



## Online Application Instructions

Welcome to City of Dubuque's online application module at [www.cityofdubuque.org/employment](http://www.cityofdubuque.org/employment). You will enjoy the convenience of applying from anywhere that is internet accessible. Your account will remain active for as long as you wish and can be modified by you at any time.

To apply for a City of Dubuque position, complete the following steps:

- **Locate the position in which you have interest and click on the job title:**
  - Click on "Apply"
    - Positions open only to current city of Dubuque employees: these postings will be noted as "Internal Only", and the application process will be the same as all other positions. Although visible to the general public, only applications submitted by current city of Dubuque employees will be accepted for these positions.
  - Log into your active account or create an account.
    - To create an account, click on "Create An Account" to establish username and password.
  - Follow the steps to:
    - complete each section (for new accounts)
    - update/add current information (for existing accounts)
    - **Note: applicants must thoroughly and accurately complete the application and provide all relevant information pertaining to their qualifications, skills and abilities as indicated in the job description. Incomplete applications or those that do not expressly provide information regarding the applicant's qualifications as included in the job duties, required and desired qualifications, may be cause for disqualification from consideration for a position.**
  - While creating your profile information, save each section before moving on to the next. Some information is required. Those fields will be indicated by an orange asterisk in the profile form.
  - Your profile is secure. It is only viewable and accessible by you. Should you need assistance with your profile, including resetting your username and password, please contact the Applicant Support Line (toll free) at 855-524-5627 or click the "Help & Support" option in the Menu (top left-hand side of the screen).
- **Upon completion of your application:**
  - Review all information by scrolling down through each section.
- **Click on "Proceed to Certify and Submit".**
  - Read the release information. If your application is complete, click on "Accept & Submit."
    - If you receive an error, scroll to the top of the page. The reason for the error will be indicated; follow the instructions to go back to the relevant section(s) to correct or insert any necessary information. Once finished, you will then be able to proceed to the Certification page.
  - You will receive immediate confirmation that your application was successfully sent.
  - To return to our employment page and/or apply for additional positions, click on the City of Dubuque logo in the top left corner of the page to be redirected.
  - Please make sure to submit your application by the specified deadline. Applications will not be accepted after the posting has expired.

Thank you for your interest in an employment opportunity with the City of Dubuque!