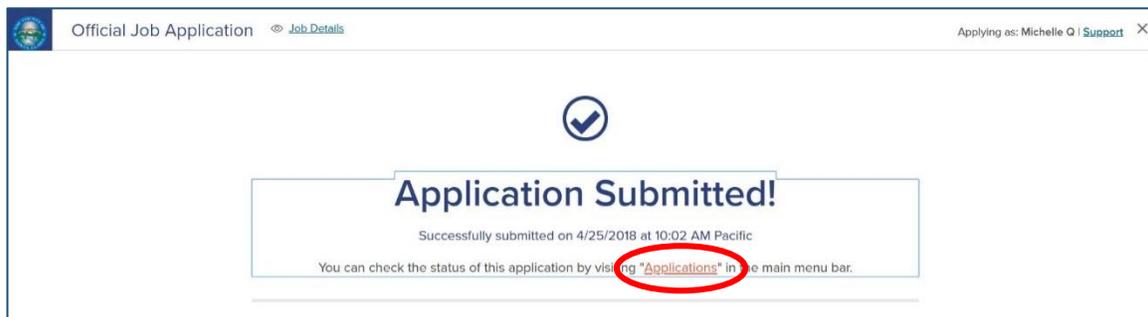


4. Fill in your information and/or edit as needed

The screenshot shows the "General Information" section of the job application form. On the left is a sidebar menu with options: Info, Work, Education, Additional, References, Attachments, Questions, Review, and Certify. The main content area has a heading "General Information" and a note: "Fields marked with an asterisk (*) are required". Below this is a "Contact Information" section with a red error message: "Please fix the errors in the following section." The form fields include Name, Address, Phone, and Email (esa.sccgov@gmail.com). An "Edit" button with a pencil icon is circled in red. Below the contact information is a "Personal Information" section, also with a red error message: "Please fix the errors in the following section."

5. Follow the steps in NEOGOV to complete the job application

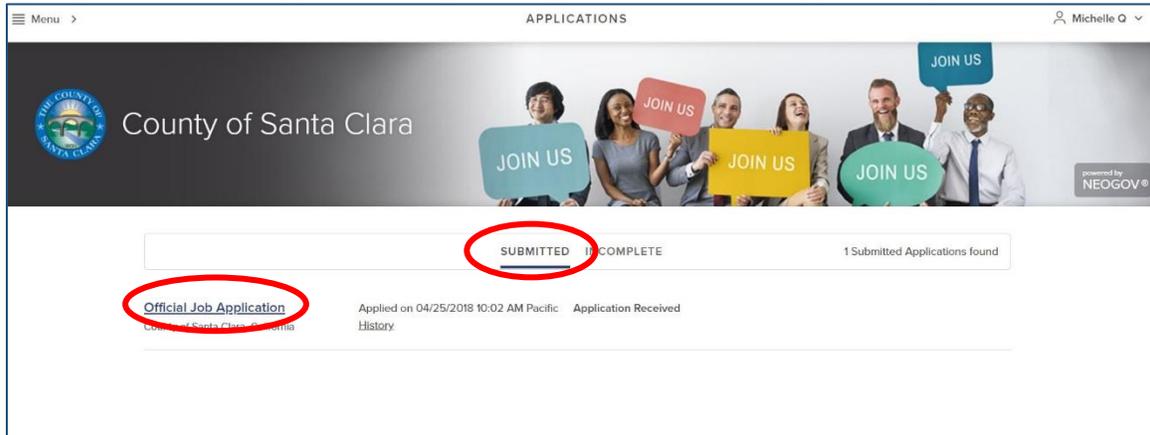
6. Review and submit



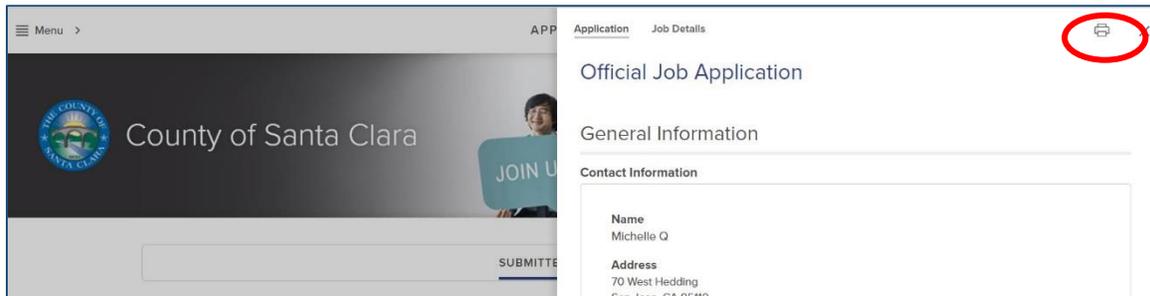
Instructions for Completing an Official Job Application

Save as a PDF

- a. Go to your submitted applications in your account and click on an application you submitted

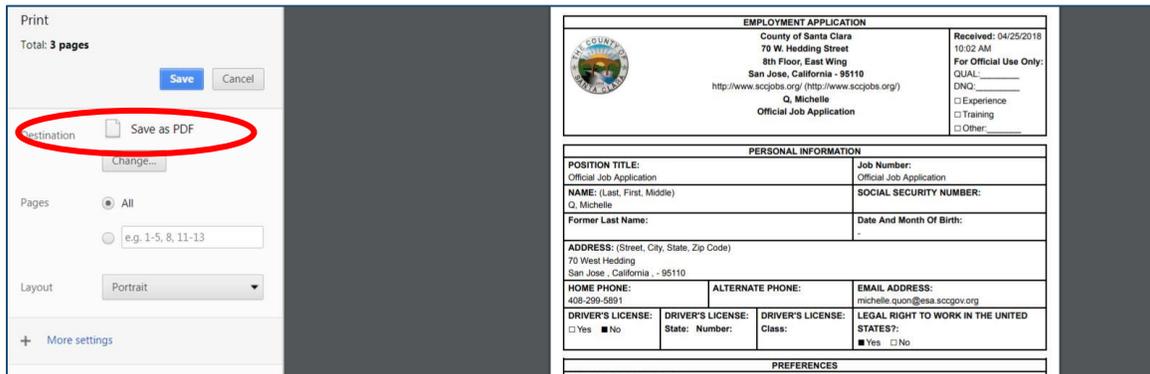


- b. Print as PDF



- c. Save as PDF

i. In Chrome



Instructions for Completing an Official Job Application

ii. In Internet Explorer

1. A new tab will generate when you click on the print icon in IE

EMPLOYMENT APPLICATION	
 County of Santa Clara 70 W. Hedding Street 8th Floor, East Wing San Jose, California - 95110 http://www.sccjobs.org/ Q. Michelle Official Job Application	Received: 04/25/2018 10:02 AM For Official Use Only: QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____
PERSONAL INFORMATION	
POSITION TITLE: Official Job Application	Job Number: Official Job Application
NAME: (Last, First, Middle) Q, Michelle	SOCIAL SECURITY NUMBER:
Former Last Name:	Date And Month Of Birth:
ADDRESS: (Street, City, State, Zip Code) 70 West Hedding San Jose, California, - 95110	
HOME PHONE: 408-299-5891	ALTERNATE PHONE:
EMAIL ADDRESS: michelle.quon@esa.sccgov.org	LEGAL RIGHT TO WORK IN THE UNITED STATES?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DRIVER'S LICENSE: State: Number: Class:
PREFERENCES	
SHIFTS YOU WILL ACCEPT:	

2. Print as PDF (Ctrl+P)

EMPLOYMENT APPLICATION	
 County of Santa Clara 70 W. Hedding Street 8th Floor, East Wing San Jose, California - 95110 http://www.sccjobs.org/ Q. Michelle Official Job Application	Received: 04/25/2018 10:02 AM For Official Use Only: QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____
PERSONAL INFORMATION	
Job Number: Official Job Application	SOCIAL SECURITY NUMBER:
Date And Month Of Birth:	-

ADDRESS: (Street, City, State, Zip Code)
70 West Hedding

- d. Save on your desktop so you can email the PDF or print it. The print version may have boxes without information such as "Social Security Number", "Date and Month of Birth" DO NOT add information to those fields.

Resource on how to apply

Find additional resources on how to apply at the Government Jobs website:

<https://www.governmentjobs.com/Home/ApplicationGuide>

Questions?

For Countywide positions contact Human Resources at (408) 299-6816, for positions at Santa Clara Valley Health & Hospital Systems, call (408) 885-5450 and for positions at Social Services Agency call (408) 755-7130, or contact your department's HR Analyst.