



City of YUMA

APPLY ONLINE CREATE AN APPLICATION

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This quick reference card walks you through the process of creating an application and applying for a job posting.

Note: You must have an e-mail address to apply!

Kiosk Directions: You do not have the ability to print from the Kiosk. If you are using our lobby Kiosk, please skip Step 1 and proceed with Step 2.

Step 1: Go to: www.ci.yuma.az.us. Click on "City Employment". Then choose the link that best suits your needs (Available Full-Time or Part-time Opportunities, Internal Opportunities, Job Descriptions).

Step 2: Click on the job title that you are interested in. Review the job qualifications. If you are qualified for the position, then click on "Apply"

Step 3: Click on "Create Your Account Here" button if you do not already have an account. (You will see reference to GovernmentJobs.com) Proceed.

Note: If you have already created a user account, login using your previously created username and password.

You will not be able to create another applicant account using the same e-mail address.

Step 4: Enter your account information. You will need this information to access your account in the future. Write it down.

USERNAME: _____

PASSWORD: _____

Click on the "Save" button.

Step 5: Click on "Login" button.

Step 6: If you have an existing application you want to use, click on the application name (highlighted in blue) AND skip to Step 8.

Note: You do not need to create a separate application for every job that you apply for. You may reuse an application as many times as you want. You may edit your application to keep it current. Each applicant must have his/her own account. You cannot share accounts.

Step 7: If you don't already have an application created.

- A. Click on "Create Application" button.
- B. Input a title for your application. This name is seen only by the applicant.
- C. Fill in your information in the "Personal Profile" section.
- D. Click on the "Save & View Application" button at the bottom of the screen.

Note: An asterisk (*) means that field is required.

Step 8: Select the Edit and/or Add links (highlighted in blue) to add additional information to the application as needed.

Step 9: Once completed, click on the "Go to Step 2 Agency-wide questions" button (top or bottom of screen) to continue.

Step 10: Complete the required Agency-wide questions or press the "Populate" button (if available) to use your previous answers.

Note: If you need more than one hour to complete this section, click on the "Save Work in Progress" button occasionally to save your work. All questions marked with an asterisk (*) must be answered in order to submit the application.

Step 11: Click on the "Save & Proceed" button (bottom of the screen).

Step 12: Complete Supplemental Questions, if required. If not, skip to Step 13.

Step 13: Click on the "Confirm Application" button (bottom of screen) to submit application.

Step 14: Read the certification statement and select "Accept" to submit the application. A confirmation statement will be displayed.

Step 15: Click on "Logout" button.

You may check the status of your application at any time on-line using your account information. You will be notified via email as your application is processed.

**PLEASE DO NOT TURN OFF
THE COMPUTER MONITOR!**

For questions, please contact us at

(928) 373-5125.