

Applying for a Job Online

1. Go to www.townofpalmbeach.com, click *Employment*

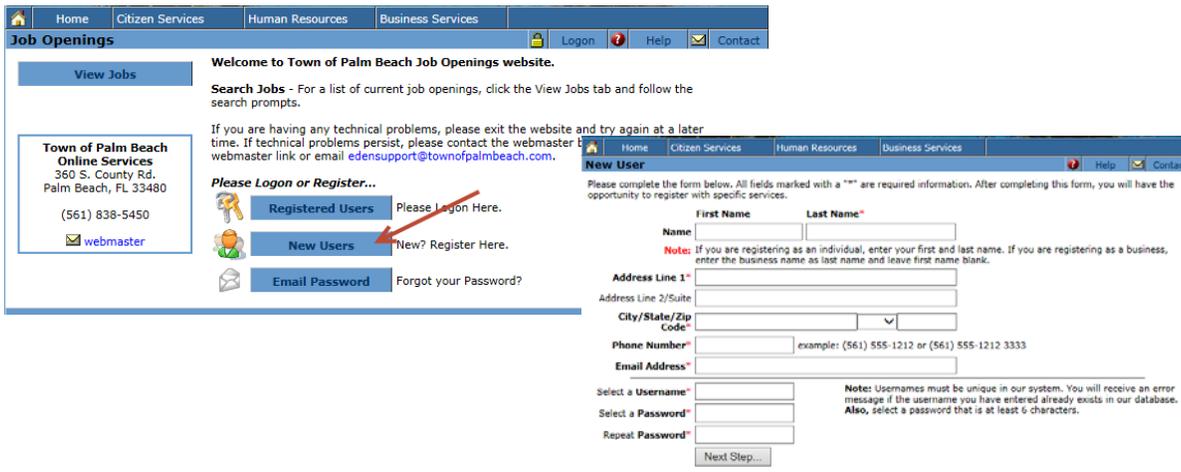


2. Click the *Online Application System* link



3. **NEW USERS:** Click *New Users* and complete the New User form. Click on *Next Step* to continue.

RETURNING USERS: Skip to page 5



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4. On the New User confirmation page, carefully review the information entered and click the *Register* button. Next click *Register as a job applicant* to complete the registration process.

The first screenshot shows the 'New User' registration page. It includes a navigation bar with 'Home', 'Citizen Services', 'Human Resources', and 'Business Services'. Below the navigation bar, there is a 'New User' section with a warning message: 'Please check your information carefully before clicking the register button. If you need to make changes to information shown below, Click Here now.' The user information is as follows: Name: BLAKE JONES, Address: 1213 MAIN STREET USA, MAIN STREET, FL 33480, Phone Number: (561) 222-1111, Email Address: bjones@gmail.com, Username: bjones123, Password: Hidden. A red arrow points to the 'Register' button.

The second screenshot shows the 'Job Openings: Register as a job applicant' page. It includes a navigation bar with 'Home', 'Citizen Services', 'Human Resources', and 'Business Services'. Below the navigation bar, there is a 'Job Openings: Register as a job applicant' section with a 'My Profile' link and 'Log Off', 'Help', and 'Contact' buttons. The user information is as follows: First Name: BLAKE, Last Name: JONES, Phone #: (561) 222-1111, Phone Number, including area code, Email Address: bjones@gmail.com. A red arrow points to the 'Register as a job applicant' button.

5. Once registered, you will be taken to the Applicant Information page. Scroll down to complete the *EEOC* and *Additional Information* sections of the page. **Note the EEOC information is voluntary and the fields are not required.**

The screenshot shows the 'Applicant Information' page. It includes a navigation bar with 'Home', 'Citizen Services', 'Human Resources', and 'Business Services'. Below the navigation bar, there is a 'Job Openings: Edit Applicant Information' section with 'My Profile', 'Log Off', 'Help', and 'Contact' buttons. The user information is as follows: Name: BLAKE JONES, Address 1: 1213 MAIN STREET USA, Address 2: MAIN STREET, City/State/Zip: MAIN STREET, FL 33480, Email Address: bjones@gmail.com. The 'EEOC IDENTIFICATION (VOLUNTARY)' section is also present. The 'Additional Information' section includes fields for Gender, Ethnicity, Birth Date, and a section for 'Do you have any relative(s) employed by the Town of Palm Beach?'. The 'EEOC IDENTIFICATION (VOLUNTARY)' section is also present.

6. At the bottom of the Applicant Profile page, you will see the *My Documents* section. Use this section to upload your resume, cover letter and any other documents applicable to the position you are applying for.
7. First, select the document type from the drop down menu. If you don't see the document type listed, select *Other*. After you have selected the document type, click on *Select File* to search for the file you want to upload from your computer, finally, click on *Upload File*.

The screenshot shows the 'My Documents' section. It includes a navigation bar with 'Home', 'Citizen Services', 'Human Resources', and 'Business Services'. Below the navigation bar, there is a 'My Documents' section with a warning message: 'understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.*'. Below the warning message, there is a 'Please attach optional documents below. Optional documents include, but are not limited to, Cover Letter, Resume, Certifications, and DD214. Click on the drop down arrow for a list of documents.' The 'My Documents' section includes a dropdown menu for document type, a 'Select File' button, and an 'Upload File' button. The 'My Documents' section is highlighted with a red circle.

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8. When the file is successfully loaded, it will be displayed below the documents section. To add another document, repeat step 7.

My Documents

Please attach optional documents below. Optional documents include, but are not limited to, Cover Letter, Resume, Certifications, and DD214. Click on the drop down arrow for a list of documents.

The screenshot shows a form with a dropdown menu set to 'Certificates'. Below it is a 'Select File' button and an 'Upload File' button. A file named 'ICS 200 - Wells.pdf (Other)' with a date of '09/25/2015' is listed. Below the list are 'Update' and 'Cancel' buttons.

You can upload documents to this section at anytime during the application period. If you are trying to upload a document and the system does not let you, it is possible you might have reached the maximum number of attachments allowed. Please contact the Human Resources Department at (561) 838-5450 for assistance.

9. When you are done uploading all applicable documents, click *Update*. The system will confirm your profile has been updated. Click on the *Education* link near the top of the page to move to the next tab.

The screenshot shows a navigation bar with the following links: Jobs Home, Search Jobs, Applications, My Profile, Education, Employment, Skills, References, Interests. The 'Education' link is highlighted.

Use the form below to make changes to your job applicant profile. Please make sure that all your contact information is correct.

Your profile has been updated, proceed to [EDUCATION](#).

Applicant Information

* Required Field

10. To update the *Education* tab, click on *Add New Record*. Follow the instruction on this page to enter your education history.

The screenshot shows the 'Edit Applicant Education Info' form with the 'Education' tab selected. The navigation bar includes links for Home, Citizen Services, Human Resources, Business Services, My Profile, Log Off, Help, and Contact.

Use the form below to make changes to your job applicant education history, starting with High School/GED up to and including your most recent education history such as college, graduate school, and/or trade programs.

Education * Required Field

Degree*

Started (MM/DD/YYYY) Ended (MM/DD/YYYY)

Major Minor

School*

Location

Years Attended GPA

Comments

11. To add multiple education records, click *Add New Record*. Once you are done with your education history, click *Update* to save the information. Click on *Employment* to move to the Employment tab.

The screenshot shows the 'Edit Applicant Education Info' form with the 'Employment' tab selected. The navigation bar includes links for Home, Citizen Services, Human Resources, Business Services, My Profile, Log Off, Help, and Contact.

Use the form below to make changes to your job applicant education history, starting with High School/GED up to and including your most recent education history such as college, graduate school, and/or trade programs.

Your education has been updated, proceed to [EMPLOYMENT](#).

Education * Required Field

Degree*

Started (MM/DD/YYYY) Ended (MM/DD/YYYY)

Major Minor

School*

Location

Years Attended GPA

Misc comments

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- Repeat steps 9 and 10 for each of the tabs: *Employment, Skills, References* and *Interests*.
- Once you have completed and updated the *Interest* tab, you will be able to search for open jobs. Click on *Search Jobs*. On the next page, leave the *Job Title* field empty, click in *Search for Jobs* to see a list of open positions.

The first screenshot shows the 'Job Openings: My Interests' page. It includes a navigation bar with 'Home', 'Citizen Services', 'Human Resources', and 'Business Services'. Below the navigation, there are tabs for 'Jobs Home', 'Search Jobs', 'Applications', 'My Profile', 'Education', 'Employment', 'Skills', 'References', and 'Interests'. A message states: 'An interest allows you to be notified when the Town is actively recruiting for a position. Selecting an Interest does not automatically submit your application for a position. To submit your applicant profile, click Search Jobs and follow the instructions to apply for a position.' Below this, there are buttons for 'Update', 'Cancel', and 'Add New Record'. The 'Interests' section shows 'Job Family' set to 'Human Resources' and 'Job Class' set to an empty dropdown. A red circle highlights the 'SEARCH JOBS.' link.

The second screenshot shows the 'Job Openings: Jobs Search' page. It has the same navigation bar and tabs. A 'Note' says: 'To view a list of all job openings leave the fields blank and click Search for Jobs.' There is a 'Job Title' text box and a 'Full or Part Time' dropdown menu set to 'Both'. A red arrow points to the 'Search for Jobs' button.

- Click on the Position # to view the job posting and apply for the position.

The 'Jobs Search Results' table is as follows:

Position #	Job Title	Open Date	Close Date
20500.030	FIREFIGHTER PARAMEDIC	02/06/2015	02/20/2015
20400.005	FIREFIGHTER EMT	02/06/2015	02/20/2015
04800.002	HUMAN RESOURCES SPECIALIST	02/05/2015	02/19/2015

The 'Job Description' page for position 20500.030 - FIREFIGHTER PARAMEDIC shows the following details:

- Position: 20500.030 - FIREFIGHTER PARAMEDIC
- Opens: 02/06/2015
- Closes: 02/20/2015
- Salary: \$19.03 - \$28.17 hour

The 'General Statement of Job' section includes the following text:

Starting Rate Firefighter Paramedic: \$19.03 per hour (\$55,979 annually)
 Range: \$19.03-\$28.174 per hour (\$55,425-\$82,043 annually)

The Firefighter Paramedic is responsible for providing protection of life and property within the municipal boundaries of the Town of Palm Beach. Work activities involve fire prevention, fire suppression, rescue, public education, and advanced and basic life support emergency medical services; drive and operate emergency vehicles; use appropriate safety equipment under extremely hazardous conditions of high heat, toxic gases, explosive chemicals, radioactive materials, and infectious diseases; perform station and vehicle maintenance; conduct equipment and supply inventories; execute forms and reports, and enter computer data; and maintain physical condition and skills necessary to sustain required certifications in fire suppression, fire prevention, and advanced life support techniques.

A red arrow points to the 'Apply for this position' button.

- To complete the process, answer the questions found under the *Additional Information* section, then click on *Continue* at the bottom of the page.

The 'Job Application' page shows the 'Additional Information' section with the following questions:

- Are you a Florida State Certified Firefighter II? If yes, please upload proof on your applicant profile under the My Documents section.*
- Are you a Florida State Certified Paramedic? If yes, please upload proof on your applicant profile under the My Documents section.*
- Have you worked as a paid full-time firefighter?*

If yes, please provide details.

The 'Thank you for submitting an application to the Town of Palm Beach.' section includes the following text:

Please note that applications will not be reviewed until after the closing date listed on the Job Openings page. Once the posting has closed, all applications will be reviewed to identify those individuals who most closely match the skills, education, and experience required for the position.

Those applicants selected for the next step in the recruitment process will be contacted directly by Human Resources. Applicants who are not selected will receive notification in writing to the e-mail address provided on their profile.

The status of your application can be viewed by logging into your Town of Palm Beach Profile and clicking Applications.

Click Here to return to main page.

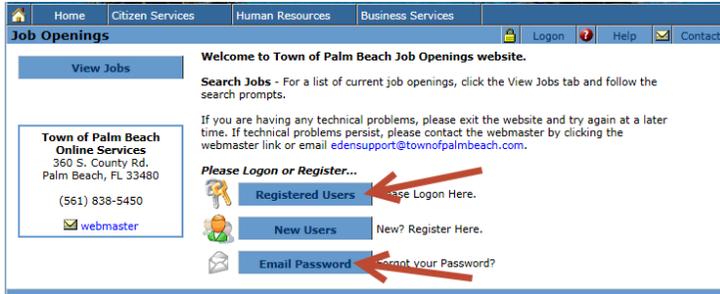
Congratulations, you have successfully applied for a position!

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Returning Applicants

1. Click on Registered Users to log into the system.

If you have forgotten your user name or password, click on *Email Password*. The User Name **AND** Password will be sent to the email you previously registered with.

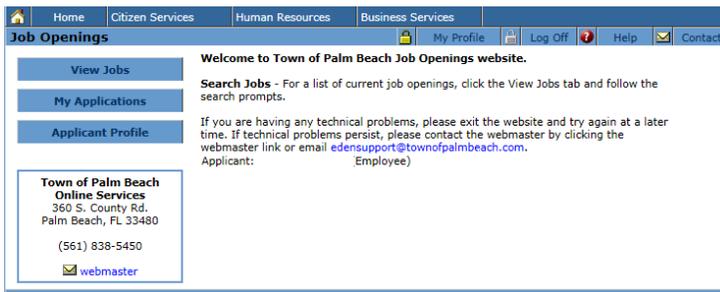


2. Enter your *User Name* and *Password*.

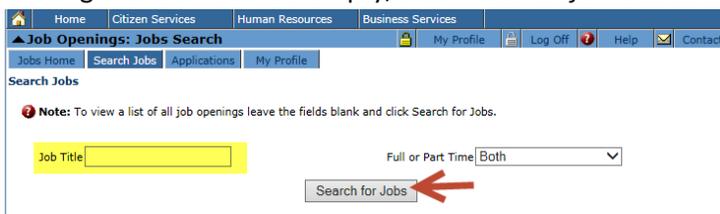
If you have forgotten your user name or password, click on *Email Password*. The User Name **AND** Password will be sent to the email you previously registered with.



3. From the *Job Openings* page, Click *View Jobs*.



4. Leaving the *Job Title* field empty, click in *Search for Jobs* to see a list of open positions.



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5. Click on the Position # to view the job posting and apply for the position.

Jobs Search Results

Position #	Job Title	Open Date	Close Date
20500.030	FIREFIGHTER PARAMEDIC	02/06/2015	02/20/2015
20400.005	FIREFIGHTER EMT	02/06/2015	02/20/2015
04800.002	HUMAN RESOURCES SPECIALIST		

TOWN OF PALM BEACH FLORIDA

Home Citizen Services Human Resources Business Services

Job Openings: Job Description My Profile Log Off Help Contact

Jobs Home Search Jobs Applications My Profile

Position **20500.030 - FIREFIGHTER PARAMEDIC**
 Opens **02/06/2015**
 Closes **02/20/2015**
 Salary **\$19.03 - \$28.17 hour**

Apply for this position

General Statement of Job

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6. To complete the process, answer the questions found under the *Additional Information* section, then click on Continue at the bottom of the page.

TOWN OF PALM BEACH FLORIDA

Home Citizen Services Human Resources Business Services

Job Openings: Job Application My Profile Log Off Help Contact

Jobs Home Search Jobs Applications My Profile

Do not hit the Back button on your browser. To return to the previous page, click on the Jobs Home tab above.

Additional Information

Carefully review and answer the questions below. Once you click continue, you will NOT be able to go back and change your responses.

* Required Field

Are you a Florida State Certified Firefighter II? If yes, please upload proof on your applicant profile under the My Documents section.*

Are you a Florida State Certified Paramedic? If yes, please upload proof on your applicant profile under the My Documents section.*

Have you worked as a paid full-time firefighter?*

If yes, please provide details.

TOWN OF PALM BEACH FLORIDA

Home Citizen Services Human Resources

Job Openings: My Profile Log off Help Contact

Jobs Home Search Jobs Applications My Profile

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The status of your application can be viewed by logging into your Town of Palm Beach Profile and clicking Applications.

[Click Here to return to main page.](#)

Congratulations, you have successfully applied for a position!