

Submitting an Application

≣ Menu >	JOB OPPORTUNITIES	→] Sign In
		Sign In All fields are required
City of Cincir	nnati 📖 🚅	jackwilson2018@gmail.com
		Sign In
Welcome to the C	ity of Cincinnati's Job Opportunities Page! (Visit)	Forgot Username? Reset Password
	nent, in collaboration with its partners, promotes, gr	or sign in with f Facebook
	SHOW MORE	Linkedin Sign In his been disabled. to access your account, choose the Reset Password link above and enter your LinkedIn login email
Q Search	34 jobs fo	address on the Password Reset page.
		Don't have an account? Create one.
ARCHITECT INTERN (NON	N-COMPETITIVE)	
Full-time Classified - \$56,148.78 - \$75,45 Exam Type: Open	9.27 Annually	
	stance with city architectural and/or urban design projects ad to architectural and urban design projects; to serve as	

He returns to the employer's site, and clicks on the link to sign in. He is prompted to login to his account using the username and password he created earlier.



IONICIPAL WORK	ER (PARKS)	Applying as: Jack Wilson Support
0 Info	General Information	
niin Work (1)	Fields marked with an asterisk (*) are required	
Education (1)	Contact Information	
··· Additional	Name Jack Wilson	Edit
References	Address 1820 Church STReet Cincinnati, OH, OH 25202	
Attachments (1)	US	
Questions	513-867-5309 Email	
🛱 Review	jackwilsonr2018@gmail.com	
Certify	Personal Information	
	Driver's License	Edit

Once he logs in, he sees his account. He can click the link in the job title to review his application.

It is a good idea to proofread your entire application before submitting it. Even if you were very careful when you entered your information, it is always possible you had a typo or mistake.



ntact Information	
Name	
Jack Wilson	3
Address	
1820 Church STReet	
Cincinnati, OH, OH 25202	
US	
Phone	
513-867-5309	
Emall	
jackwilsonr2018@gmail.com	

As Jack reviews his application, he notices that he made a few errors. To correct those errors, he can click the Edit link and make changes to that part of the application. He makes the changes and clicks on the Save link.

Once he has made the corrections, he is ready to submit. He clicks the button to Proceed to Certify and Submit.



≣ Menu →	APPLICATIONS	⊖ Jack Wilson ~
CityofC		
	SUBMITTED INCOMPLETE	1 Submitted Applications found
MUNICIPAL WORKER (PARKS)	Applied on 08/26/2018 12:01 PM Application Received Eastern History	
City of Cincinnati, Ohio	History]

Jack receives a notice on the screen that the application has been submitted, and he should also receive an email confirmation. Before logging out of the website he goes back to his account page. Here, he can now see that the status of his application is "submitted." He can return to this site at a later date and login to see if there are any status updates about his application.





Jack checks his email and sees a confirmation message telling him that his application has been received. He saves the email for future reference, just in case he needs it.

He also saves a copy of the job description for his own reference. This may come in handy later if he gets an interview for the job, since sometimes the description is removed from the website once the application deadline has passed.

