



How to apply for a specific job if you already have an account

1. Click on the job title of the position you are interested in applying for on the job openings page.

3 records found.
Page # of 1

Position ▾	Emp. Type ▲	Salary ▲	Filing Date ▲
Accounting Specialist I, 12M00000853	Full-Time Permanent	\$2,500.00 - \$5,000.00 monthly	11/12/09
<p>The purpose of the class is to provide customer service within the assigned department. The class is responsible for processing checks, assisting vendors, maintaining files, and completing forms and reports. The class works according to some procedures, with some flexibility in deciding how or when to do things under general supervision. Supervision: • Exercised: Classification typically does not supervise. • Received: • Note: Other reporting relationships may apply</p>			
Administrative Program Support Assistant...	Full-Time Permanent	\$2,167.50 - \$4,947.33 monthly	11/10/09
<p>This is intermediate level administrative work of moderate difficulty and complexity involving a variety of tasks requiring independent work decisions within established policies, procedures and technical knowledge in a specialty field. An employee in this class performs clerical duties in relation to a specific division program, which require the application of independent judgment based on knowledge gained through work experience. Positions in this class typically determine if compliance with programmatic requirements are met and approve or disapprove services, projects, activities or financial payments. This includes the processing of applications, certificates, grants or other program records The variety of work differs among</p>			

2. Review the job posting and then click on the 'Apply' link.

Current Openings powered by
NEOGOV™

Job Title: Accounting Specialist I, 12M00000853

Closing Date/Time: Thu. 11/12/09 11:59 PM Eastern Time

Salary: \$14.42 - \$28.85 Hourly
\$1,153.85 - \$2,307.69 Biweekly
\$2,500.00 - \$5,000.00 Monthly
\$30,000.00 - \$60,000.00 Annually

Job Type: Full-Time Permanent

Location: City Hall, 900 E. Broad St., Richmond, Virginia

Department: Human Resources

[Print Job Information](#) | [Apply](#)

Description
Benefits
Supplemental Questions





3. Login using your previously created username and password.
Note: If you forgot your username and password, click on the **'I Forgot My Password'** link and it will be e-mailed to you.

Username:

Password:

Not Registered Yet? [Create Your Account Here!](#)
[I Forgot My Password](#)

4. Click on the position title in the box in the center of the page.

Current Openings
Welcome, Jane Smith

Main MenuApplication StatusMy Account

To apply for the position of [Accounting Specialist I, 12M00000853](#) click here.

Applications You've Created:

Name	Date Created	Modify
My Application	Nov 6, 2009	Edit Delete

Tip: You do NOT need to recreate a new application every time you're applying for a position.





5. Once your *Job Application Profile* opens, review the information and make sure it is correct. Click the **'Save & View Application'** button to continue.

Current Openings
Welcome, Jane Smith Help Logout

Main Menu Application Status My Account

Accounting Specialist I, 12M00000853 - Application process steps:

① >>>>> ② >>>>> ③ >>>>> ④ >>>>> ⑤

[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Job Application » Profile * Required Field

Cancel Save & View Application

Contact Information

* First Name
Middle Initial
* Last Name
Primary Phone
Alternate Phone
* Email
* Notification Preference
By which method would you prefer to be notified about application status, testing dates and examination results?
* Address 1
Address 2
* City
* State
* Zip
Country
Former Last Name
list only one; leave blank if none
Month and Day of Birth /

Cancel Save & View Application ←





- Review the entire content of your job application to ensure that no corrections need to be made. Click the 'Go to Step 2: Agency Wide Questions' button to continue.

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Accounting Specialist I, 12M00000853 - Application process steps:

① Job Application
② Agency-wide Questions
③ Supplemental Questions
④ Confirm Application
⑤ Certify & Submit

Job Application » Review

* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

Go to Step 2: Agency-wide Questions
←

Contact Information		Edit Contact Information
Name:	Jane L Smith	Address: 123 Street Richmond, Virginia 23219
Home Phone:	(804) 222-2222	Email: janelsmith@e-mail.com
Former Last Name:		Notification Preference: Email
		Alternate Phone: (804) 333-3333
		Month and Day of Birth: 01/01
Personal Information		Edit Personal Information
Driver's License:	Yes, Virginia	
Can you, after employment, submit proof of your legal right to work in the United States?	Yes	
What is your highest level of education?	Bachelor's Degree	
Preferences		Edit Preferences
Preferred Salary:	\$38,999.00 per year	
Are you willing to relocate?	Maybe	
Types of positions you will accept:		
Types of work you will accept:		
Types of shifts you will accept:		
Objective		
To obtain gainful employment in the accounting field.		
Education		Add Education
College <i>My College</i> 9/1995 - 9/1999 Richmond, Virginia	Did you graduate: No College Major/Minor: Business Units Completed: 325 Semester Degree Received: Bachelor's	Edit Delete
High School <i>My High School</i> 9/1995 - 6/1999 Richmond, Virginia	Did you graduate: Yes Degree Received: High School Diploma	Edit Delete
Work Experience		Add Work Experience
Administrative Accounting Specialist 6/1998 - Present	Hours worked per week: 45 Monthly Salary: \$3,000.00 Name of Supervisor: Bob Jones - Accountant May we contact this employer? Yes	Edit Delete
Accounts-R-Us 234 Street Richmond, Virginia 23223 (804) 444-4444		
Duties		





7. Since you have previously answered the agency wide questions, you may click the **'Populate'** button to automatically populate the answers with your most recent responses. However, you may answer the questions again if you would like. Click the **'Save and proceed'** button at the bottom of the page to continue.

8. Answer the supplemental questions and click the **'Save and Proceed'** button at the bottom of page to continue.





- Review all the information that you entered in your application and confirm that it is correct. If you need to correct anything, click on the edit link to do so. After reviewing your application, click the **'Confirm Application'** button at the top or bottom of the page.

The screenshot shows the 'Confirm Application' step of the application process for the position of Accounting Specialist I, 12M00000853. The user is Jane Smith. The application process steps are: 1. Job Application, 2. Agency-wide Questions, 3. Supplemental Questions, 4. Confirm Application (current step), and 5. Certify & Submit. A 'Confirm Application' button is highlighted with a black arrow pointing to it from the right.

- Click the **'Accept'** button to certify and submit your application.

The screenshot shows the 'Certify & Submit' step of the application process. The user is Jane Smith. The application process steps are: 1. Job Application, 2. Agency-wide Questions, 3. Supplemental Questions, 4. Confirm Application, and 5. Certify & Submit (current step). A 'Certify & Submit' button is highlighted with a black arrow pointing to it from the bottom.

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the City of Richmond and will not be returned. I understand the City of Richmond may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.





11. After you certify and submit your application, you will receive the following message to confirm your application has been received.


Current Openings

Welcome, Jane Smith Help Logout

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Application for [Accounting Specialist I, 12M00000853](#) is complete. [Click here for a printable version of the application you just submitted](#)

Confirmation



Dear **Jane Smith**

Thank your applying for employment with the City of Richmond. We have received your application. You will receive instructions by email and/or mail as to the next step in the process.

The examination process may include one or more of the following: application review and evaluation, performance test, written test, and/or oral interview examination.

Questions asked during the examination process are based on the knowledge and abilities required to successfully perform the job.

Be sure to logout of your account after you apply.

