

## Submitting an Application

≣ Menu >	JOB OPPORTUNITIES	→ Sign In
i	i 🐴	Sign In All fields are required
City of Cin	cinnati	jackwilson2018@gmail.com
		Sign In
Welcome to t	the City of Cincinnati's Job Opportunities Pagel (Visit )	Eorgot Username?   Reset Password
Mission: The Human Resources De	pariment, in collaboration with its partners, promotes, gr	or sign in with
	SHOW MORE	LinkedIn Sign In has been disabled. To access your account, choose the Reset Password link above and enter your LinkedIn login email
Q Search	34 jobs fc	address on the Password Reset page.
		Don't have an account? Create one.
ARCHITECT INTERN (M	NON-COMPETITIVE)	
Full-time Classified - \$56,148.78 - \$ Exam Type: Open	75,459.27 Annually	
To provide professional, specialized correspondence and presentations	assistance with city architectural and/or urban design proj related to architectural and urban design projects; to serve	ects; to prepare programs, documents, e as a liaison between the city and contractors in
0 ¥ in 8 <sup>+</sup> ■		Posted more than 30 days ago I Closes in 1 week

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.



IUNICIPAL WORK	ER (FARNS)	Applying as, Jack Wilson ( Support
0 Info	General Information	
illin 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	
🛱 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	
iackwilsonr2018@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 →	APPLICATION	S Jack Wilson 🗸
City of C	ncin nat	
	SUBMITTED INCO	MPLETE 1 Submitted Applications found
MUNICIPAL WORKER (PARKS)	Applied on 08/26/2018 12:01 PM Applicati Eastern	Ion Received
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.

