



City of YUMA

APPLYING ONLINE

AND

CREATING AN APPLICATION

GUIDE

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This quick reference card will guide you through the process of creating an application and applying for a job with the City of Yuma.

The City of Yuma no longer accepts paper applications. All applications are completed online. If you do not have access to a computer, the City of Yuma has three (3) computers located in the Human Resources Department for your convenience.

It will take approximately 30-45 minutes to complete all sections of the application. You must have an e-mail address to apply.

If you have previously created a "User Account" you will not be able to create another "User Account" with the same e-mail address.

Once you have created an application, you do not need to create a separate application for every job you apply for. You may reuse an application as many times as you like. You may edit your application to keep it current. Each applicant must have his/her own "User Account". "User Accounts" cannot be shared.

To Create Your Applicant Profile Before Applying for a Job

Step 1: Go to "www.YumaAz.gov." and click on "Jobs".

Step 2: Click on "create an account", fill out the information under "Request New Job Seeker Account", and save.

In order for you to access your account at any time, you will need your "Username" and "Password". Please write it below for future reference.

Username: _____

Password: _____

Step 3: After you have created your "User Account" and have logged in, you will click on "Create Application".

- Enter an application name and click on the "Create Application" button. The application name is for your reference only.
- Fill in the "Job Application Profile" and click on "Save and View Application" button.
- Select the "Edit" and/or "Add" button in each section of the application to complete each part of the application and click on the "save" button at the bottom of each section.

You may edit and/or add information to the application as needed.

Step 4: Click on the "Logout" link in the upper-right hand corner to exist.

Please follow the instructions on the back of this page under "To apply for a Specific Job Opening", to submit your application for a specific job.

IF USING THE COMPUTERS IN THE HUMAN RESOURCES DEPARTMENT PLEASE DO NOT TURN OFF THE COMPUTER MONITOR

If you have any questions or need help, please call:

City of Yuma

Human Resources Department

(928) 373-5125

Revised 12/2009



City of YUMA

**APPLICANTS WHO HAVE
ALREADY CREATED A
“USER ACCOUNT”
GUIDE**

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To Apply for a Specific Job Opening

Step 1: Go to “www.YumaAz.gov.” and click on “Jobs”. Click on “Log into My Account” with your previously created username and password.

In order for you to access your account at any time, you will need your “Username” and “Password”. Please write it below for future reference.

Username: _____

Password: _____

Step 2: View current City of Yuma job openings by selecting Full-time Openings or Part-time Openings. Then click on the job title that you are interested in and review the job qualifications. If you are qualified for the position, click on “Apply”.

Step 3: You may choose one of your stored applications for the position that you are applying for. Please be sure to update/edit the job application section.

Step 4: Answer the agency-wide questions and click on the “Save & Proceed” button at the bottom of the screen.

Step 5: Answer the job-specific supplemental questions (if any) and click on the “Save & Proceed” button at the bottom of the screen.

Step 6: Click on “Confirm Application”. Here you will have another chance to review and make any changes to your application. If you are satisfied with all your information, click the “Confirm Application” button.

Step 7: This will bring you to “Certify and Confirm”. Read the certification statement carefully before you accept. Once you “Accept” your application will be submitted and a confirmation statement will be displayed.

Click on the “Logout” link in the upper-right hand corner to exist.

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