



# Denton County Online Application Guide

## How to apply for a job:

1. To find job opportunities at Denton County, browse to [www.dentoncounty.com/jobs](http://www.dentoncounty.com/jobs).
2. Scroll down the page to see a list of open job opportunities. Click on the Position Title you are interested in. (If you don't see any openings you are interested in, but would like to be notified when an opening occurs. see page six (6) for instructions).
  - a. You can also search for jobs by checking the boxes of the job types you are interested in or by entering in keywords and performing a search.

**Search Criteria**  
All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes.

Select Category	Select All Categories	Clear All Categories
<input checked="" type="checkbox"/> Accounting and Finance (2)	<input type="checkbox"/> Administration (1)	<input type="checkbox"/> Animal Services (1)
<input type="checkbox"/> Building Maintenance (1)	<input type="checkbox"/> Custodial (1)	<input type="checkbox"/> Human Resources (1)
<input type="checkbox"/> Library (2)	<input type="checkbox"/> Parks (1)	<input type="checkbox"/> Professional (1)

Enter keywords (optional):  Go

[Request job notifications by category...](#)

3. Review the job information carefully. Pay attention to the duties, minimum qualifications, and knowledge, skills and abilities, etc.
4. Click on the **Apply** link to begin filling out an application for the posting.

Job Title: **Accountant III-2**

Closing Date/Time: Fri. 04/06/07 5:15 PM Central Time

Salary: \$18.08 - \$30.72 hourly  
 \$1,446.31 - \$2,457.96 biweekly  
 \$3,133.67 - \$5,325.58 monthly  
 \$37,604.00 - \$63,907.00 annually

Job Type: Full time

Location: Northwest Dallas, Texas

[Print Job Information](#) Apply

Description	Benefits	Supplemental Questions
As a mid-level accountant, performs accounting duties of medium to high complexity within a department to ensure that the department's predetermined accounting goals are effectively met.		
<b>Essential Functions:</b>		
1. Prepares, monitors, and verifies reports of departmental transactions in compliance with accounting policies, generally accepted accounting principles (GAAP), and other regulatory requirements to ensure that the accounting functions achieve anticipated results.		



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- If you have already created a governmentjobs.com account, go to step 9 to login. If you have not created an account, click on the [HERE](#) link above the login information

**Are you registered?**

To apply online for a position, please create an account ([HERE](#) registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#)

**Username:**

**Password:**

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

- Choose a Username, Password, and Password Hint. Enter your email address (Note: Confirmation emails will be sent to this email address when you submit an application). If you do not have an email address, see the last page of this guide for a list of free email services. Once you have entered all your information, click on the **Save** button.

**Request New Job Seeker Account**

**Enter your account information:**

Username

**Tip:** Your usernames must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "\_". Example: john\_doe25

Email Address

**Create a Password:**

Password

Confirm Password

Password Hint

**Tip:** If you forget your password, you can click on [Lost Password](#) and it will be emailed to you.

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- Write your account information in the space below for your records:

\_\_\_\_\_

Username	Password	Password Hint
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8. Enter your username and password and click **Login**.

Username: hnelson  
Password: ●●●●●●  
Login

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

9. Click on the **Create Application** button.

Home Job Search About Us Help Logout

Welcome, Help Logout

Main Menu Search Jobs Application Status My Account

Create Application

*\*If you have already created an application in our online system, YOU DO NOT NEED TO RECREATE A NEW APPLICATION EVERY TIME YOU APPLY FOR A POSITION.*

10. Enter a general, descriptive name of the application you will create and click on the **Create Application** button.

**Build New Application**

To create an application, enter the name of the application in the box below and click the 'Create Application' button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

Application Name (for your own reference):  
Finance Application

Create Application

11. Enter your information into the application. All fields designated by an asterisk symbol (\*) are required and cannot be left blank. When you have entered all your information in, click on the **Save and View Application** button. *\*This button is important to save your progress as you move forward through the application.*

If you did not enter information into a required field or if you entered it incorrectly, you will see an 'Attention' message when you click save, telling you what needs to be fixed.

12. Once you click **Save and View Application** you will see your full application. To add information to your application (Education, Experience, Skills, etc.), click on the link to the appropriate section (see following page for picture).



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<b>Education</b>	<a href="#">Add Education</a>
<b>Work Experience</b>	<a href="#">Add Work Experience</a>
<b>Certificates and Licenses</b>	<a href="#">Add Certificates or Licenses</a>
<b>Skills</b>	<a href="#">Add Skills</a>
Office Skills	<a href="#">Edit</a>
Typing: 0	
Data Entry: 0	
<b>Additional Information</b>	<a href="#">Add Additional Information</a>
<b>References</b>	<a href="#">Add Reference</a>
<b>Resume</b>	<a href="#">Edit Resume</a>
<b>Text Resume</b>	
<b>Attachments</b>	<a href="#">Add Attachment(s)</a>

*\*If you need to add more information to a section, you can click on the **Add** link again.*

- If you would like to enter a resume, click **Edit Resume**. You may cut and paste information into this section or start one from scratch. You can also attach your resume if desired. Resumes are not required for every position, but in certain cases will reflect positively on your application.
- When you are finished creating/updating your application, click on the **Go to Step 2: Agency-wide Questions** button.

<b>Resume</b>	<a href="#">Edit Resume</a>
<b>Text Resume</b>	
<b>Resume Attachment</b>	
<a href="#">View Current Attachment</a>	
<a href="#">Go to Step 2: Agency-wide Questions</a>	

- Complete the Agency-Wide questions. When you are finished, click the Save & Proceed button.

<a href="#">Save Work in Progress</a>	<a href="#">Save &amp; Proceed</a>
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*\*If you need to leave the application process you can click on the **Save Work in Progress** button, logout and return at a later time.*

- If the job you are applying for requires you to answer supplemental questions, they will be shown in the next section. Once you have completed the supplemental questions, click on Save & Proceed.

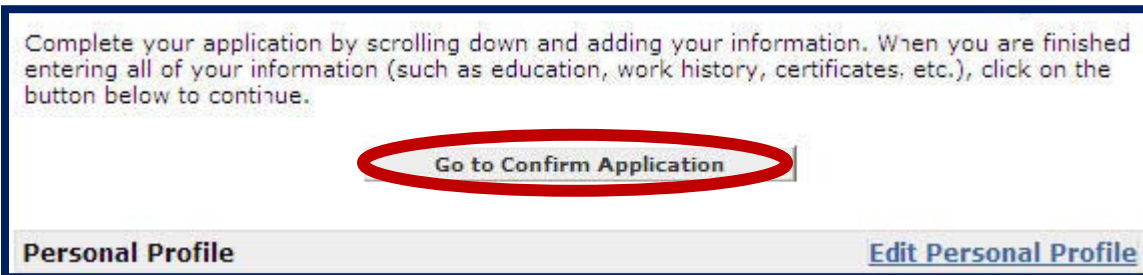
<a href="#">Save Work in Progress</a>	<a href="#">Save &amp; Proceed</a>
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17. You will see your entire application. Review all the information carefully to ensure it is accurate. Incomplete information may disqualify your application. When you are satisfied that your application is complete, scroll to the bottom and click **Confirm Application**.



*\*If when you try to confirm your application you receive an error, return to the application and follow the suggested fixes.*

18. Once you have confirmed your application, read the statement that follows and click the **Accept** button if you agree to the statement. If you select the **Decline** button your application will not be submitted to Denton County for consideration.
19. Once you accept the statement, you will view the confirmation screen, verifying your application has been received. You will also receive an email confirmation that your application has been received by Denton County.
20. If you wish to apply for another job opening, you may return to the job listings ([www.dentoncounty.com/jobs](http://www.dentoncounty.com/jobs)), and repeat this process.



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## How to fill out a job Interest card:

1. Open the internet and browse to Denton County's Job Openings page:  
[www.dentoncounty.com/jobs](http://www.dentoncounty.com/jobs)
2. Click on the **Request Job Notifications by Category** link.

Select Category	Select All Categories	Clear All Categories
<input checked="" type="checkbox"/> Accounting and Finance (1)	<input checked="" type="checkbox"/> Animal Services (1)	<input checked="" type="checkbox"/> Building Maintenance (1)
<input checked="" type="checkbox"/> Custodial (1)	<input checked="" type="checkbox"/> Library (1)	<input checked="" type="checkbox"/> Parks (1)
<input checked="" type="checkbox"/> Parks and Recreation (1)	<input checked="" type="checkbox"/> Professional (1)	

Enter keywords (optional):

**Request job notifications by category...**

3. Select the category/categories for which you would like to be notified of job postings.

Select Category	Select All Categories	Clear All Categories
<input type="checkbox"/> 911 Telecommunications	<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Administration
<input type="checkbox"/> Administrative Assistant	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Airports
<input type="checkbox"/> Animal Control	<input type="checkbox"/> Animal Services	<input type="checkbox"/> Attorney
<input type="checkbox"/> Building & Safety	<input type="checkbox"/> Building Maintenance	<input type="checkbox"/> Child Support
<input type="checkbox"/> Clerical & Data Entry	<input type="checkbox"/> Code Enforcement	<input type="checkbox"/> Community Development
<input type="checkbox"/> Community Services	<input type="checkbox"/> Construction Maintenance	<input type="checkbox"/> Corrections
<input type="checkbox"/> Court Administration	<input type="checkbox"/> Custodial	<input type="checkbox"/> Customer Service
<input type="checkbox"/> Dispatch	<input type="checkbox"/> Diversity	<input type="checkbox"/> Drivers

4. Fill out the Job Interest Card and click on the **Submit Request** button.

**Job Interest Card**

Fields marked with a "\*" are required.

\* Last Name:  \* First Name:

\* Address:

\* City:

\* State: == Select State ==

\* Zip Code:

\* Country: US

Home Phone:  Work Phone:

\* Email Address:

5. Once you submit the request, you will see a confirmation screen. Your 'interest card' is valid for 12 months.



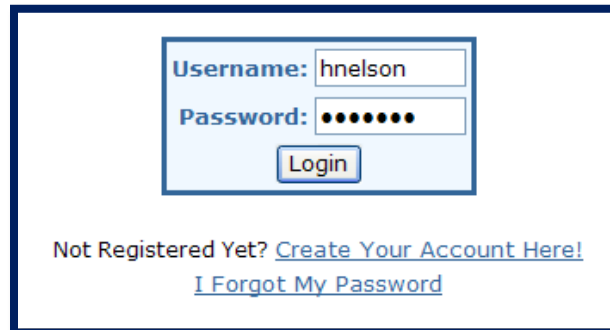
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## How to check your application status:

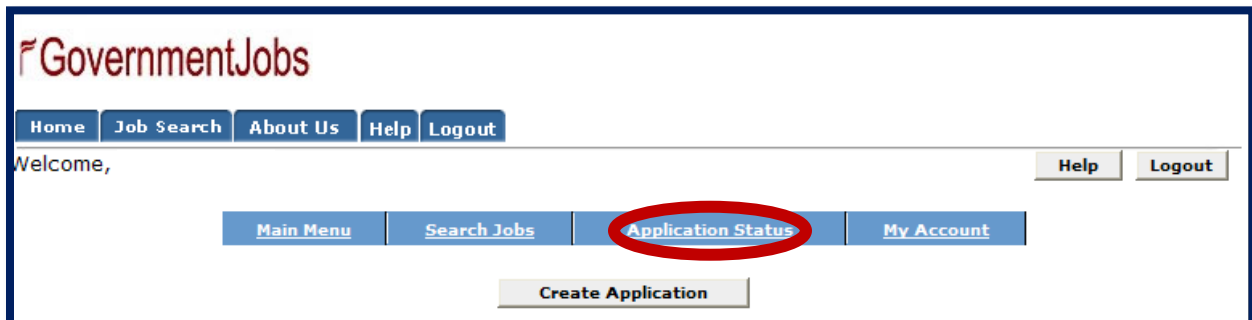
1. Open the internet and browse to [www.dentoncounty.com/jobs](http://www.dentoncounty.com/jobs). Click on the **Career Seeker's** button at the top of the page.



2. Enter your username and password and click **Login**.



3. After logging in, click on **Application Status**.



4. You will be able to view each application you have submitted as well as the status of the application.



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## Free Email Account Options:



[mail.google.com](http://mail.google.com)

Follow the onscreen instructions to set up your free account.

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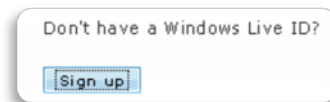
[www.mail.yahoo.com](http://www.mail.yahoo.com)

Look for the button that says 'Sign up for Yahoo!' (see below) then follow the onscreen instructions to set up your free account.



[www.hotmail.com](http://www.hotmail.com)

Look for the button that says 'Sign up' (see below) then follow the onscreen instructions to set up your free account.



[www.aol.com](http://www.aol.com)

Look for the button that says 'Get Free Mail' (see below) then follow the onscreen instructions to set up your free account.

