NEOGOV Employment Application Guide

This guide describes how to apply for Fresno County employment opportunities using the NEOGOV online application system. The process consists of the following steps:

- Create An Account
- Find And Apply For Jobs

Create An Account

1. Visit the Fresno County Employment Opportunities webpage located at: http://agency.governmentjobs.com/fresnoca
2. Click on the Online Registration link located on the left hand side of the webpage.
3. Click on the Create an account link located in the upper right hand corner of the dialog box to enter your new account information. Click “Create” to complete the process.

- If you have created an account before, you cannot use the same email address again to create a new account. The email value must be unique.
- Usernames must be unique and can’t contain spaces or special characters.
- Passwords must be at least 8 characters in length and must contain upper and lower case letters, numbers and symbols.
- As you supply correct information for each field, a check mark on the right indicates the value is correct.
- After entering correct information into all fields, click Create.
- If you previously created an account and do not remember your username, click on Forgot Username to have your username will be emailed to you.
• If you previously created an account before and do not remember your password, click on Reset Password and instructions will be emailed to you.

4. After signing in, click on your username, displayed in the top right-hand corner of the webpage, then click on “Profile” to begin entering your personal information.

5. You may import information directly to your application from your LinkedIn account or from a document in .pdf, .doc, or .txt format by clicking on one of the options listed below. If you elect to import your resume, be sure to carefully proof read your application to assure information has been uploaded correctly. If you prefer to manually enter your information you may click the “Skip this step” button in the lower right hand corner.
6. The first section of your profile is General Information. Enter your personal information by clicking on the Edit button in the upper right-hand corner of the various dialogue boxes. When you have finished entering information for this section click Next to move on to the next section.

General Information

All fields are required unless they are marked (Optional)

Contact Information

Please fix the errors in the following section.

- Name
- Address
- Phone
- Email
- Notification Preference
- Email

7. The next section is Work Experience. To add your work experience, click the “Add work experience” button and enter the required information into the appropriate fields. Please ensure that you have read and reviewed a job flyer in its entirety to ensure your work experience reflects information required in order to meet the minimum qualifications for a classification (e.g. experience performing specific required functions, job titles of staff supervised, etc).

Work Experience

Add work experience

When you have completed entering information for a specific job, click the button at the bottom of the screen. You may enter additional positions by clicking on the “Add work experience” button and repeating the process as many times as
necessary to enter your complete employment history. When you have completed entering your work experience proceed to the next step by clicking Next.

8. The next section is Education. To add your Education history, click the “Add Education” button and enter the required information into the appropriate fields. Please ensure that you have read and reviewed a job flyer in its entirety to ensure your education reflects information required in order to meet the minimum qualifications for a classification (e.g. total number of semester units completed).

**Education**

When you have completed entering information for specific education, click the Save button at the bottom of the screen. You may enter additional education by clicking on the Add Education button and repeating the process as many times as necessary to enter your complete education history. When you have completed entering your education proceed to the next step by clicking Next.

9. The next section is Additional Information. Here you may enter information pertaining to certificates and licenses possessed, skills, languages spoken and any supplemental information you would like to include. When you have completed entering additional information proceed to the next step by clicking Next.
10. The final section is References. To add references, click the “Add References” button and enter the required information into the appropriate fields.

References

When you have completed entering information for a specific reference, click the **Next** button at the bottom of the screen. You may enter additional references by clicking on the “Add References” button and repeating the process as many times as necessary. When you have completed entering your references proceed to the next step by clicking **Save**.

**Find And Apply For Jobs**

1. Visit the Fresno County Employment Opportunities webpage located at: [http://agency.governmentjobs.com/fresnoca](http://agency.governmentjobs.com/fresnoca)

2. Scroll down to find a listing of current employment opportunities. Click on desired position title to open recruitment flyer and click the “Apply” button on the right side to begin application process.
Recruitments open to Fresno County employees only can be accessed by clicking on the “Promotional Opportunities” or “Transfer and Reinstatement Opportunities” links on the top of the web page.

3. Enter Username or Email address and password. Click “Sign In” to access online account and complete online application. If you have not created an account, you may do so at this time by clicking on the “Create an account” button in the top right corner and following the instructions in the Create An Account section.

4. For first time applicants, enter personal information into required fields by following steps 6-10 of the Create An Account section above.

5. After entering References information click to get to the Attachments section. You may attach any supplemental information you wish, such as resumes, certifications or transcripts by clicking the “Add supplemental attachment” button. Once you have finished entering desired attachments click on the button.

6. The next section is Agency Questions. This section contains questions pertaining to job related information as well as statistical information. Additionally, some positions may require the applicant to provide supplemental information by answering questions which will be located in the Supplemental Questions section below the Agency Questions. After answering all questions, click .
7. Review information previously entered into the various fields. You may edit information entered by clicking on the Edit button located the top right hand corner of the various sections of your application. Please ensure that you have read and reviewed a job flyer in its entirety to ensure your work experience/education reflects information required in order to meet the minimum qualifications for a classification (e.g. experience performing specific required functions, job titles of staff supervised, etc). Amendments cannot be made to an application once it has been submitted; for this reason, it is absolutely critical that you thoroughly review your information before submitting an application.

Once you have reviewed various fields and are satisfied with the information contained within your application proceed to click Proceed to Certify and Submit.

8. To finalize the application process read the information in the dialog box (below). Click on “Accept and Submit” to submit finalized application. As stated in the previous step, amendments will not be possible after submitting your application.

Certify & Submit

READ THIS STATEMENT BEFORE CHECKING THE SIGNATURE BOX:

Information provided on this application may be verified, including but not limited to, contacting former employers. 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, including that regarding my education and experience. I understand and agree that any misstatements or omissions of material facts herein will cause forfeiture on my part of all rights to employment by Fresno County.

IMPORTANT NOTICE REGARDING EMPLOYMENT:

Employment with the County of Fresno does not occur until the Department Head and the County Administrative Officer sign and file a formal document appointing the applicant to a job position following successful completion of all employment procedures, including a medical evaluation. Until formal appointment is made in this manner, any offers of County employment are conditional and preliminary and may be withdrawn. At time of hire, County employees must meet documentation requirements of the Federal Immigration Reform and Control Act of 1986. NOTE: We are unable to provide photocopies of submitted applications, resumes and other materials.

By clicking on the ‘Accept’ button, I hereby certify agreement with the terms given above for Applicant Release of Employment Information.
Successful submission of an application will be accompanied by the following screen.

Once successfully submitted, you may check the status of any application submitted through the NEOGOV system by signing into your account, clicking on your email or username in the upper right-hand corner of the webpage and clicking on the “Applications & Status” link from the dropdown menu.

For additional information or assistance regarding the NEOGOV online application process or the status of a recruitment, please contact Employment Services at (559) 600-1830.

For technical assistance with the NEOGOV system, please contact the NEOGOV Helpdesk toll-free at (855) 524-5627. This is a voice mail operating system. You will have to leave a message and a customer representative will return your call within 24 business hours.