Instructions for Completing an Official Job Application

Why would I need a County application?
You may need an application for HR transactions that involve:

- Extra Help / Provisional (PV) / Sub PV Hires or Rehires
- Alternately staffed promotions
- Internal Transfers
- Work Out of Class (WOOC) / Temporary Assignment Responsibility Differential (TARD)

How do I login and print a submitted application?
If you have submitted an application in the past, visit https://www.governmentjobs.com/ and login into your account; then follow the "Save as a PDF" instructions.
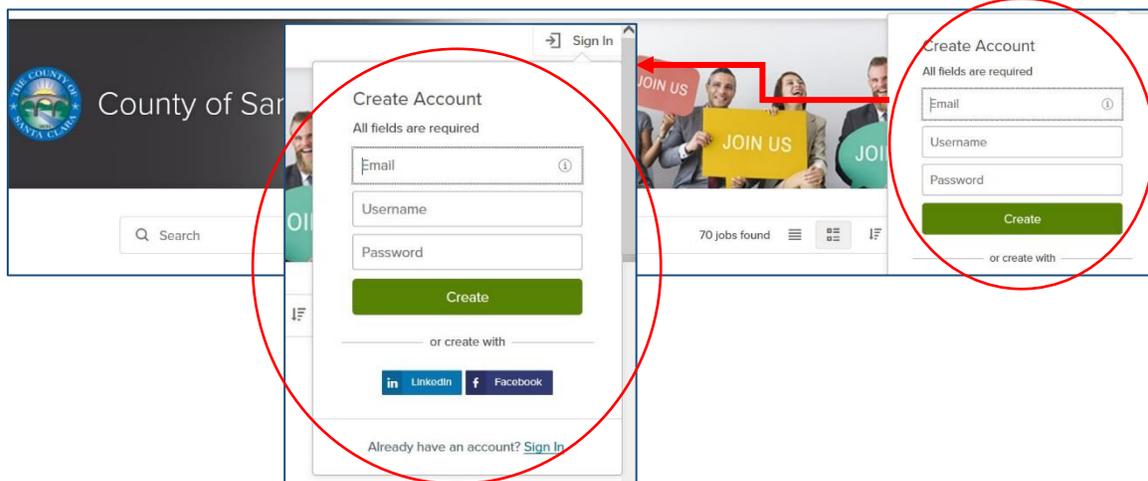
How do I submit an application?
1. Go to: https://www.governmentjobs.com/careers/santaclara/jobs/856656/official-job-application. Please note applications submitted to the "Official Job Application" posting will not be monitored.

2. Sign in to your NEOGOV account or create an account

    a. Existing Account

    b. Create a New Account

3. Click Apply

4. Fill in your information and/or edit as needed

5. Follow the steps in NEOGOV to complete the job application

6. Review and submit
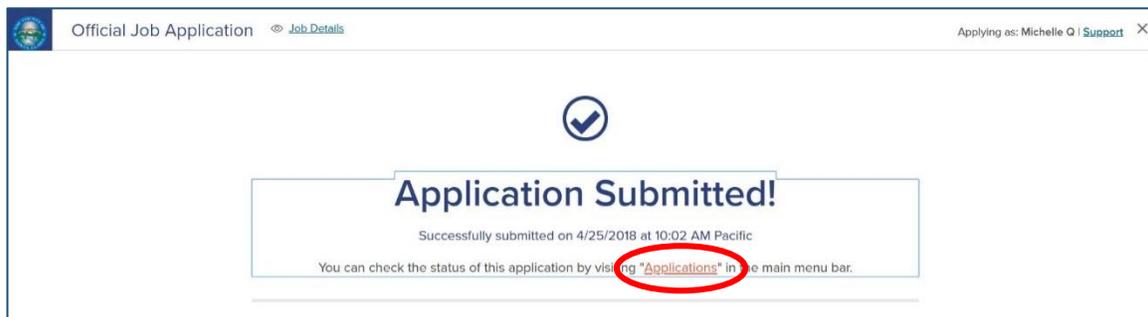
Save as a PDF

    a.   Go to your submitted applications in your account and click on an application you submitted
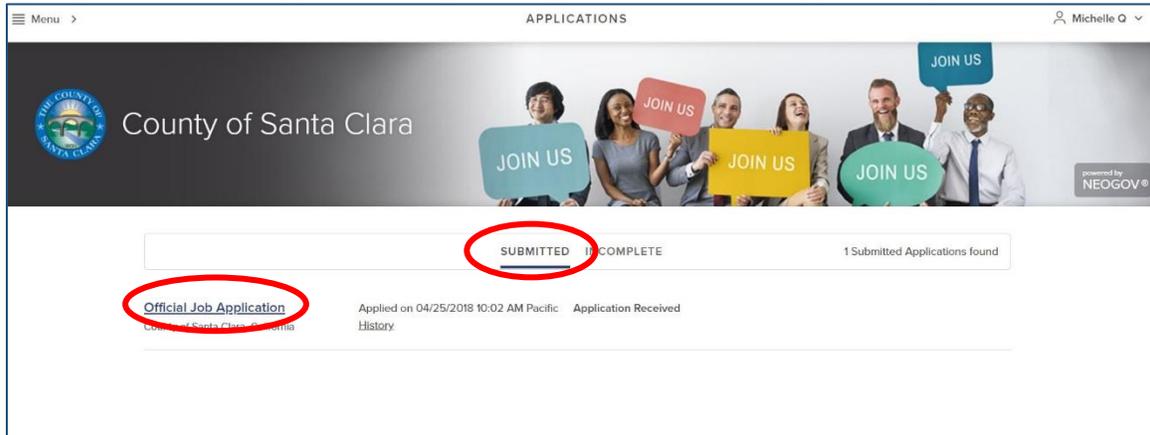
    b.   Print as PDF
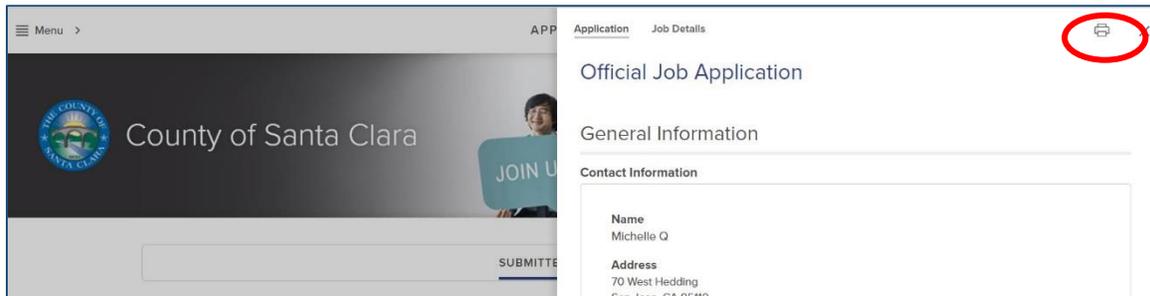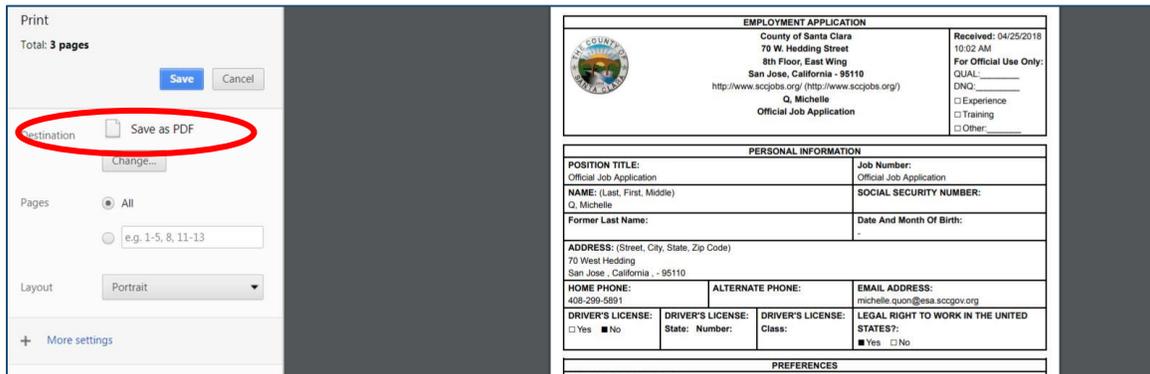

    c.   Save as PDF
          i. In Chrome

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      ii. In Internet Explorer

          1. A new tab will generate when you click on the print icon in IE

          2. Print as PDF (Ctrl+P)

    d. Save on your desktop so you can email the PDF or print it. The print version may have boxes without information such as "Social Security Number", "Date and Month of Birth" DO NOT add information to those fields.

Resource on how to apply
Find additional resources on how to apply at the Government Jobs website:
https://www.governmentjobs.com/Home/ApplicationGuide

Questions?
For Countywide positions contact Human Resources at (408) 299-6816, for positions at Santa Clara Valley Health & Hospital Systems, call (408) 885-5450 and for positions at Social Services Agency call (408) 755-7130, or contact your department's HR Analyst.