Welcome to Cumberland County's Job Application System

Important instructions - please read before applying.

To apply for jobs with **Cumberland County**, first time users for the NeoGov application system will need to create an account and select a User-name and Password. Email accounts are required to apply. (Free e-mail is available through providers such as Gmail, Yahoo, and AOL.) After your account has been established, you can build an application by clicking on the "Build Job Application" link.

Completing the Application

- 1. Click on the position title you are interested in.
- 2. Review the description, duties, minimum qualifications and supplemental questions.
- 3. Next, click on the "Apply" link to begin the application process.

Your application is the <u>primary tool</u> used to evaluate your qualifications. It is important that your application show all relevant education and experience you possess to include any gaps you had between employments. All work experience should be documented in the work experience section of the application. Applications may be rejected if incomplete. Your application can be saved and used to apply for more than one job opening.

If desired, a resume may be attached but will not be used to qualify applicants. Some positions may require you to attach supporting documents as defined in the position vacancy announcement.

APPLICATION PROCESS: After the vacancy closing date, applications are reviewed to assess levels of education/training and job experience that will determine qualifications. Based on the review of applications, qualified applicants will be referred for possible interview. Further review of qualified applicants will be assessed for interview selection and a limited number will be invited for an interview. Not all qualified applicants are selected for interview.

How do I check the status of my application?

https://www.governmentjobs.com/js_login.cfm?action=openjobrequest

Click on the link above and sign in with your government jobs ID (governmentjobs.com) and select application status.

Please Note: If you have spam filters either on your personal computer or with your internet provider, be sure they allow e-mails from <u>'info@governmentjobs.com'</u>. Otherwise, you will not receive e-mails regarding your application or job interest notifications.

Do not share your account or the email address you used to create your account with anyone! Sharing accounts or email addresses will permanently corrupt your historical/application data in the system.

Faxed and e-mailed applications are not accepted.

On-line applications are stored on a secure site and kept confidential in compliance with State law. Only authorized employees and hiring authorities have access to the information submitted.

Customer Support NEOGOV Help Desk 1-855-524-5627 Hours: Monday - Friday 11:00 AM - 8:00 PM

Cumberland County hires only United States Citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act of November 6, 1986.

Cumberland County is an equal opportunity employer.

Thank you for your interest in employment with Cumberland County!