Create an Account at governmentjobs.com

An account must be created to apply for positions with the City of Toledo

Follow these steps to Sign In:

1. Point your web browser to www.governmentjobs.com.
2. Click **Sign In** in the top right of the menu bar.
3. If you already created a user account, login using your previously created username and password. Otherwise, Click Create one to create an account, and then enter your new account information.

o If you created an account before, you cannot use the same email address again to create a new account. The email value must be unique.

o If you created an account before and can't remember you username, click on Forgot username. This sends you email with your username.

o Your password must be at least six characters in length, and contain at least one number.

o Answer the security question. In this example, type 14.

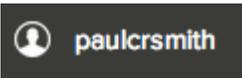o As you supply correct information for each field, a checkmark on the right indicates that the value is correct, for example:

o Click Create.

Keep a record of your username and password.

When you are signed in, your username appears on the right in the top menu bar:

If you need to change your password, use Accounts Settings in the pulldown below your username.

Find Jobs

You can find jobs using search as follows.

1. Type a job title in the search box. You can further limit the search by providing a state or city, for example:

Q accounting clerk	♀ california	Find Jobs

As you type in these boxes, it suggests jobs or locations that match, for example:

Q account

Category	**account**ing and finance
Title	**account** manager
	account representative
	accountant
	accounting clerk
	accounting manager
	accounting supervisor
	accounts payable clerk
	accounts receivable clerk

2. Click Find Jobs.

3. The jobs that match your search are shown, for example:

Ad by Google related to: **accounting clerk jobs**
Accounting Clerk (Hiring)
accountingclerkjobs.**myjob**helper.com/ Earn $18-$25 per hour. No Experience
Required

Accounting Clerk II
Lincoln, NE
PERM FULL TIME - $2,222.13 / mo

Nebraska Commission on Law Enforcement & Criminal JusticeLocation: Nebraska State Office Build
Centennial Mall SouthSchedule: M-F, 8:00 a.m. - 5:00 p.m.

Posted more than 30 days ago | Continuous | ⤢ Share

Accounting Clerk II - Head Start
5904 West Drive Unit 6 & 7 Laredo, TX
Part-Time - $1,407.47 / mo

Employee is under the supervision of the Education Director. This position is responsible for ensu
requisitions are appropriately processed related to maintenance repairs, renovations, inspections a

Posted more than 30 days ago | Continuous | ⤢ Share

Temporary Clerical Pool
Portales, NM
Part time temporary - Depends on Qualifications

Note: The purpose of this advertisement is to create a temporary on-call pool of applicants from wh
department may hire as needed. For this reason, applicants may be called in at any time during the
Examples of positions available may...

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4. Click on the title to open the job details.

Apply for a Job

To apply for a job:

1. Click on the Apply tab from job details.
2. You can speed completing basic profile information by importing a resume from LinkedIn, or by uploading a file. The supported file formats for uploading a resume are .pdf, .text, and .doc (Word).
3. Next you complete a series of steps (entries or screens).

   Your progress and current step in the process is shown on the left. In the next example, the information step is in progress:
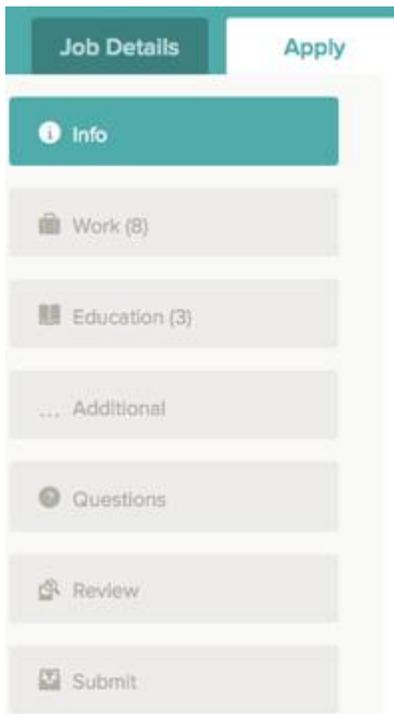
As you work on your application, refer to the the progress bar to see the number of items for each entry, and errors. In the next example, the work entry contains eight items, and the questions entry contains errors:

4. For each step, the buttons on the bottom allow you to save or discard your work on this entry.

Although your typing is periodically automatically saved, it is good practice to click on the Save button.

The Cancel button discards any changes you have made since the last save.

For some entries, the Remove link is present. It deletes the current entry, after a confirmation. Once deleted, the data cannot be recovered.

The last time that the entry was saved is also displayed at the top:

5. Provide general contact information.
6. Provide previous work experience information.
7. Provide educational information.
8. Provide additional information, including certificates and licenses, skills, and languages.
9. Provide references.
10. Answer any additional supplemental questions. These are general and agency supplemental questions. Depending on the hiring agency, this section may be blank.
11. Upload any attachments, such as a resume, drivers license, or certificates. The supported file formats are doc, docx, txt, pdf, jpg, and png.

Attachments

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

Cover Letter

velti.txt ❌

⊕ Add supplemental attachment

Required attachments must be provided before submission

Next

After you add one attachment, you can use Add supplemental attachment to add additional files.

12. Review each section. If there is an error, it is shown in the progress bar and also in the section.

🚩 Please fix the errors in the following section.

Use Edit ✏ to open this item and correct any errors.

Once your application is complete, Click on Proceed to Certify and Submit.

13. On the Certify & Submit page, click on Accept and Submit.

An Application Submitted message confirms that you have applied for the job.

You can check on the status of this job application by clicking on Applications in the top menu bar. Your username also indicates the number of in-progress and complete applications, for example:

paulcrsmith