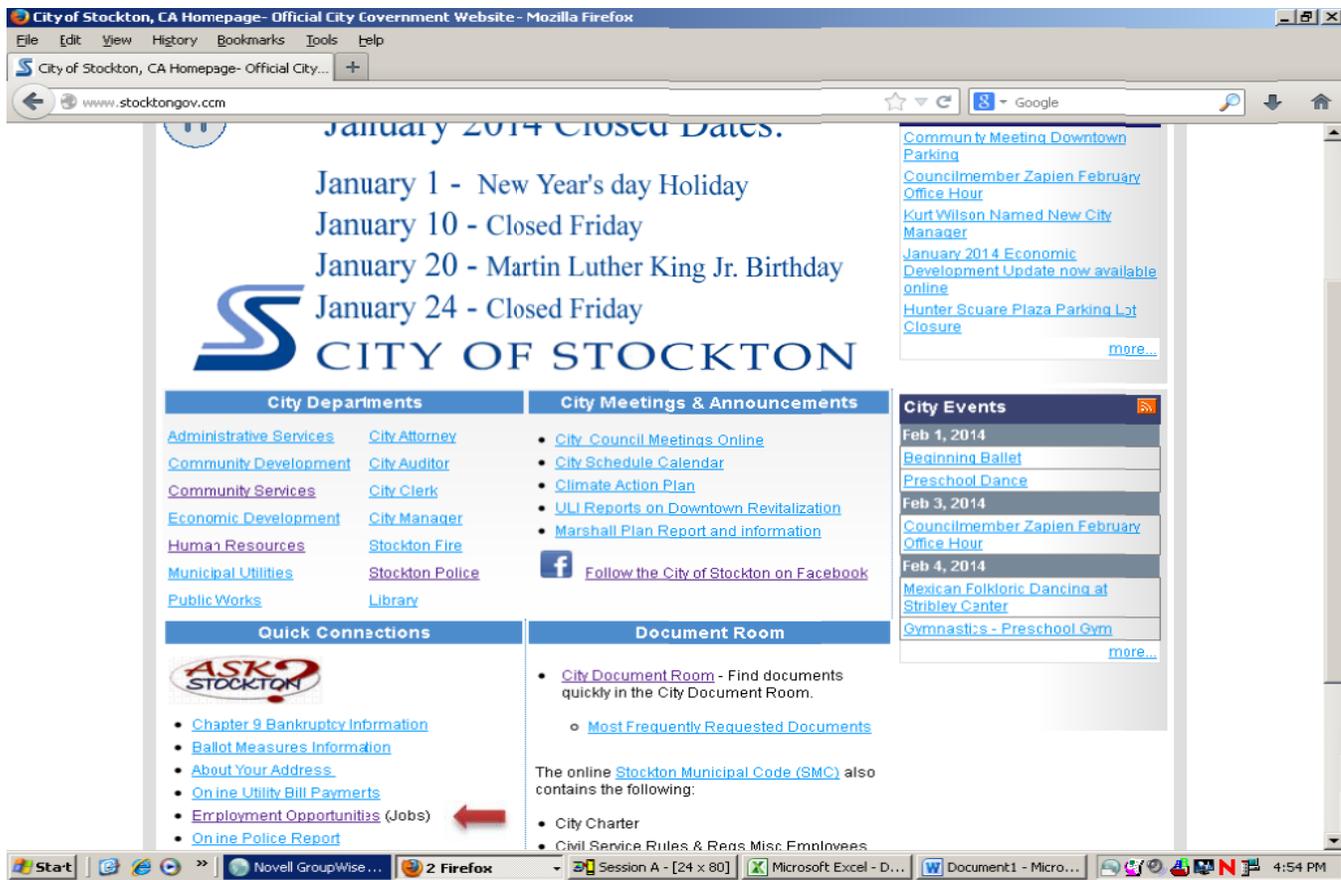




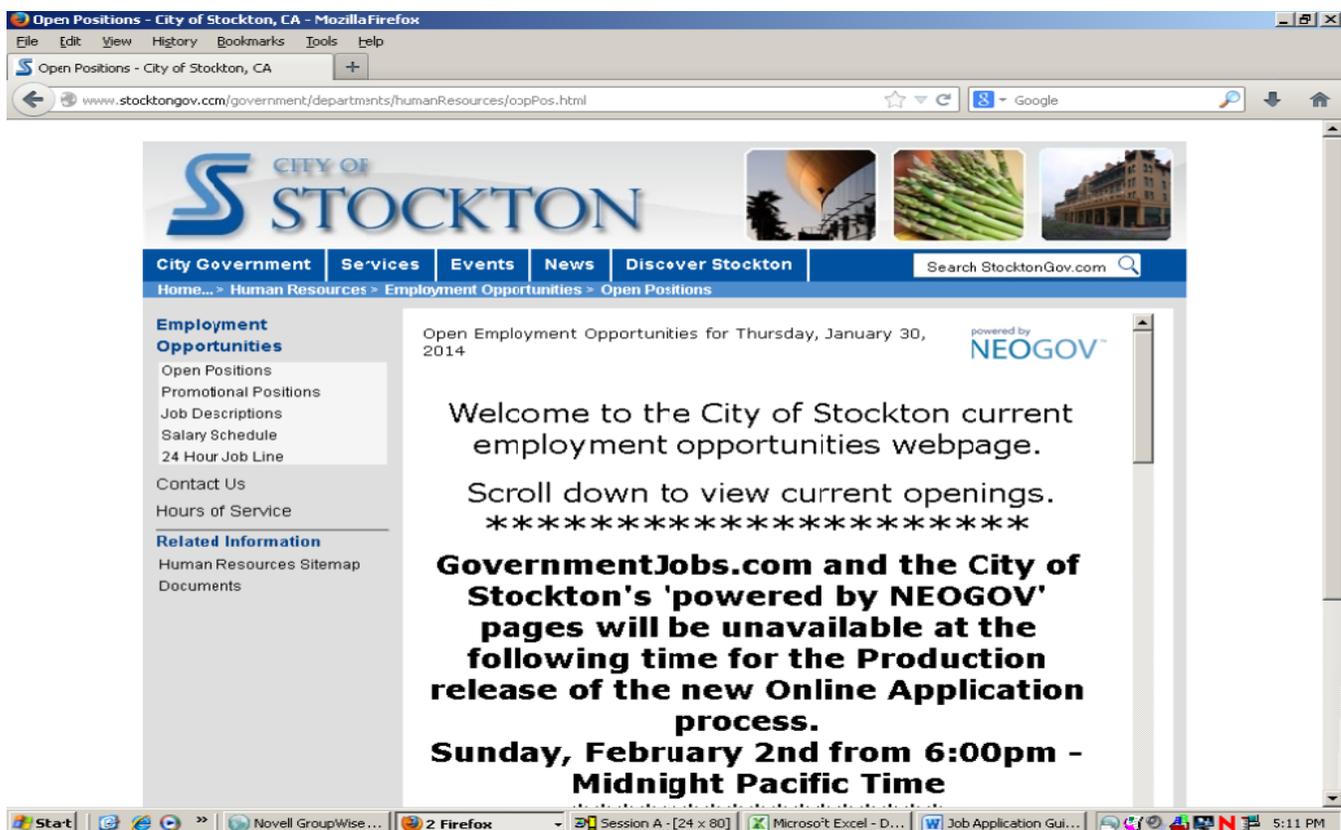
GUIDE TO ACCESS JOB OPPORTUNITIES
AND COMPLETING APPLICATIONS

This job application guide book has been created to assist you with applying for a position using the automated application process. If, after reviewing this document, or if you are an individual with a disability, and you need further assistance, you may contact the Human Resources Department at (209) 937-8233.

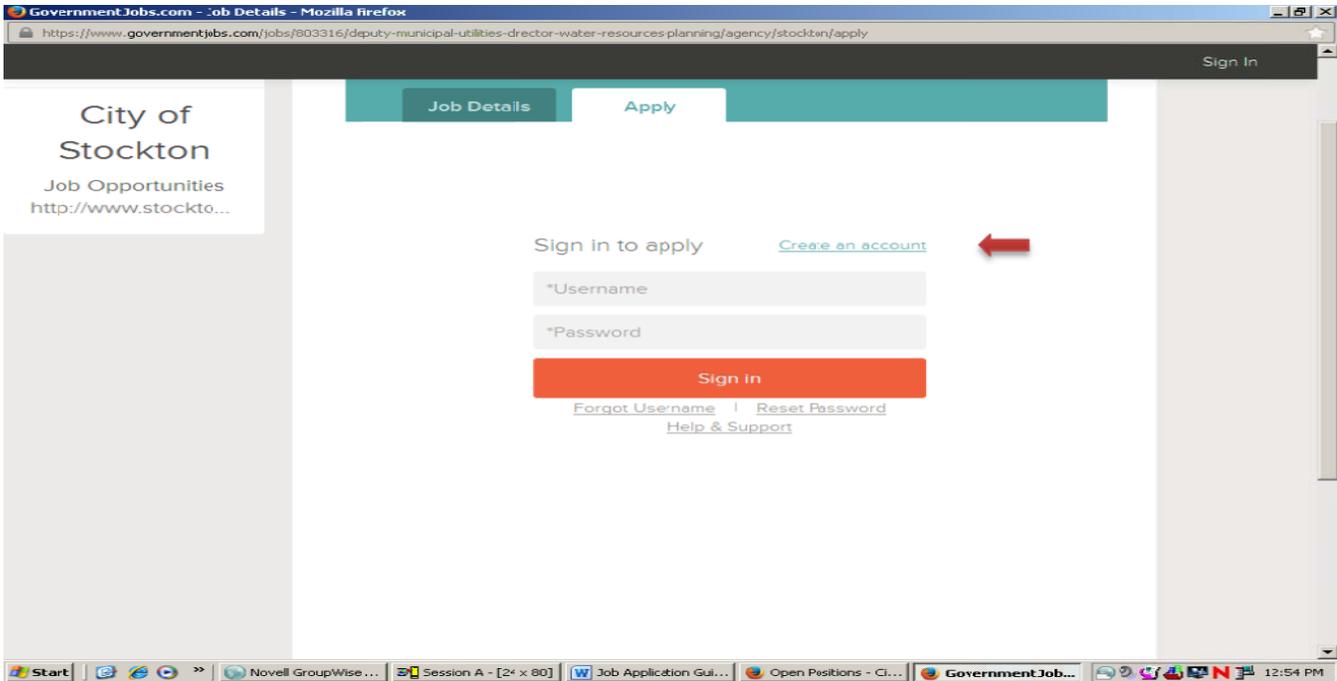
After turning on computer and opening up the web browser, insert: www.stocktongov.com. Under "Quick Connections", click on "Employment Opportunities" (Jobs).



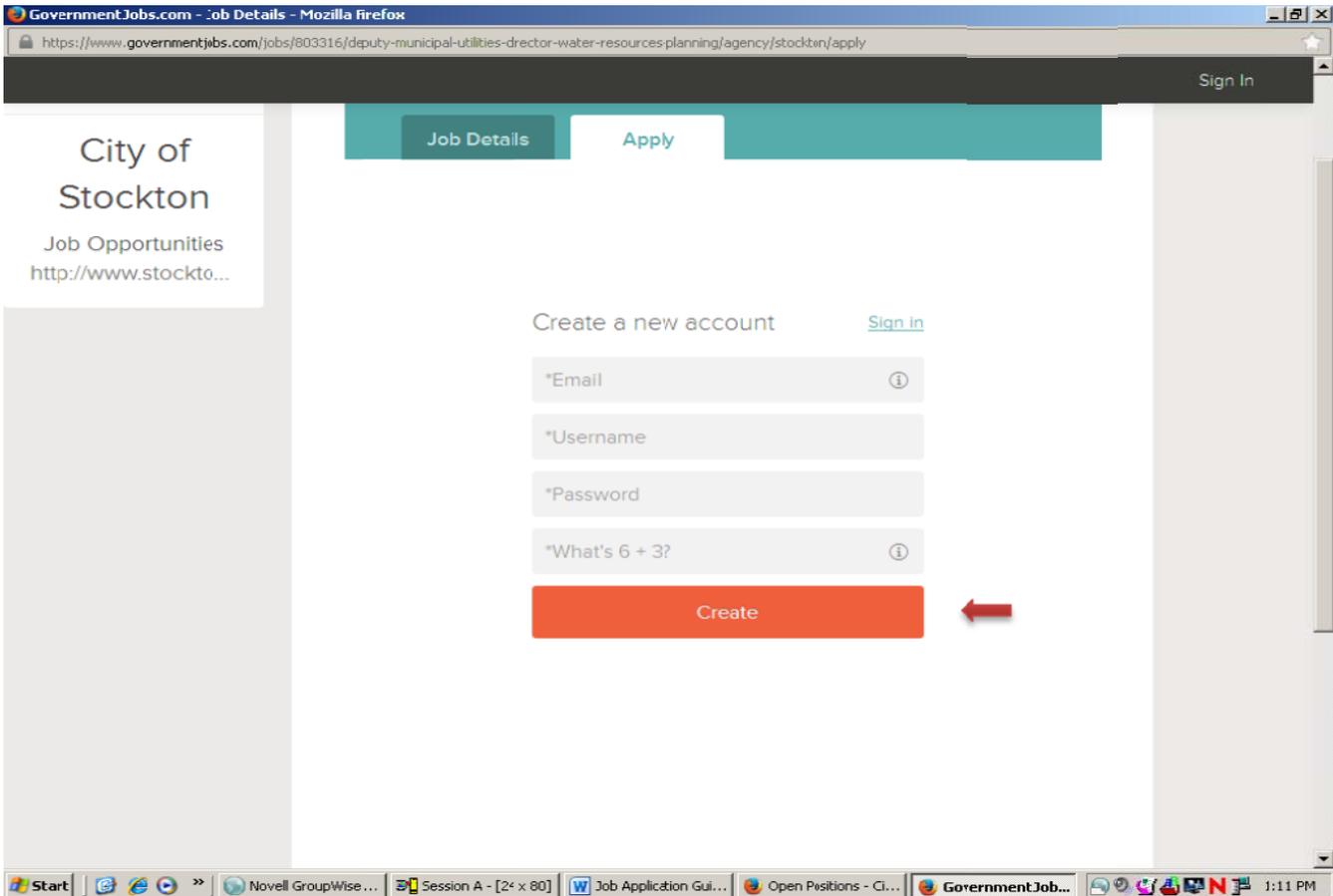
You will be taken to the City of Stockton's Human Resources Job Opportunities page. Scroll down to view current openings.



To apply online for a position, you must create an account which includes your username and password. Click on “Create an account”.



Once you have filled in the fields, click on “Create”.



Note: Remember to write this information down and keep it in a safe place for you to access when applying for City positions or other agencies that use NeoGov.

Click on the Apply tab and under the General Information section, input your contact information as required.

The screenshot displays the GovernmentJobs website interface. At the top, the browser address bar shows the URL: <https://www.governmentjobs.com/jobs/803316/deputy-municipal-utilities-director-water-resources-planning/apply/general>. The page header includes 'Job Search', 'Feedback', and a user profile icon labeled 'mpjumaos'.

The main content area features a teal banner for the job title: 'DEPUTY MUNICIPAL UTILITIES DIRECTOR - W...'. Below the banner are two tabs: 'Job Details' and 'Apply', with a red arrow pointing to the 'Apply' tab. A dropdown menu labeled 'Info' is positioned below the tabs.

The 'General Information' section is highlighted, with a note stating: 'All fields are required unless they are marked (Optional)'. Under the heading 'Contact Information', there are several input fields:

- Name:** Fields for 'First', 'M (Opt.)', and 'Last' are present, along with a 'Former Last (Optional)' field.
- Address:** Fields for 'Address Line 1', 'Address Line 2 (Optional)', 'City' (filled with 'Stockton'), 'State' (filled with 'California'), 'Zip Code', and 'Country (Optional)' (with a dropdown menu showing 'Select a country').
- Phone:** Fields for 'Primary (Optional)', 'Primary Ext', 'Alternate (Optional)', and 'Alternate Ext'.
- Email Address:** A field for entering an email address.

The Windows taskbar at the bottom shows the Start button, several open applications (Novell GroupWise, Session A, Job Application Gui..., Open Positions - Ci..., DEPUTY MUNICI...), and the system clock indicating 1:33 PM.

After inputting your information, click the "Save" button and begin inputting your personal information.

The screenshot shows a web browser window with the title "DEPUTY MUNICIPAL UTILITIES DIRECTOR - WATER RESOURCES PLANNING | Government Jobs - Mozilla Firefox". The URL is "https://www.governmentjobs.com/jobs/803316/deputy-municipal-utilities-director-water-resources-planning/apply/general". The page has a dark header with "Job Search" on the left, "Feedback" in the center, and a user profile icon labeled "mpjuma0as" on the right. Below the header is a large orange vertical bar on the left side of the page. The main content area contains a "Save" button (orange) and a "Cancel" button (grey) at the top. Below these buttons is the "Personal Information" section, which includes:

- A question: "Do you have a Driver's License? (Optional)" with radio buttons for "Yes" and "No".
- A sub-section titled "Driver's License" with three input fields: "State (Optional)" (a dropdown menu showing "Select State"), "Number (Optional)" (a text input field), and "Class (Optional)" (a dropdown menu showing "Select").
- A question: "Date of Birth (Optional)" with two dropdown menus: "Month" (showing "Select Month") and "Day" (showing "Select").
- A question: "Do you have proof of your legal right to work in the US?" with radio buttons for "Yes" and "No".

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "1:40 PM".

Click on the "Save" button and input your preferences.

This screenshot shows the same job application form, but now the "Preferences" section is visible. It includes:

- A "Save" button (orange) and a "Cancel" button (grey) at the top.
- A sub-section titled "Minimum Compensation Requirement" with two input fields: "\$ Per Year (Optional)" and "\$ Per Hour (Optional)".
- A question: "When are you available to work? (Optional)" with six checkboxes: "Day", "Evening", "Night", "Rotating", "Weekends", and "On Call".
- A question: "Are you willing to relocate? (Optional)" with radio buttons for "Yes", "No", "Maybe", and "No Response".
- A "Comments (Optional)" section with a text input field containing the placeholder text "Enter any comments regarding relocation...".

The Windows taskbar at the bottom shows the system tray with the time "1:42 PM".

If you failed to input required information, the system will indicate fields that require information. If this should occur, review your information to make sure you have answered or completed all required fields and then click the “Save” button again.

The screenshot shows a web browser window with the URL <https://www.governmentjobs.com/jobs/803316/deputy-municipal-utilities-director-water-resources-planning/apply/general>. The page title is "DEPUTY MUNICIPAL UTILITIES DIRECTOR - WATER RESOURCES PLANNING | Government Jobs - Mozilla Firefox". The user is logged in as "mpjumaos". The form contains the following sections:

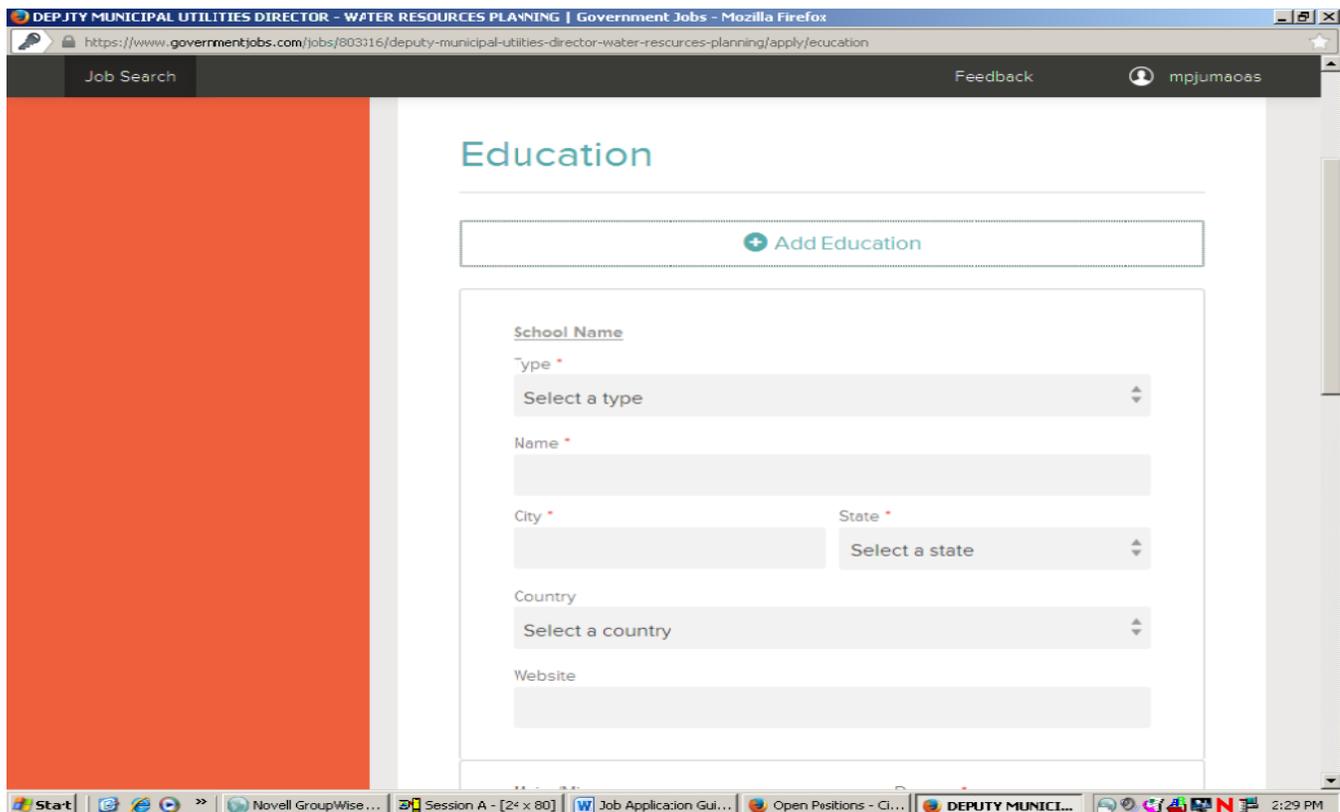
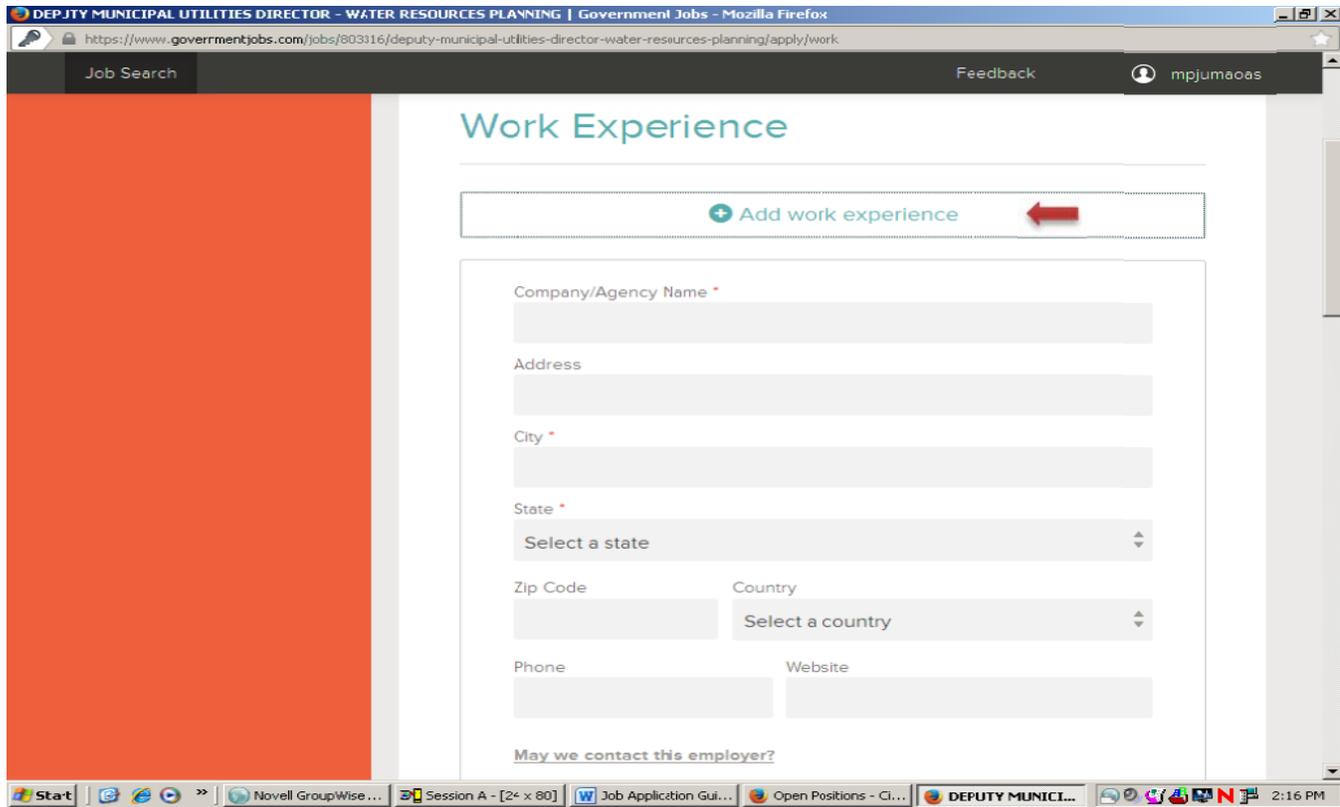
- Driver's License:** Fields for State (Optional), Number (Optional), and Class (Optional). The State field is highlighted with a red border and a message "This field is required".
- Date of Birth (Optional):** Fields for Month and Day. The Month field is highlighted with a red border and a message "This field is required".
- Legal Right to Work:** A question "Do you have proof of your legal right: to work in the US?" with radio buttons for "Yes" and "No". The entire section is highlighted with a red border and a message "This field is required". A red arrow points to this message.
- Education:** A question "What is your highest level of education?" with a dropdown menu. The dropdown is highlighted with a red border and a message "This field is required".
- Buttons:** "Save" and "Cancel" buttons are at the bottom.

You will be given an opportunity to review your personal profile (personal information) again and to make changes, if necessary, select the “Edit” button on the right hand side of the screen. Click the “Next” button to proceed.

The screenshot shows the same web browser window as the previous one. The form is now scrolled down to the "Preferences" section. The "Education" field from the previous screenshot is still visible at the top, with a red border and a message "This field is required". The "Preferences" section contains the following items:

- What is your minimum compensation requirement?** with an "Edit" button and a pencil icon. A red arrow points to the "Edit" button.
- Are you willing to relocate?**
- Relocation Comments**
- What shifts are you available to work?**
- What type of job are you looking for?**
- What type of work will you accept?**
- Objective**
- Buttons:** "Save" and "Cancel" buttons are above the "Preferences" section, and a "Next" button is at the bottom right.

If your information is correct, you may now start building your work experience and education information into your application. For each of the sections, you will be able to add information such as: "Add work experience" or "Add education". Click on these sections and input relevant information.



After inputting your information into each of the sections, you may click the “Save” button and “Next” to proceed. If you need to add additional information, you may do so by clicking on the + buttons. As you continue to update your information, your application will be built.

DEPUTY MUNICIPAL UTILITIES DIRECTOR - WATER RESOURCES PLANNING | Government Jobs - Mozilla Firefox

https://www.governmentjobs.com/jobs/803316/deputy-municipal-utilities-director-water-resources-planning/apply/additional

Job Search Feedback mpjumaos

Additional Information

Certificates and Licenses

+ Add certificate and license

Skills

+ Add skills

Typing speed Edit

Data Entry

Languages

+ Add language

Supplemental Information

+ Add supplemental information

Next

DEPUTY MUNICIPAL UTILITIES DIRECTOR - WATER RESOURCES PLANNING | Government Jobs - Mozilla Firefox

https://www.governmentjobs.com/jobs/803316/deputy-municipal-utilities-director-water-resources-planning/apply/references

Job Search Feedback mpjumaos

References

+ Add Reference

Reference Type Personal Professional

Name

First *

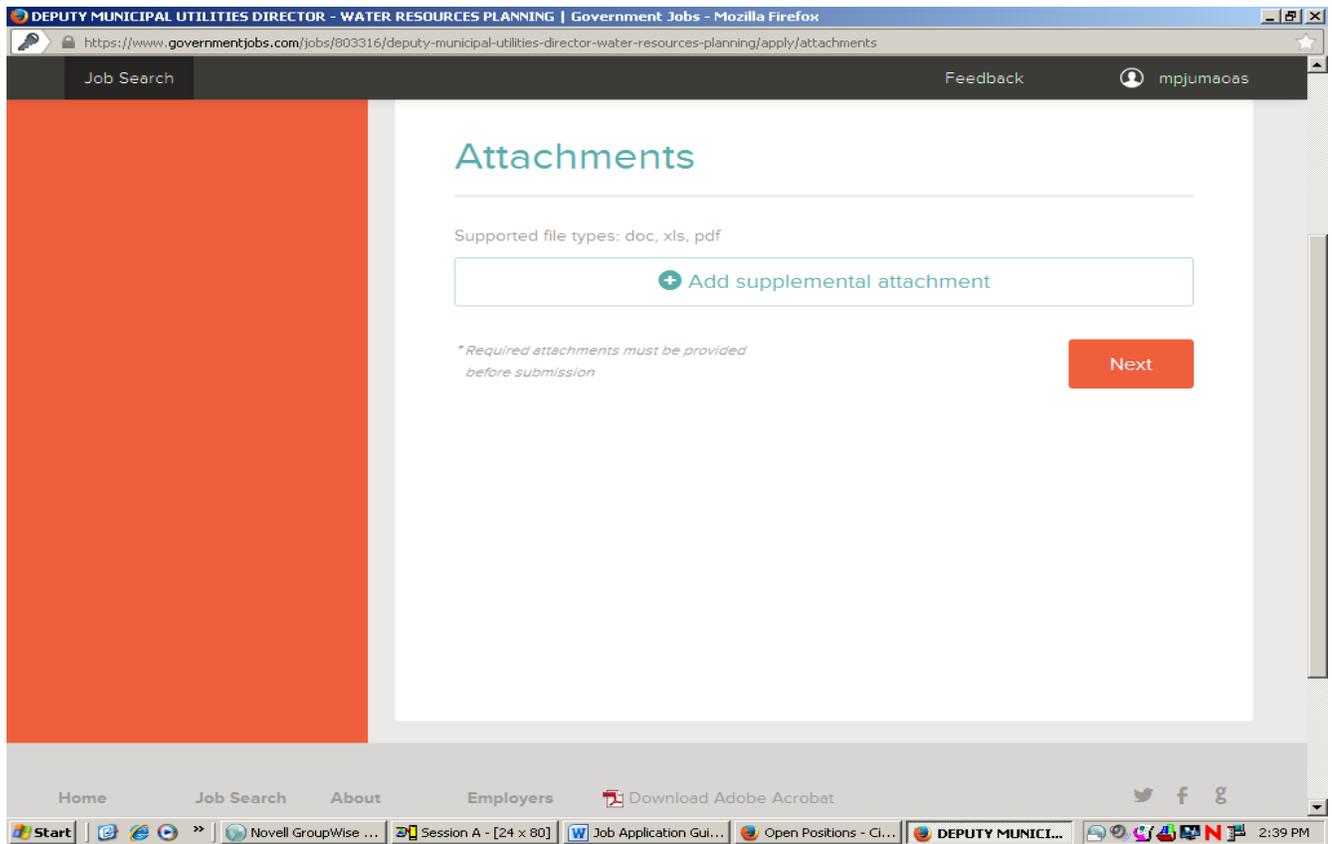
Last *

Title

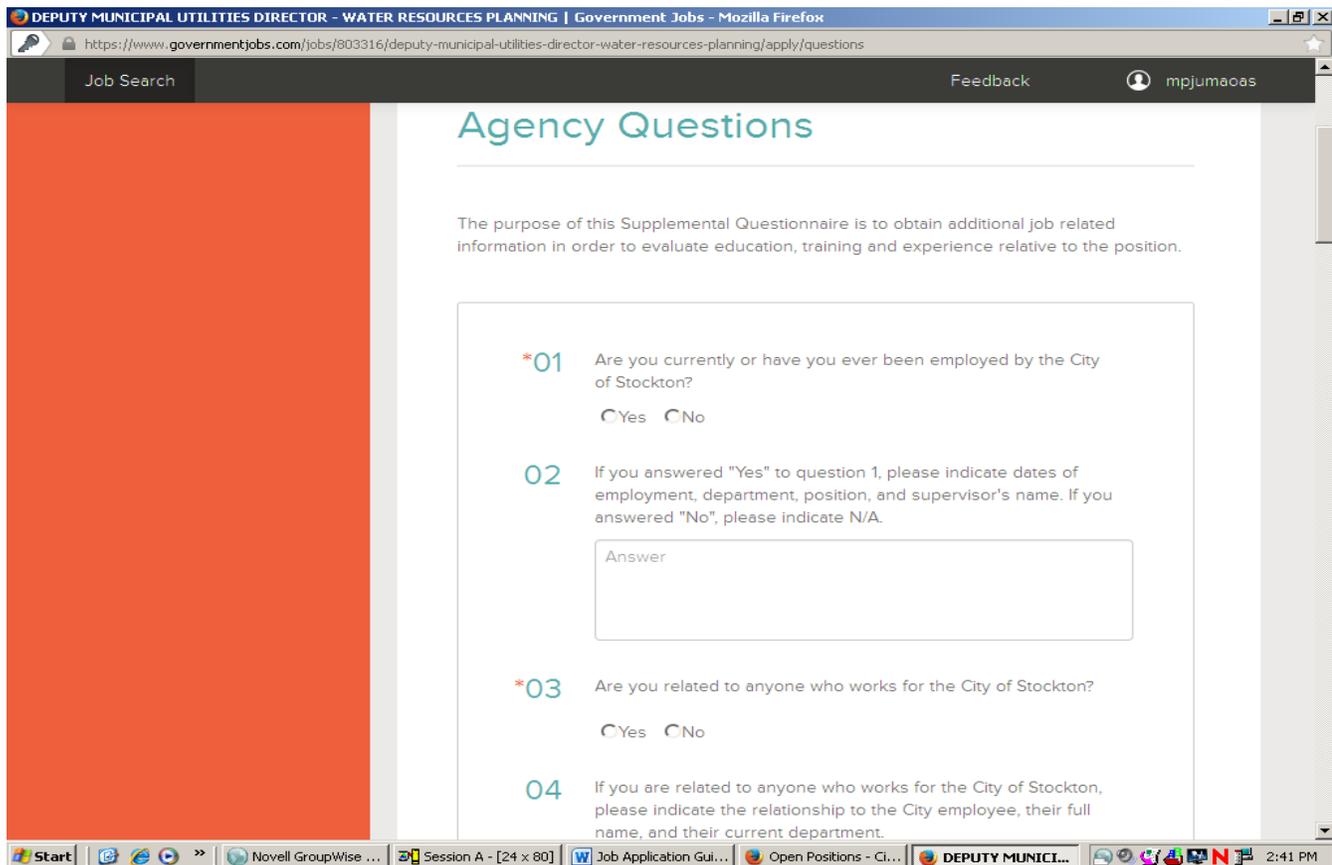
Address

Address Line 1

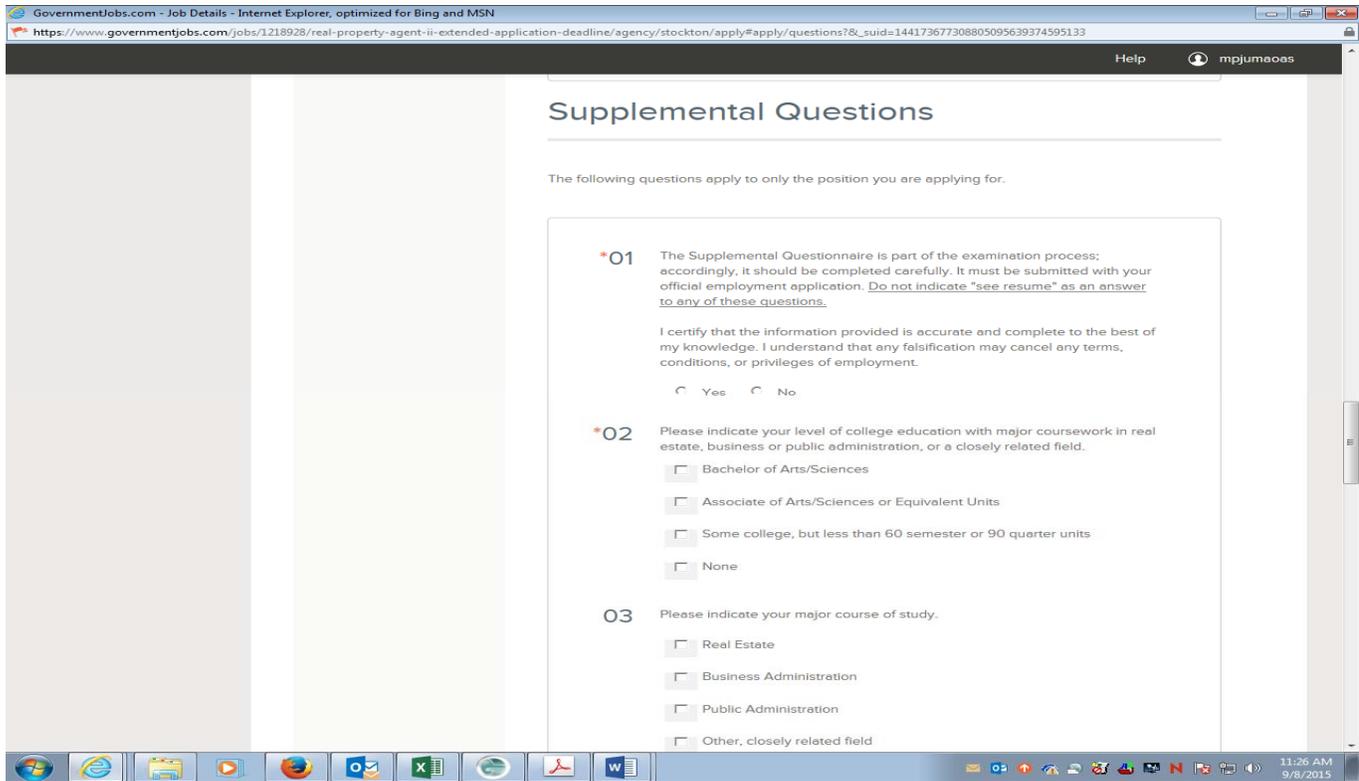
NOTE: If you are attaching a resume, the City's policy is that a resume does not take the place of a completed application. Failure to complete an application will be grounds for rejecting an application.



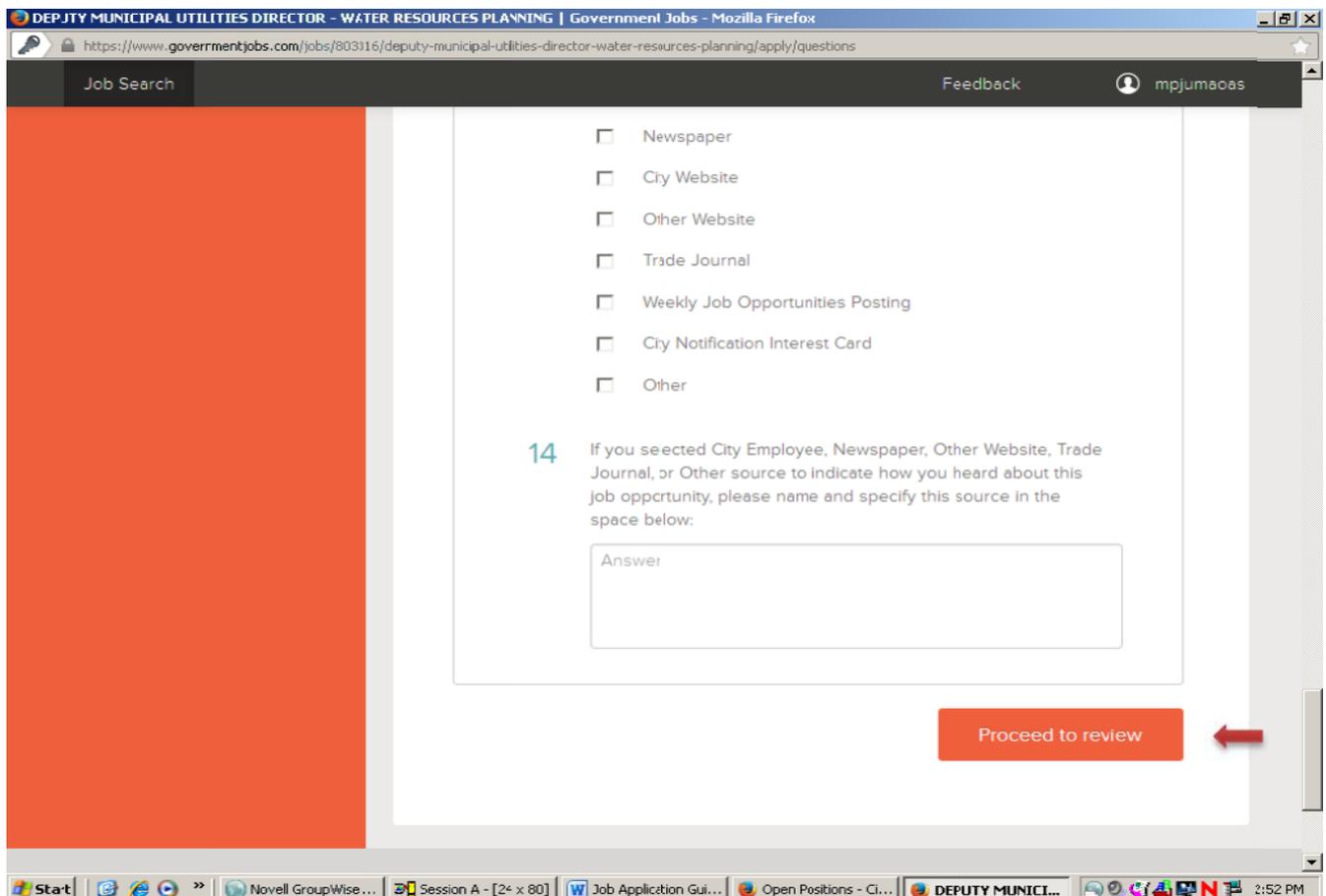
All positions have required agency questions for applicants to complete. Please answer all questions completely.



Some positions will have supplemental questions. For those positions, you must complete this section to continue.



When you have completed the responses to the questions, you may click on "Proceed to review".



You will have an opportunity to review your application and your responses to the requested information. If the application meets with your satisfaction, click on "Proceed to Certify and Submit".

DEPUTY MUNICIPAL UTILITIES DIRECTOR - WATER RESOURCES PLANNING | Government Jobs - Mozilla Firefox

https://www.governmentjobs.com/jobs/803316/deputy-municipal-utilities-director-water-resources-planning/apply/review

Job Search Feedback mpjumaos

Retirement System (CalPERS) agency: Are you currently, or have you ever been, enrolled in CalPERS?
Yes

Please help us measure the effectiveness of our outreach. How did you learn of this job opportunity?
No answer(s) specified

If you selected City Employee, Newspaper, Other Website, Trade Journal, or Other source to indicate how you heard about this job opportunity, please name and specify this source in the space below:
No answer(s) specified

Attachments

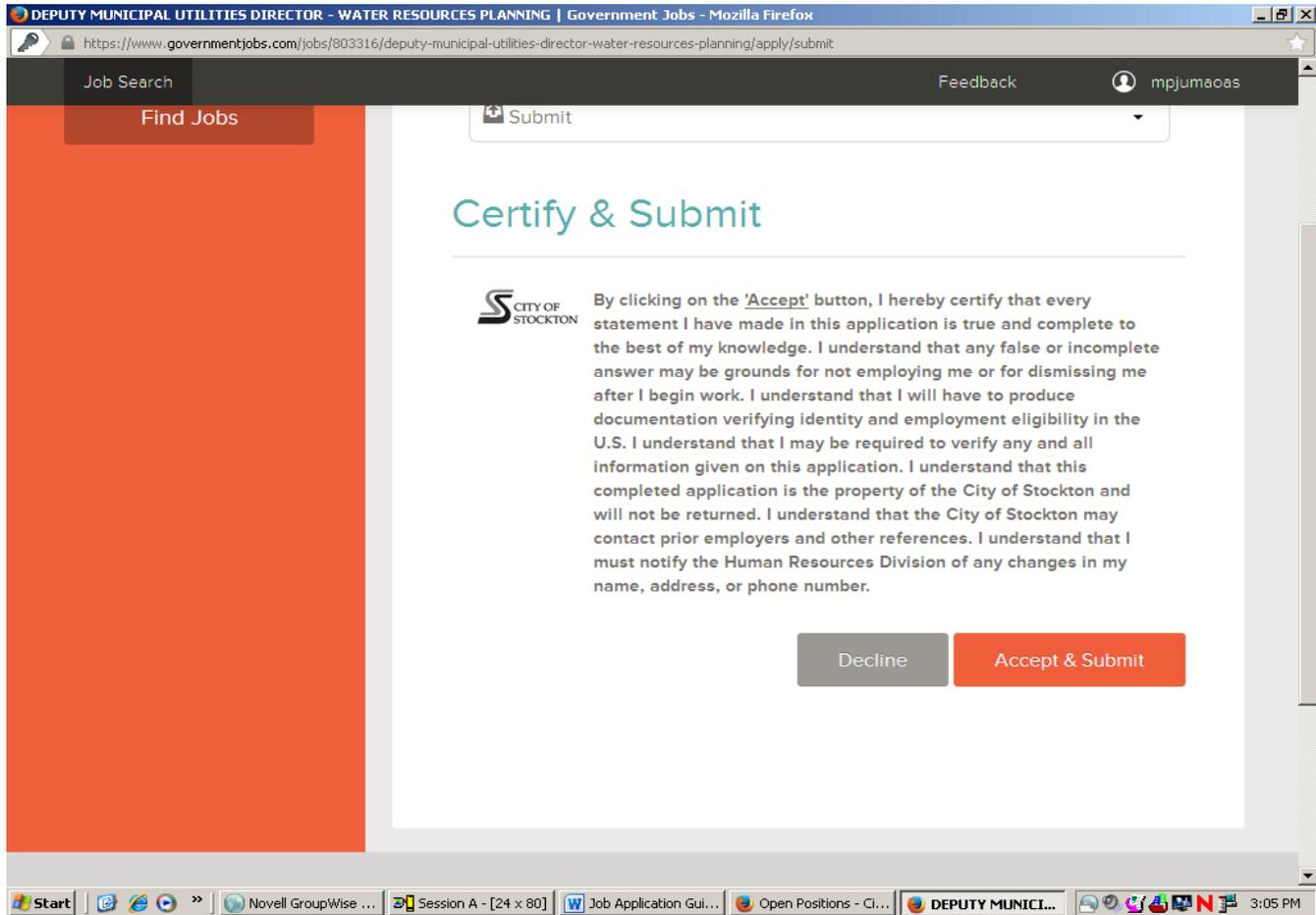
Supported file types: doc, xls, pdf

Add supplemental attachment

Proceed to Certify and Submit

Start Novell GroupWise... Session A - [24 x 80] Job Application Gui... Open Positions - Cl... DEPUTY MUNICI... 2:58 PM

Review the Application Certification statement carefully. False representations made on an employment application may be grounds for rejection or termination after hire. In addition, completed applications are required. Once you have read and understand the statement, you may choose to “Accept & Submit” or “Decline”. If you decline, your application will not be submitted. Accepting acknowledges your understanding of the statement and your application will be submitted. If you have any questions that need clarification before accepting, you may contact the Human Resources Department at (209) 937-8233.



After clicking “Accept & Submit”, your application will be sent electronically to the Human Resources Department for review. Print this screen and save for your files. The system will notify you periodically by email as to the status of the application process. You will be notified if you are selected for testing or for an interview.

Good luck on your job search!