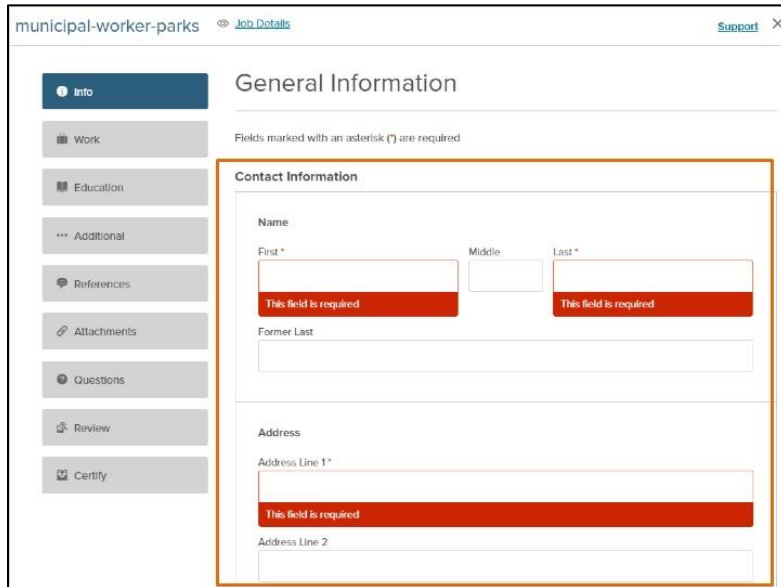


Filling Out an Application



Now that he has created an account, Jack is ready to begin filling out the job application. Jack has set aside a few hours to work on his application, since he knows it can take a lot of time.

The screenshot shows a web browser window with the URL <https://www.governmentjobs.com/careers/ocinnab/job/1957057/municipal-worker-parks/apply/general?keywords=par>. The page title is "municipal-worker-parks" and the sub-header is "Job Details". On the left is a sidebar with buttons for "Info", "Work", "Education", "Additional", "References", "Attachments", "Questions", "Review", and "Certify". The main content area contains the following questions and inputs:

- Question: "Do you have proof of your legal right to work in the US? *". Input: Radio buttons for "Yes" (selected) and "No".
- Question: "What is your highest level of education? *". Input: Text box containing "High School".
- Buttons: "Cancel" and "Save" (highlighted with a red box and an orange arrow pointing to it).
- Section: "Preferences".
- Question: "What is your minimum compensation requirement?".
- Question: "Are you willing to relocate?".
- Text: "Relocation Comments".

The application has several pages of information that he must complete. Each page is represented in the side bar on the left. He can track his progress as he goes along. On some sites, it is necessary to click a button or link to save your progress. It is a good idea to save your work often, so that you don't lose it if you lose your Internet connection for a moment, or if your time runs out on a public computer.

The image shows a screenshot of an online application form. On the left is a vertical navigation menu with buttons for 'Info', 'Work', 'Education', 'Additional', 'References', 'Attachments', 'Questions', 'Review', and 'Certify'. The 'Info' button is highlighted in blue. The main form area contains the following fields:

- Address Line 2: (empty text box)
- City *: Cincinnati
- State *: Ohio (dropdown menu)
- Zip Code *: 25202
- Country: US (dropdown menu)
- Phone section:
 - Primary: 513-867-5309
 - Primary Ext: (empty text box)
 - Alternate: (empty text box)
 - Alternate Ext: (empty text box)
- Email Address *: jackwillson2018@gmail.com

At the bottom of the form are two buttons: 'Cancel' (grey) and 'Save' (green).

Jack begins by filling out the first page of the application. Each page is an online form that must be completed by typing answers in text boxes and selecting options from drop-down menus.

He enters his response into each field. Some fields are required, because they have a red asterisk next to them. Some job websites might use a different symbol to indicate that a field is required.

Fields that are not required can be left blank. However, it is wise to still enter a response if the information will help the employer learn more about your qualifications for the job.

Personal Information

Do you have a Driver's License?

Yes No

Date of Birth

05/30/1976

Enter as MM/DD/YYYY

Do you have proof of your legal right to work in the US? *

Yes No

What is your highest level of education? *

High School

Tab → | ←

Press the **TAB** key
to move to the next field

Some questions require Jack to select a response by clicking a radio button. Some fields request a specific format for his answer and may provide instructions about the format. For example, some dates must be entered with two digits for the month, two digits for the day, and four digits for the year. If Jack does not follow the format, he may see an error message like this one when he tries to continue.

To move between fields, Jack can click on each field individually. He can also press the TAB key to move forward to the next field.

Secure | <https://www.governmentjobs.com/careers/cincinnati/jobs/1957057/municipal-worker-parks/apply/general?keywords=par>

municipal-worker-parks Job Details

Info

Work

Education

Additional

References

Attachments

Questions

Review

Certify

Do you have proof of your legal right to work in the US? *

Yes No

What is your highest level of education? *

High School

Cancel Save

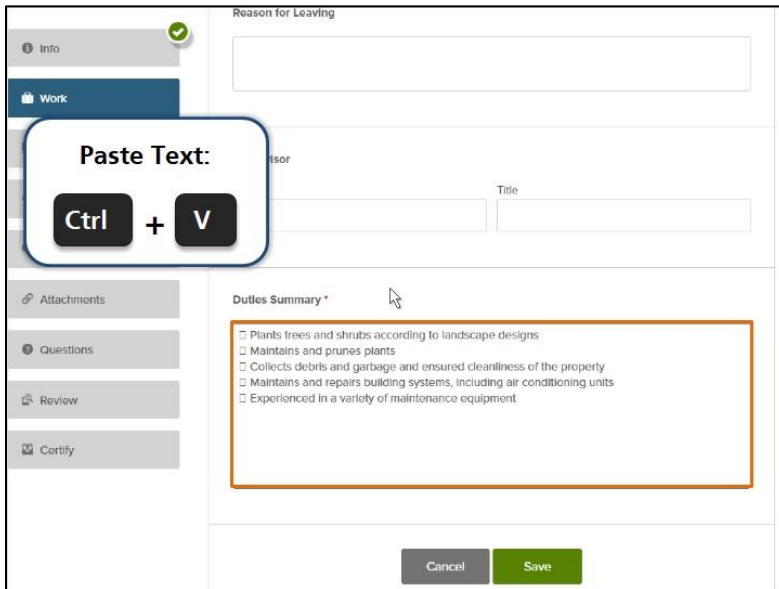
Preferences

What is your minimum compensation requirement?

Are you willing to relocate?

Relocation Comments

When Jack is finished with the first section, he clicks the Save button at the bottom. Doing this saves his progress. Rather than use the buttons in your browser, it is important to look for navigation links within the webpage to move backward or forward within a job application. These links will be more reliable and will ensure that the website is saving your progress.



In some pages of the application, there are larger text boxes that can hold more text. Jack notices that some of these fields are asking for information he has already included in his resume.

Jack can copy text from his resume and paste it into these fields to save time. To do this, he highlights the text in his resume. Then he presses the Control key along with the C key to copy it. Next he clicks the field in the job application where the copied text should go. To paste the text, he presses the Control key along with the V key.

The image shows a web-based job application form. On the left is a vertical navigation menu with buttons for 'Info', 'Work', 'Education', 'Additional', 'References', 'Attachments', 'Questions', 'Review', and 'Certify'. The 'Work' button is highlighted in blue. The main content area is titled 'Reason for Leaving' and contains a text input field. Below this is a 'Supervisor' section with 'Name' and 'Title' input fields. The 'Duties Summary *' section is highlighted with an orange border and contains the following text: 'Plants trees and shrubs according to landscape designs', 'Maintains and prunes plants', 'Collects debris and garbage and ensured cleanliness of the property', 'Maintains and repairs building systems, including air conditioning units', and 'Experienced in a variety of maintenance equipment'. At the bottom of the form are 'Cancel' and 'Save' buttons.

When Jack copies and pastes text from his resume, he needs to check the formatting of the pasted text. Sometimes there will be additional spaces or characters that don't make sense. Most job applications will not allow you to format the text like you can in a program like Microsoft Word. The text will appear as Plain Text. Remove any unnecessary characters to keep it as simple as possible.

DESCRIPTION	BENEFITS	QUESTIONS
<p>General Statement of Duties</p> <p>A. MUNICIPAL WORKER (SEASONAL MAINTENANCE WORKER)</p> <p>Grounds maintenance tasks including mowing lawns, hand trimming bushes, clearing weeds Litter pick-up and trash collection Manual landscaping tasks, such as installing trail ties, loading/unloading fertilizer and mulch Park building maintenance and cleaning; sweeping, mopping floors Special event tasks: loading/unloading and setting up/taking down tables and chairs Other Park maintenance tasks as assigned</p>		
<ul style="list-style-type: none"> Attachments Questions Review Certify 	<p>Duties Summary *</p> <p>Plants trees and shrubs according to landscape designs Maintains and prunes plants Collects debris and garbage and ensured cleanliness of the property Maintains and repairs building systems, including air conditioning units Experienced in a variety of maintenance equipment</p>	
<p>Cancel Save</p>		

It is important to include all of your relevant work history, experience, skills, and education in your application, even if it is already in your resume. Be sure to follow all the instructions in the job application. Some employers use computer software to analyze job applications. The software searches for keywords related to the job duties and qualifications, so it is a good idea to use the same words and terms that are included in the job listing.

Where should Jack click to go back to the **Info** section of this application?

Secure | <https://www.governmentjobs.com/careers/cincinnati/jobs/1957057/municipal-worker-parks/apply/work?keyword>

municipal-worker-parks [Job Details](#)

Info Work Education Additional References Attachments

Start Date

January Year * 2000

End Date

Month * Present

Reason for Leaving

Now it's your turn to help Jack. Where should he click to go back to the previous section of the application?