

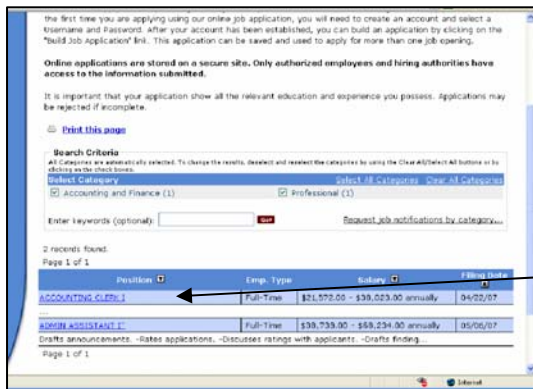
# Using the Prince George's County On-line Employment Application .....First Time Users Guide

1. Go to [www.princegeorgescountymd.gov](http://www.princegeorgescountymd.gov) and click **EMPLOYMENT**.



2. From the Employment page, click **APPLY NOW**.

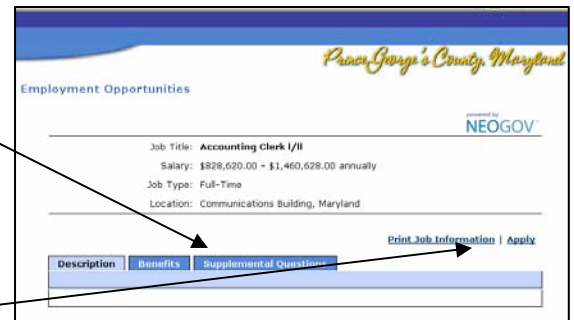
3. Scroll down the page until you see the alphabetical list of job titles.



4. Click the job title in which you have an interest.

5. If after reviewing the job announcement, you wish to submit an application, click the **Supplemental Questions** tab.

**TIP:** You can use your word processing program to prepare the supplemental questions, and then copy and paste your answers into the application.



6. Click the **Apply** link to submit your application.

7. Click on **CREATE YOUR ACCOUNT HERE**.

NOTE: If you created an account earlier at [www.governmentjobs.com](http://www.governmentjobs.com) you may log in at this and either create a new application or click on the sentence near the top "To apply for <JOB TITLE> click here" and follow the directions.



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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\_joe23

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.

8. There are several places (e.g., yahoo, hotmail...) where you can get a free email account if you do not have one. The on-line employment application system only uses your email address to send confirmations when an application is submitted. Click **SAVE** once you have completed the information.

9. Print this screen for your records. It contains the log on information you will need to access your account.

Press the **LOGIN** button.

Prince George's County, Maryland

Employment Opportunities

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

Username JoeSmith  
Email jsmith@msn.com  
Password scarlet  
Password Hint red

**GovernmentJobs**

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

Please enter your Employer Username and Password below.

Username:   
Password:

If you do not have a Username and Password click [help](#) to register for a new account.

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10. Log in using the Username and Password you just created.

11. Click **CREATE APPLICATION**

Welcome,

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.

Applications You've Created:

Name	Date Created	Modify
<small>Tip: You do NOT need to recreate a new application every time you're applying for a position.</small>		

\*Address 1  
1234 Main Street

Paper

\*Social Security Number  
123-54-6789

12. All fields marked with "\*" require that you enter information. Enter your information and click **SAVE AND VIEW APPLICATION**. To move between pages, use the buttons at the bottom of the page.

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13. You are now viewing your full application. All of the additional sections operate using the same steps. For example, click **ADD WORK EXPERIENCE** in that section.

**TIP:** You may copy and paste information from your word processing program into the application. Heavily formatted text (i.e. special fonts, bullets, color text, etc.) does not transfer well. Remove as much formatting as possible before transferring your text.

14. When you have finished entering your work experience, click the **SAVE AND VIEW APPLICATION** button at the bottom of your screen.

15. You will now see the work experience you just added on your application. To add more jobs, click on **ADD WORK EXPERIENCE**. You will repeat the steps 13 and 14 you used to enter your first work experience.

At this point, you will be able to enter information into any of the other sections by clicking on the "ADD..." links next to each. When you have finished, click **GO TO STEP 2: AGENCY-WIDE QUESTIONS** at the bottom of the screen.

16. Complete the agency wide questions page and move forward by clicking on the **SAVE AND PROCEED** button at the bottom of the page...

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4. Q: Please describe your experience processing permits.  
A: I processed work permits.

5. Q: Please describe your experience providing technical information and explaining rules and procedures to others.  
A: I explained the rules to new employees.

6. Q: Please list the jobs where you gained experience which involves reading and understanding plans, blueprints, and technical construction terminology. These jobs must be detailed within your application.  
A: At Joe's Garage.

17. You will now view your entire application again. If it is now complete, click **CONFIRM APPLICATION** at the bottom of the page.

Prince George's County, Maryland

Employment Opportunities

Welcome, John Doe

Application process steps:

1. Account Setup 2. Application 3. Application Review 4. 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 Prince George's County and will not be returned. I understand Prince George's County may contact employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

18. Read the statement, and click the **ACCEPT** button.

Prince George's County, Maryland

Employment Opportunities

Welcome, John Doe

Application for Accounting Clerk I/II - [Click here for a printable version of the application you submitted.](#)

**Confirmation**

Dear John Doe

Thank you for applying for employment with Prince George's County. We have received your application. You will receive instructions by email and/or mail as to the next step in the process.

The examination process may include one or more of the following: application review, and/or written test, performance test, written test, and/or oral interview examination.

Questions asked during the examination process are based on the knowledge and abilities required to successfully perform the job.

19. You will now see the confirmation screen.

You will remain logged into your account unless you click **LOGOUT** on this page. It is important that you log out of your account before leaving a public access computer, so that the next user cannot see your personal information.

## ADDITIONAL INFORMATION:

If you anticipate a job opportunity that is not yet advertised, you can prepare an application in advance:

- Go to [www.governmentjobs.com](http://www.governmentjobs.com) (our vendor) and create a Job Seeker account.
- Create your application; it will remain stored there for your future use.
- If you are applying for more than one position, you can tailor your applications and create as many versions as you wish. These multiple versions will reside in your account, and you will be able to select the appropriate version when you apply for any future job.
- Remember the log on name and password you created.

When you apply for a job at [www.princegeorgescountymd.gov](http://www.princegeorgescountymd.gov), you will use the same name and password you created at [www.governmentjobs.com](http://www.governmentjobs.com). You will only need to review the application you created previously, answer any supplemental questions required for that particular position, and submit the application.

**Please, do not share your email login or password with anyone; it will compromise your account.**

## HAVE QUESTIONS OR FEEDBACK ABOUT USING THE ON-LINE EMPLOYMENT APPLICATION?

Telephone the Prince George's County Government Office of Human Resources Management at (301) 883-6330, or send an email to [onlinejobapps@co.pg.md.us](mailto:onlinejobapps@co.pg.md.us)

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