TOWN OF BRECKENRIDGE

Online Application Employment Guide

Online Employment Application Guide

This guide describes how to apply for jobs using the Town of Breckenridge Employment Opportunities page. The process consists of the following steps:
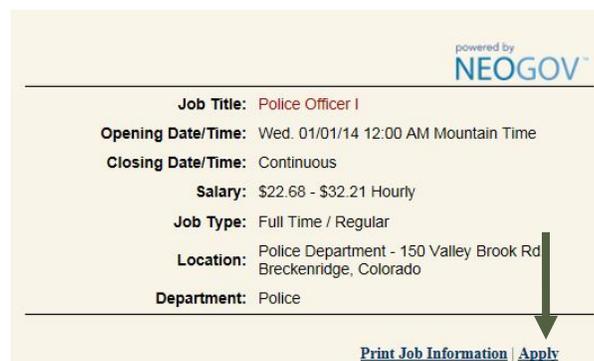
- **Create An Account**
  - **Reset Username**
  - **Reset Password**
- **Apply For A Job**

Create An Account

Follow these steps to create an account:

1.   Point your web browser to the Town of Breckenridge Employment Opportunities page.

2.   Click on the position title you are interested in applying for and click 'Apply' in the top right hand corner.
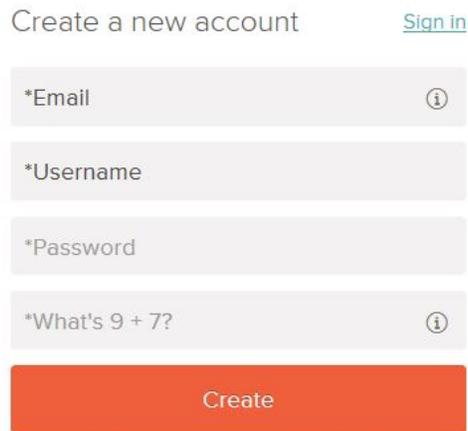
For example:

3. If you already created a user account, login using your previously created username and password. Otherwise, Click 'Create an account' to begin, and then enter your new account information.
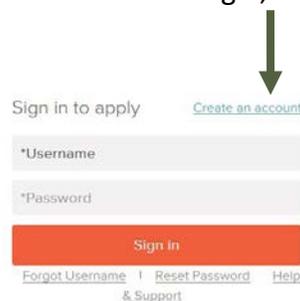
The following screen will appear:
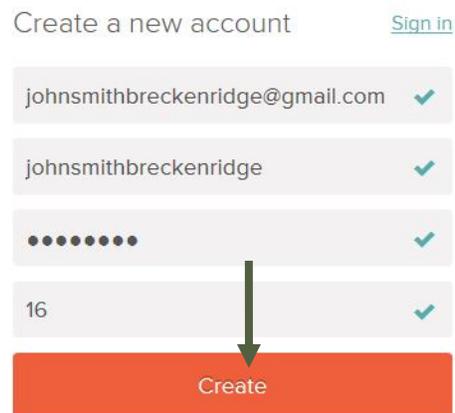

Please note: Your password must be at least six characters in length, and contain at least one number.

As you supply correct information for each field, a checkmark on the right indicates that the value is correct, for example:
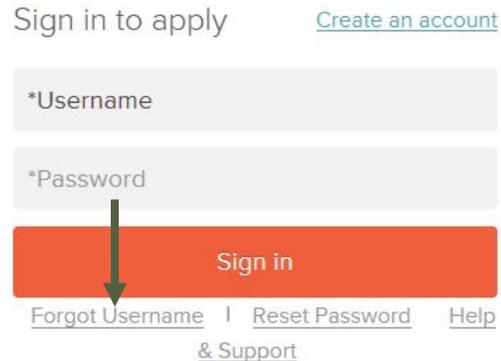

Click Create.

Tip: Please remember to keep a record of your username and password for future use.

If you need to change your password, use Accounts Settings in the dropdown below your username.

Misplaced Account Information

If you have forgotten your username:

If you created an account before and cannot remember your username, click on Forgot Username. The system will automatically send you an email with your username.

The following screen will appear:

Enter the email address you used to sign up and complete the security question listed. In this example the answer is 10. Click 'Send Username'.

If you have forgotten your password:

If you previously created an account and cannot remember your password, click on Reset Password. The system will automatically send you an email with a reset password link. Please note: Your password must be at least six characters in length, and contain at least one number.

Click the Reset Password link. The following screen will appear:
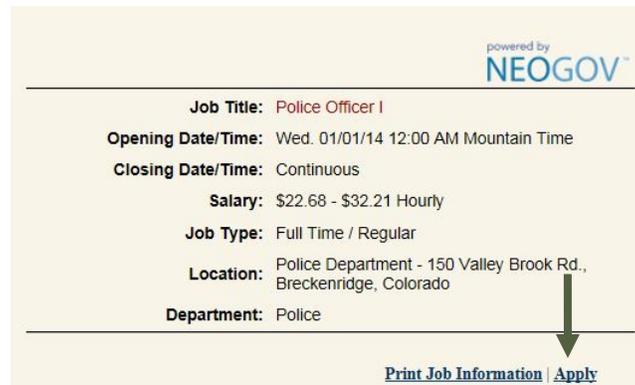

You will then receive instructions on how to reset your password.

Apply for a Job

To apply for a job:

1. Click on the 'Apply' tab on the right corner of the job posting.

For Example:

Tip: You can speed up completing your basic profile information by importing your information from LinkedIn, or by uploading your resume. You can also manually complete this information by clicking 'Skip this step'.
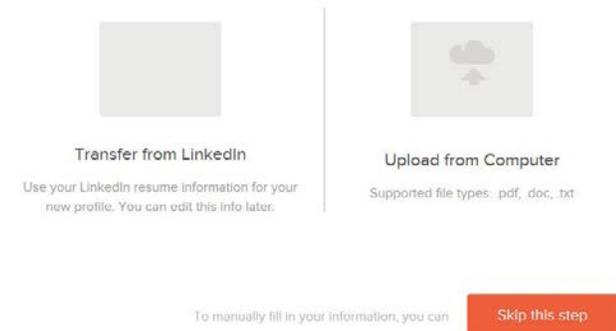
2. Next you complete a series of steps (entries or screens).

- Your progress in completing each section of your application information is shown on page 7 as an example with the image on the right.
- In the example below, the information, work, and education step are in progress. The additional information, references, and attachment steps are complete.
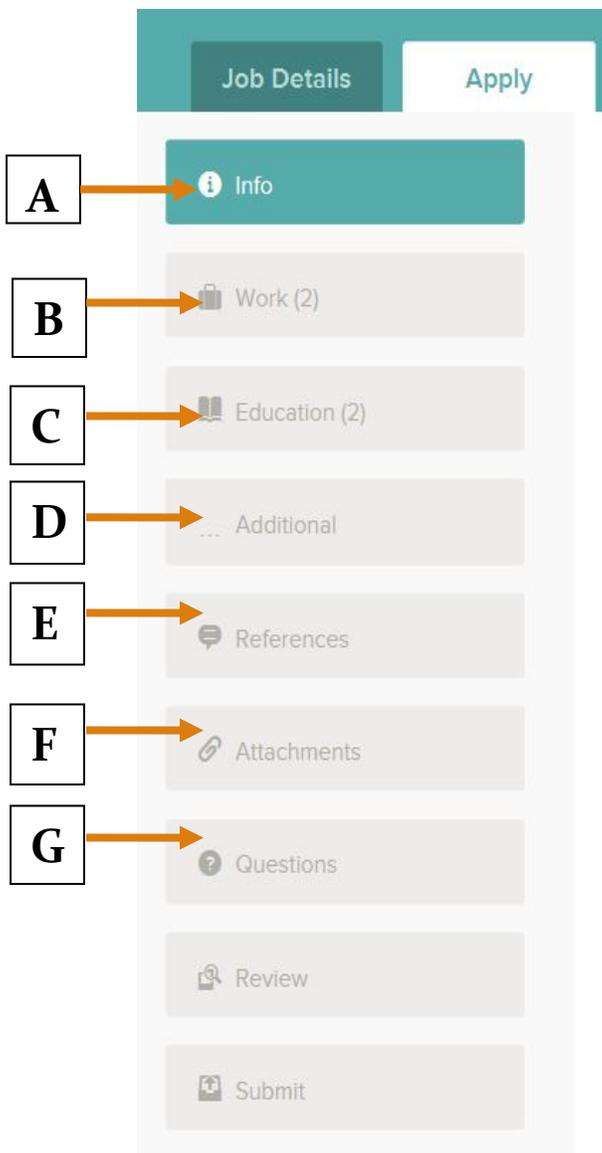
As you work on your application, refer to the progress bar to see the number of items for each entry, and any missing information.

A. *Info*-Please provide the requested contact information.
B. *Work*-Please provide previous work experience information.
C. *Education*-Please provide educational information.
D. *Additional*-Please provide additional information, including certificates and licenses, skills, and languages.

E. *References*-Please provide references.
F. *Attachments*-Upload any attachments, such as a resume, cover letter, or certificates.
G. *Questions*-Please answer the additional job specific supplemental questions. These are general and Town of Breckenridge specific position supplemental questions.

- For each step, the buttons on the bottom allow you to save or discard your work on this entry.
- The last time that the entry was saved is also displayed at the top.

Attachments: A specific position may require an uploaded attachment for proof of eligibility, there is an area provided so that you can upload that attachment.

- If there are no required attachments, then you can use Add supplemental attachment to add additional files. When using Add supplemental attachment, make sure to use the choose attachment type before you upload the file.

3. Review each section. If there is an error, it is shown in the progress bar and also in the section.

Tip: Although your typing is periodically automatically saved, it is good practice to click on the Save button.

Save	Cancel

Next

The Cancel button discards any changes you have made since the last save.

For some entries, the Remove link is present. It deletes the current entry, after a confirmation. Once deleted, the data cannot be recovered.

Fields marked with an asterisk (*) are required

Remove	Save	Cancel

4. Once your application is complete, review your information and then click on 'Proceed to Certify and Submit'.

Proceed to Certify and Submit

5. On the Certify & Submit page, click on 'Accept and Submit'.

RECEIPT OF THIS APPLICATION BY THE TOWN CONSTITUTES THE TOWN'S AGREEMENT TO THE TERMS AND CONDITIONS SET FORTH ABOVE. THERE IS NO REQUIREMENT THAT A REPRESENTATIVE OF THE TOWN SIGN THIS APPLICATION IN ORDER TO MAKE THE TERMS AND CONDITIONS SET FORTH ABOVE BINDING.

Decline	Accept & Submit

An "Application Submitted" message confirms that you have applied for the job!