City of Arcadia



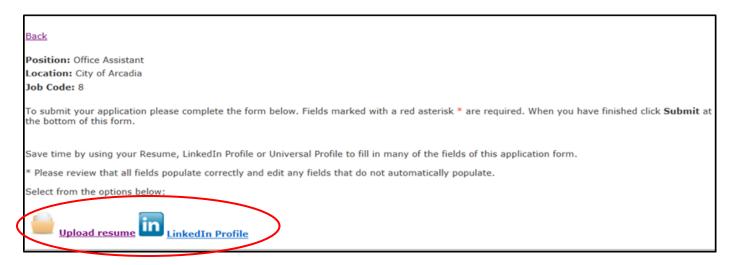
Online Employment Application User Guide

Introduction

Thank you for your interest in the City of Arcadia! This User Guide will assist you with submitting your employment application online. Please follow the instructions below to apply for one of our current openings. For further assistance, please contact the Human Resources Office at (626) 574-5405.

Step 1: Application Upload (Optional)

You can upload a resume or use your LinkedIn profile to pre-populate the employment application.



Please review your application to ensure that all fields populate correctly.

Step 2: Account Registration

To begin completing your application, you will need to create an account login to use every time you login to apply for openings or to check status on your application.

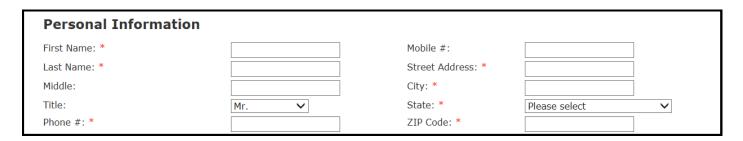


- Register with your email address.
- Passwords must be at least six (6) characters long.

Step 3: Personal Information

In the Personal Information section, please provide your contact information. Fields marked with a red asterisk (*) are required.

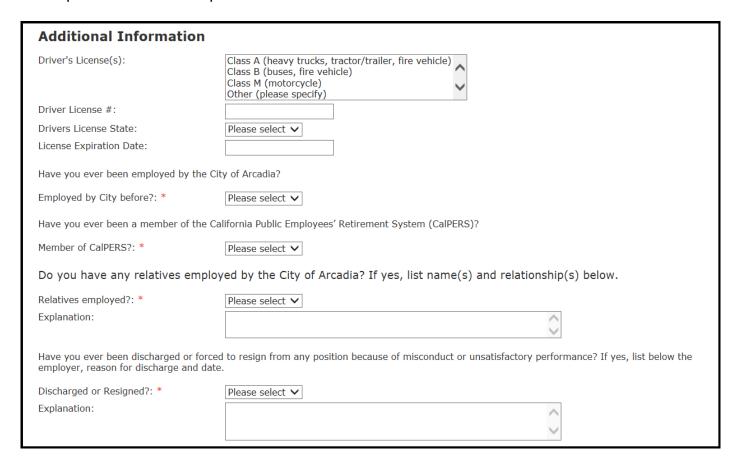
 Please note, it is important that the Human Resources Office has your most recent information on file. You may login to the careers website at any time to update this information.



Step 4: Additional Information

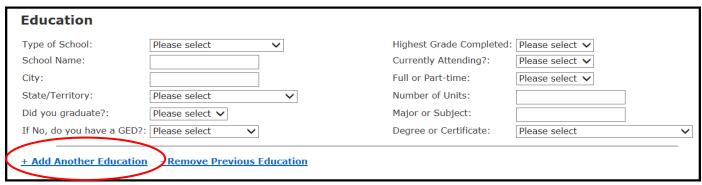
In the Additional Information section, you will be asked to respond to questions using the drop-down box.

• Some of your answers may require an explanation. If this is required, please provide an explanation in the box provided.



Step 5: Education

The Education section allows you to provide the Human Resources Office with your educational information.

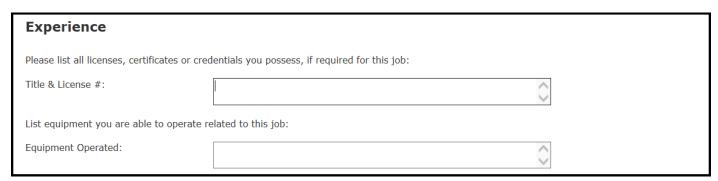


To add additional education please click the "add another education" link.

Step 6: Experience

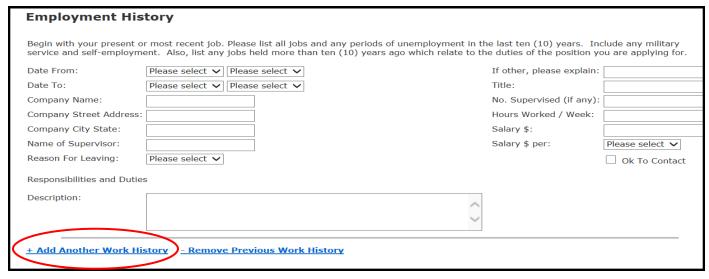
The Experience section allows you to list any certifications that you may possess and/or to list any equipment operating experience that is relevant to the position that you are applying for.

To upload your certificate(s), please refer to step 9.



Step 7: Employment History

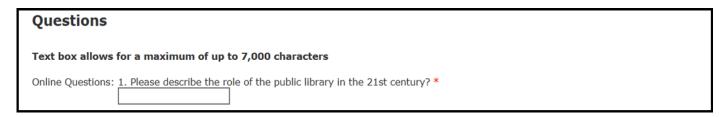
The Employment History section allows you to provide your work experience.



To add additional work experience click the "add another work history" link.

Step 8: Questions (If Applicable)

Some job openings may require you to answer additional questions to assist staff in evaluating your qualifications for the position. If this applies to the position you are applying for, you will find the Questions under this section. A response is required.



Step 9: Resume, Certifications, and Other Attachments

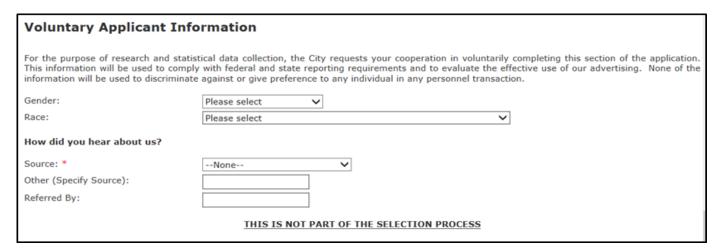
In this section you will have the opportunity to upload your resume and/or any other documents relevant to the position that you are applying for. Some examples are: a typing certificate, license, and/or diploma, etc.



To upload additional documents, please click the "add resume & attachments" link.

Step 10: Voluntary Applicant Questionnaire

The Applicant Questionnaire is voluntary and the information collected will be used to assist the Human Resources Office in maintaining the City's commitment to providing Equal Employment Opportunities.



Step 11: Certificate of Application

Please carefully read the Certificate of Application section before signing.

Certificate of Application

CERTIFICATE OF APPLICATION: (Please read completely before signing)

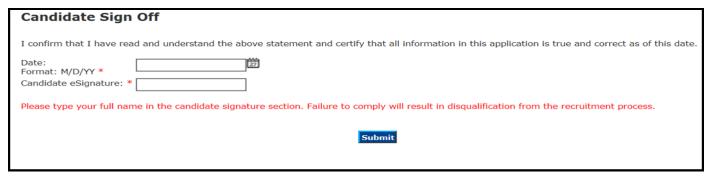
I authorize representatives from the City of Arcadia to investigate all statements contained in this application form. I authorize previous employers, personal references, or any other persons(s), except as otherwise set forth in writing by me, to give any and all information relevant to my employment.

I understand that my employment is conditional upon me passing a medical examination and that any misrepresentation or omission of facts requested shall be cause for non-hiring and dismissal from City employment at any time.

I understand that my employment is subject to a satisfactory reference check; fingerprinting subject to Labor Code Section 1051, and review of State summary criminal history information consistent with Arcadia Municipal Code Section 1500*. In addition, I authorize the City of Arcadia to place me in the Subsequent Arrest Notifications Program with the Department of Justice. In addition, I am aware that I may be asked to disclose any convictions resulting in a felony and/or misdemeanor after it has been established that I meet the minimum qualifications. Convictions of a felony and/or misdemeanor will not necessarily result in automatic disqualification but will be considered in light of the factors relating to the conviction.

I understand that if I am employed by the City in the classified service (all employees except those designated as "at-will"), I will be employed on a probationary status test period. I may be removed at any time for any reason permitted by law. I understand that once I have successfully completed the probationary period, I may be dismissed for cause pursuant to the rules and procedures set forth in the City Personnel Rules & Regulations. "At-will" employees can be dismissed for any legal reason without cause.

After reviewing the above, please date and sign the application.



- Enter the date in the exact format shown.
- Type in your full first and last name in the Candidate eSignature box provided.

Step 12: Application Submittal

Before clicking submit, please review your application carefully to ensure that all the information is accurate.

- Once you have reviewed your application and have determined that all the information is correct, please click the submit button.
- Once the Human Resources Office receives your application, you will receive an email
 confirming that the application has been received. Staff will carefully review and consider your
 qualifications for the position. You will be notified via email of your status in the recruitment
 process. As a reminder, you can always access your account by logging into the careers
 website to view your application or update your contact information.