



GOVERNMENTJOBS

Government Jobs Application Guide

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Overview

This guide is a comprehensive step-by-step manual for users navigating NEOGOV's [GovernmentJobs.com](https://www.governmentjobs.com) platform, covering account creation, job application, and exam scheduling.

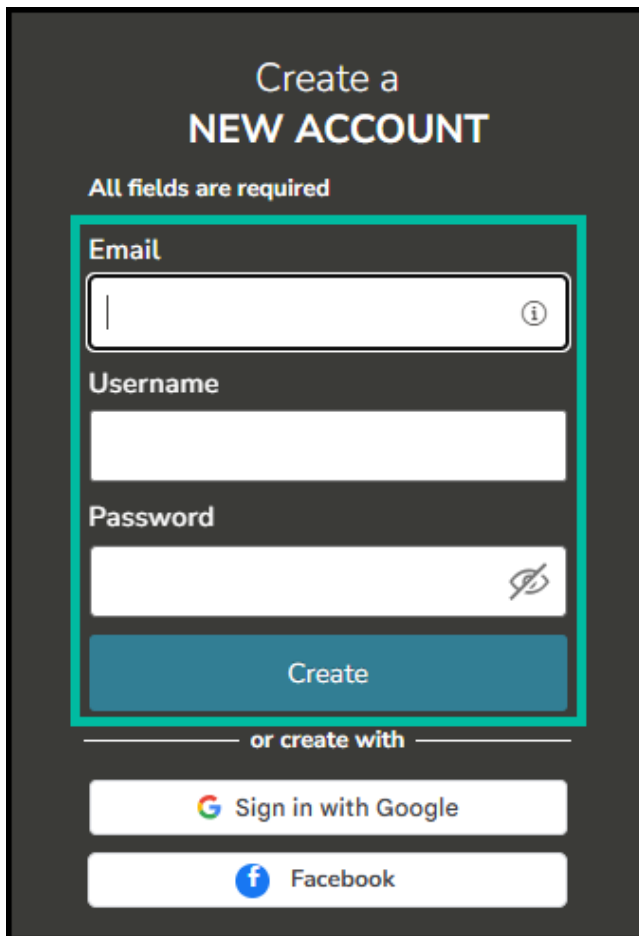
Create a New Account

Follow these steps to create a new account.

1. Go to www.governmentjobs.com.
2. Select **SIGN UP**.

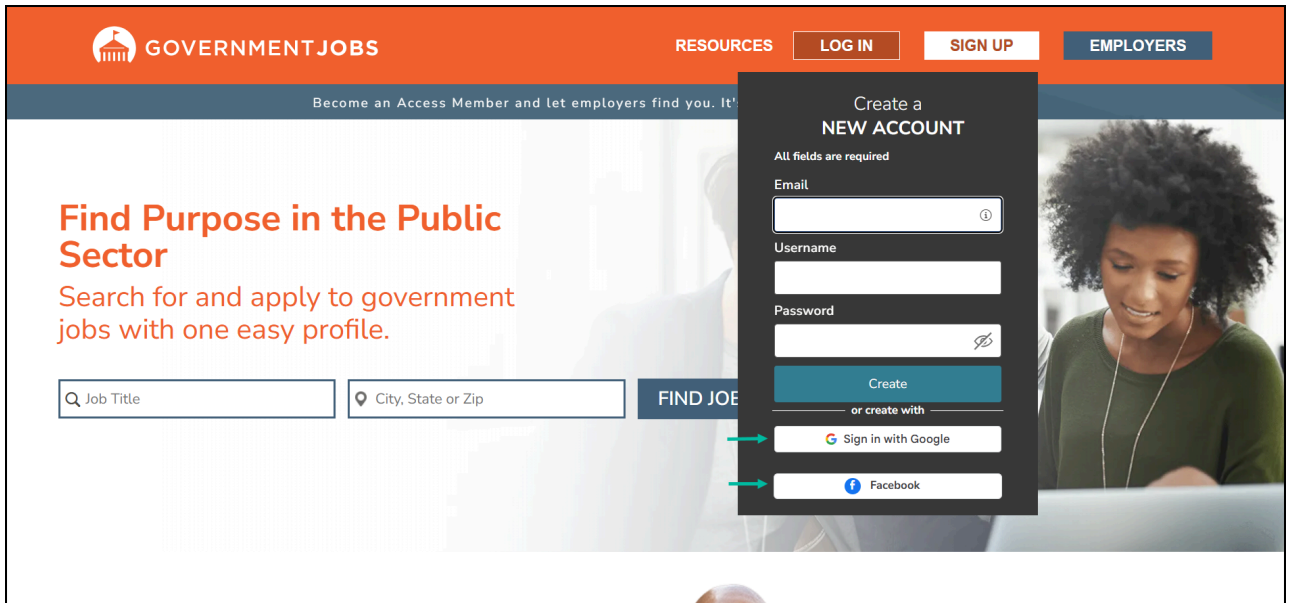


3. Create an account with an email, username, and password. Passwords require at least eight characters, including upper and lower case letters, numbers, and symbols.

A dark gray form titled "Create a NEW ACCOUNT" in white. Below the title is the text "All fields are required" in white. The form contains three input fields: "Email" (with a white border and an information icon), "Username" (with a white border), and "Password" (with a white border and a strength indicator icon). Below these fields is a teal "Create" button. Underneath the button is the text "or create with" in white. At the bottom are two white buttons: "Sign in with Google" (with the Google logo) and "Facebook" (with the Facebook logo).

Note: If you have an existing account, you cannot use the same email address to create a new account. The email you use must be unique.

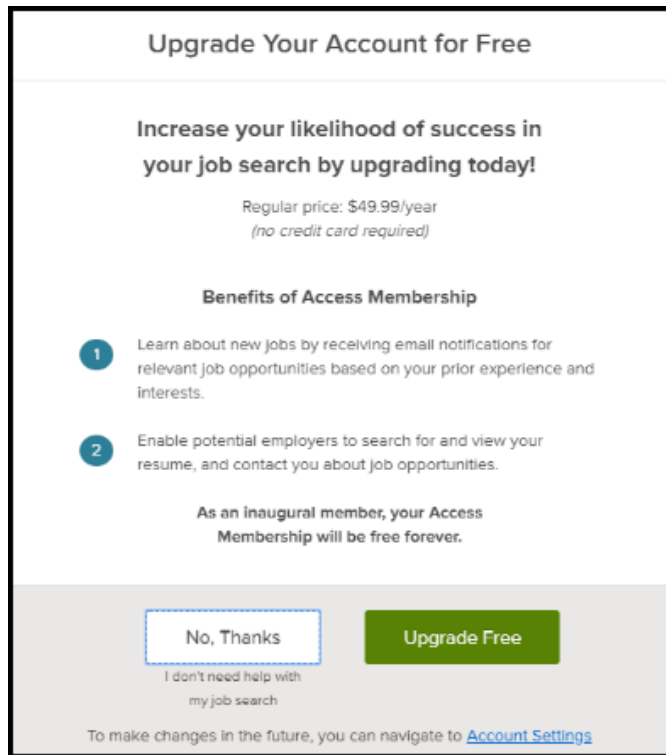
- You may also create a new account with your Google credentials by selecting **Sign in with Google**.
- You may also create a new account with your Facebook credentials by selecting the **Facebook** button.



The screenshot shows the Government Jobs website interface. At the top, there is an orange header with the logo and navigation links: RESOURCES, LOG IN, SIGN UP, and EMPLOYERS. Below the header, a banner area contains the text "Find Purpose in the Public Sector" and "Search for and apply to government jobs with one easy profile." Below this, there are search filters for "Job Title" and "City, State or Zip", followed by a "FIND JOBS" button. A modal form titled "Create a NEW ACCOUNT" is overlaid on the right side. The form includes fields for Email, Username, and Password, with a "Create" button. Below the "Create" button, there are options to "Sign in with Google" and "Facebook". A woman is visible in the background of the modal form.

4. Review and accept the **Terms of Service**.
5. Opt-in to share your profile with potential employers and receive relevant job opportunity emails, interview advice, resume tips, and related articles.
 - To opt in, select **Upgrade Free**.

- To opt out, select **No, Thanks**.



Log in to an Existing Account

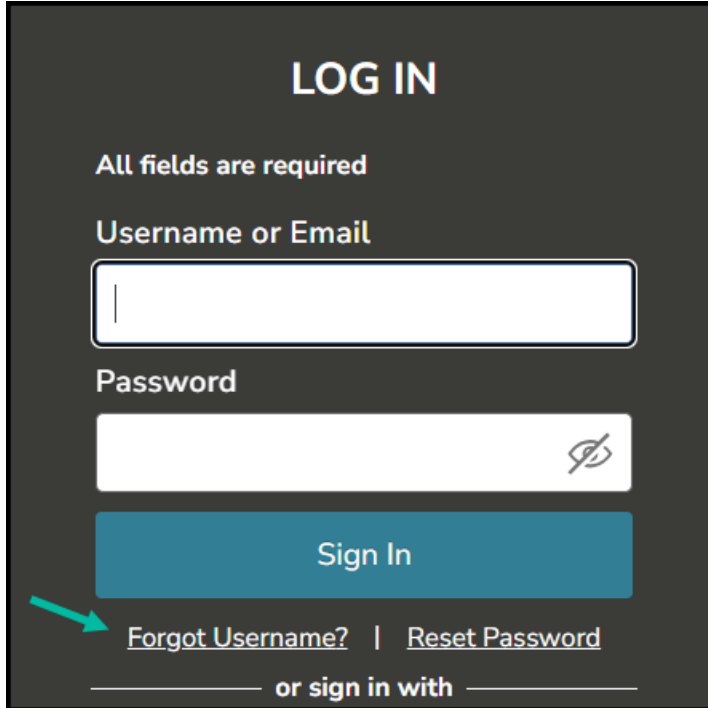
Follow these steps to log in to an existing account.

1. Go to www.governmentjobs.com.
2. Select **LOG IN**.



3. Enter your username and password, or select **Sign in with Google** or **Facebook** and sign in to your account with your credentials.

- To retrieve your username, select **Forgot Username?** and enter your account's email address. An email containing your username will be sent to you.



LOG IN

All fields are required

Username or Email

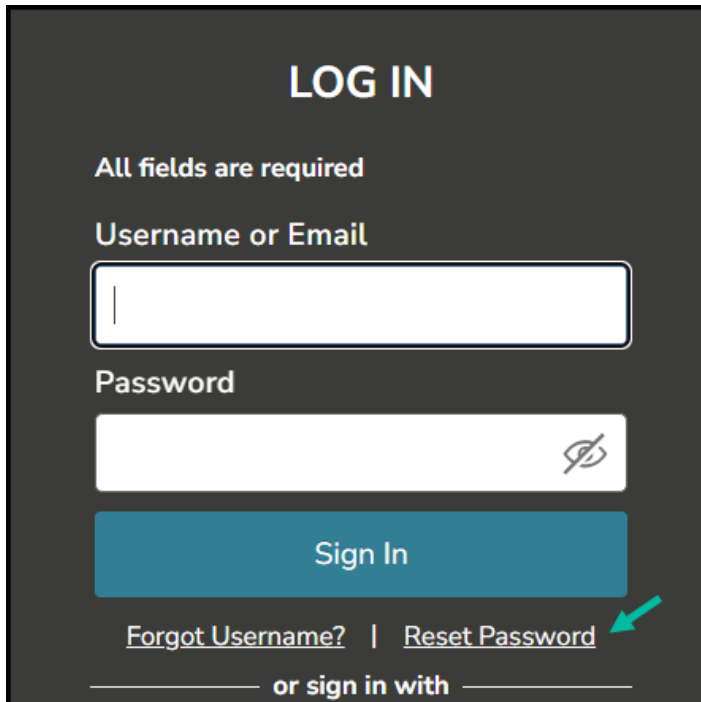
Password

Sign In

[Forgot Username?](#) | [Reset Password](#)

_____ or sign in with _____

- To reset your password, select **Reset Password** and enter your account's email address. A password reset link will be emailed to you.



LOG IN

All fields are required

Username or Email

Password

Sign In

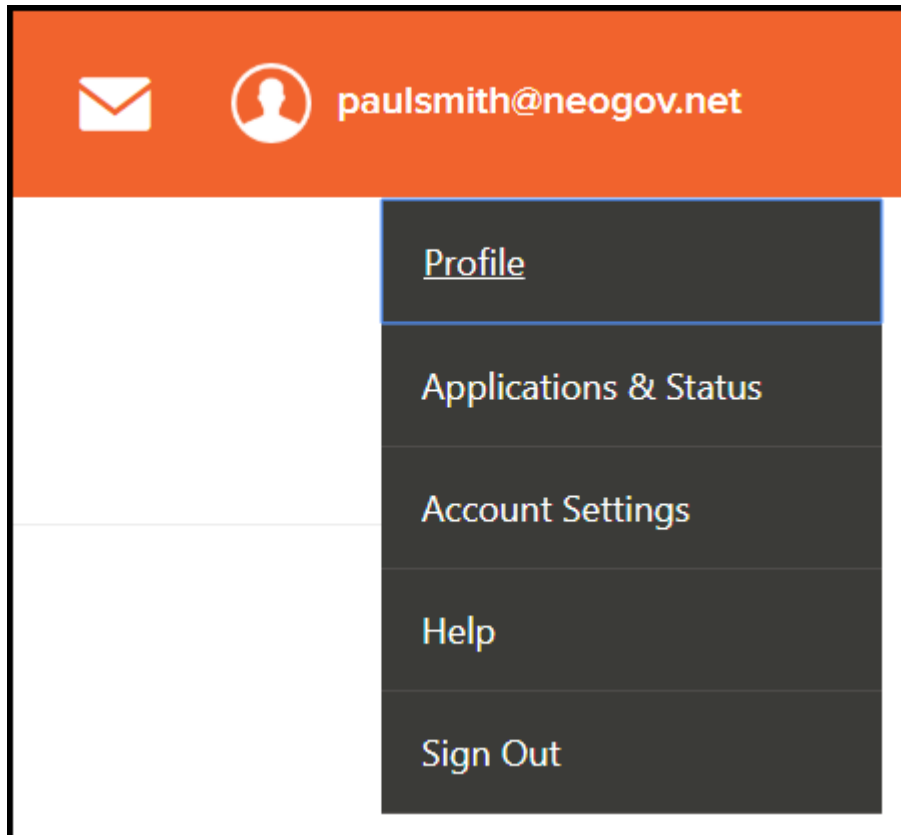
[Forgot Username?](#) | [Reset Password](#)

_____ or sign in with _____

4. Select **Sign In**.

Account Options

Once you have signed in, the drop-down menu in the upper right lets you quickly access pertinent account information.



- **Profile:** Update basic information (work experience, education) for future job applications. Changes don't affect previously submitted applications.
- **Applications & Status:** Review submitted applications or access unsubmitted ones.
- **Account Settings:** Manage contact details, password, sharing/email preferences, and delete your account. Contact info updates are shared with employers you've applied to.
- **Help:** Access the Application Guide and other job seeker resources
- **Inbox:** Click the envelope to view email notices from organizations you've applied to.

Find Jobs


Follow these steps to find jobs using the search function.


1. Search by term, state, city, or zip code.

These boxes offer job or location suggestions as you type.

Title	
	accounting clerk
	accounting manager
	accounting supervisor

2. Select **FIND JOBS**.
3. Government Jobs shows the jobs that match your search.

 **GOVERNMENT JOBS**

[Resources](#)
53
 Mary Starr

Become an Access Member and let employers find you. It's free. [Yes, let employers find me.](#)

Sort By

Relevance

Filter Results

Date Posted

[All \(139\)](#)
[Last 30 days \(66\)](#)
[Last 7 days \(23\)](#)

Accountant Jobs in California

[Accountant](#)

City of Bell Gardens
7100 Garfield Ave. Bell Gardens, CA
Full-Time - \$89,172.00 - \$108,396.00 Annually

The Position Under general supervision of the Accounting Manager, the Accountant is responsible for performing a wide range of financial and statistical reporting, reviewing various financial transactions and reports, balancing bank accounts, supporting departments with financial reporting, and finding and addressing problems and discrepancies. This position is a full range of accounting and reporting for municipal enterprise operations and all governmental fund types; analyzes and verifies financial documents, City revenue receipts and other financial entries for accuracy and compliance with established accounting and auditing procedures; originates journal entries, reconciles bank and...


Posted 6 days ago | Closes in 1 week | [Share](#)

[Accountant](#)



East Bay Regional Park District
Oakland, CA
Full-time (37.5 hrs) - \$104,032.50 - \$117,702.00 Annually

The Park District is currently recruiting for an Accountant in our Finance Department. This position is a 37.5-hour work week and is located at the Administrative Headquarters at 2950 Peralta Oaks Court, Oakland, CA. The hiring pools established from this recruitment will be used to fill the current vacancies and additional vacancies that may occur during the one-year life of the hiring pools. DEPARTMENT The Finance Department is committed to maintaining fiscal responsibility and safeguarding the financial integrity of the District. We ensure financial stability, transparency, and accountability in all aspects of financial management. Our team

4. Select the job's title to open the job details.
 - To view more jobs, select **Next Job** or **Back to Job Search** to view the list of jobs.
 - To view the previous job, select **Previous Job**.







GOVERNMENT JOBS

Resources

[< Back to Job Search](#)
[< Previous Job](#)
[Next Job >](#)

Accounting Assistant






[APPLY](#)

Employer	Downey Unified School District		
Salary ①	\$40,632.00 - \$49,308.00 Annually	Location ①	Downey, CA
Job Type	Full-Time	Remote Employment	Remote Only
Job Number	000341	Department	HR
Opening Date	01/01/1998	Closing Date	Continuous

DESCRIPTION

BENEFITS

QUESTIONS

QUALIFICATIONS

Any combination equivalent to a Bachelor's Degree in business administration and governmental procurement and four years of responsible purchasing experience preferably in a public or governmental agency, with two years at a lead or supervisory level. Possession of a valid Class 3 California Driver's license.

FUNCTION & DUTIES


Under the direction of the Assistant Superintendent, Administrative Services, plan, coordinate, organize, direct and control the purchasing and warehouse operations of the District; supervise purchasing and warehouse personnel; coordinate and oversee contract management functions for the District.






Plan and oversee the purchase, receipt, storage, and distribution of food products, supplies and equipment in accordance with established District purchasing policies; prepare to

Apply for a Job

Follow these steps to apply for a job.

1. Select **APPLY**.



Accounting Assistant






[APPLY](#)

Employer	Downey Unified School District		
Salary ①	\$40,632.00 - \$49,308.00 Annually	Location ①	Downey, CA
Job Type	Full-Time	Remote Employment	Remote Only
Job Number	000341	Department	HR
Opening Date	01/01/1998	Closing Date	Continuous

2. You can accelerate completing basic profile information by importing a résumé. Select **Upload from Computer**.


Accounting Assistant [Job Details](#)

Applying as: Paul Smith | [Support](#) 

Résumé

Import Your Résumé

Save time by importing your information into our system automatically



Upload from Computer

Supported file types: .pdf, .doc, .docx, .txt

TopResume Does your resume pass the 6-second test? Find out for free. [Submit Now.](#)

To manually fill in your information, you can [Skip this step](#)

3. You can enter your details manually by selecting **Skip this step**.
 4. Complete all required employer-determined application steps.
- The steps may vary from this example.

Accounting Assistant [Job Details](#)

Info

Work

Education

Additional

References

Attachments

Questions

Review

Certify


General Information

Fields marked with an asterisk (*) are required

Contact Information

Name

Paul Smith

Edit 

Address

111 Circle St
Beverly Hills, CA 90210
US

Phone

5558882222

Email

Personal Information

Please fix the errors in the following section.


Driver's License

Date of birth

Have proof of your legal right to work in the US?


What is your highest level of education?


No level specified


Edit 


5. Your progress and current step in the process are shown on the left.


[Job Details](#)


 [Info](#)


 [Work](#)


 [Education](#)


 [Additional](#)

 [References](#)

 [Attachments](#)

 [Questions](#)

 [Review](#)

 [Certify](#)

General

Fields marked with an asterisk (*) are required.

Contact Information


Name
Paul Smith

Address
111 Circle St
Beverly Hills
US

Phone
5558882222

Email

Personal Information

 Please fix the errors

As you work on your application, refer to the progress bar to see the number of items for each entry and errors.

Accounting Assistant [Job Details](#)

Info

Work

Education

Additional

References (1)

Attachments

Questions

Review

Certify

General Information

Fields marked with an asterisk (*) are required

Contact Information

Name

Paul Smith

Edit

Address

111 Circle St
Beverly Hills, CA 90210
US

Phone

5558882222

Email

ghensley@neogov.net

Personal Information

Driver's License

Edit

Date of birth

8/1

Have proof of your legal right to work in the US?

Yes

What is your highest level of education?

Technical College

The following entry contains one item with errors.

Accounting Assistant [Job Details](#)

Info

Work

Education

Additional

References

Attachments

Questions

Review

Certify

General Information

Fields marked with an asterisk (*) are required

Contact Information

Name

Paul Smith

Edit

Address

111 Circle St
Beverly Hills, CA 90210
US

Phone

5558882222

Email

Personal Information

Please fix the errors in the following section.

Driver's License

Edit

Date of birth

Have proof of your legal right to work in the US?

What is your highest level of education?


No level specified

6. For each step, the **Cancel** and **Save** buttons allow you to save or discard your work on this entry.
 - Periodically, typing is automatically saved, but clicking **Save** is good practice.
 - The **Cancel** button discards any changes you have made since the last save.
 - The **Remove** link permanently deletes entries, such as previous jobs, after confirmation.
7. Provide general contact information.
8. If available, provide the following:
 - Previous work experience information.
 - Educational information.
 - Additional information, including certifications and licenses, skills, and languages.
 - Personal/Professional references.
9. Answer any applicable agency-wide and/or supplemental questions; this section may be blank depending on the hiring agency.
10. Upload any attachments, such as a résumé or certificates. The employer determines the supported file formats.
 - Upload required attachments in the designated area.



Attachments

Supported file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .potx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .htm, .html, .rtf, .txt, .wpd, .wp, .bmp

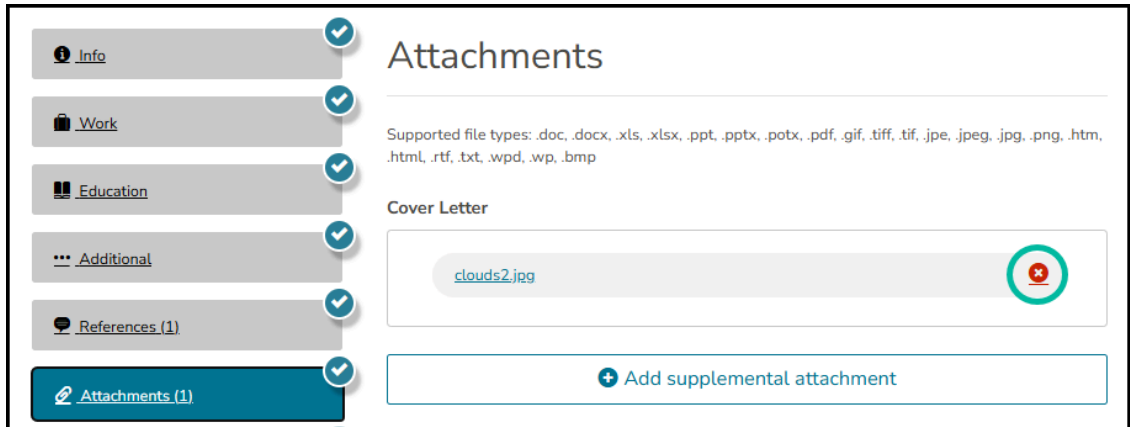
Cover Letter *



Click Upload or drag and drop a file into this box to start uploading.

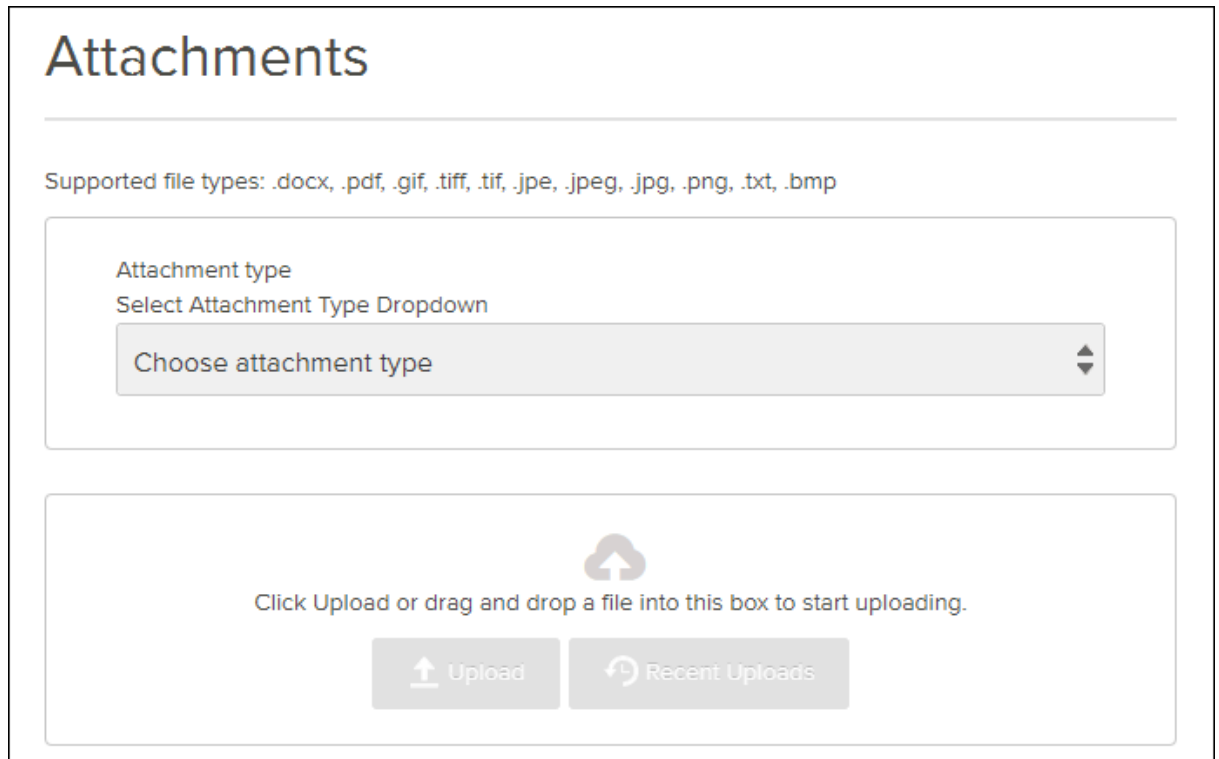
 Upload  Recent Uploads

- Select **X** to remove an attachment.



The screenshot shows the 'Attachments' section of a form. On the left is a sidebar with tabs: Info, Work, Education, Additional, References (1), and Attachments (1). The 'Attachments' tab is selected. The main area is titled 'Attachments' and lists supported file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .potx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .htm, .html, .rtf, .txt, .wpd, .wp, .bmp. Below this is a 'Cover Letter' section with a progress bar for 'clouds2.jpg' and a red 'X' icon to remove it. At the bottom is a button labeled '+ Add supplemental attachment'.

11. If there are no required attachments, then you can click **Add Supplemental Attachment** to attach files.
12. To attach a document, click **Choose attachment type**, then **Upload**. Previously uploaded files can be accessed via **Recent Uploads**.



The screenshot shows the 'Attachments' section with a list of supported file types: .docx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .txt, .bmp. Below this is a section titled 'Attachment type' with a dropdown menu labeled 'Select Attachment Type Dropdown' and the text 'Choose attachment type'. At the bottom is a large box with a cloud upload icon and the text 'Click Upload or drag and drop a file into this box to start uploading.' Below this box are two buttons: 'Upload' and 'Recent Uploads'.

13. Review each section. Errors are shown in the progress bar and also in the section.

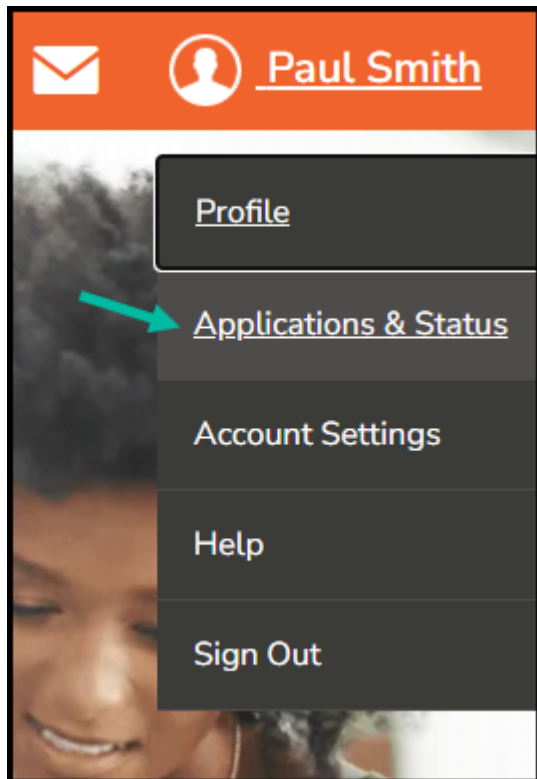
- **Use Edit** to open this item and correct any errors.

14. Once your application is complete, select **Proceed to Certify** and **Submit**.

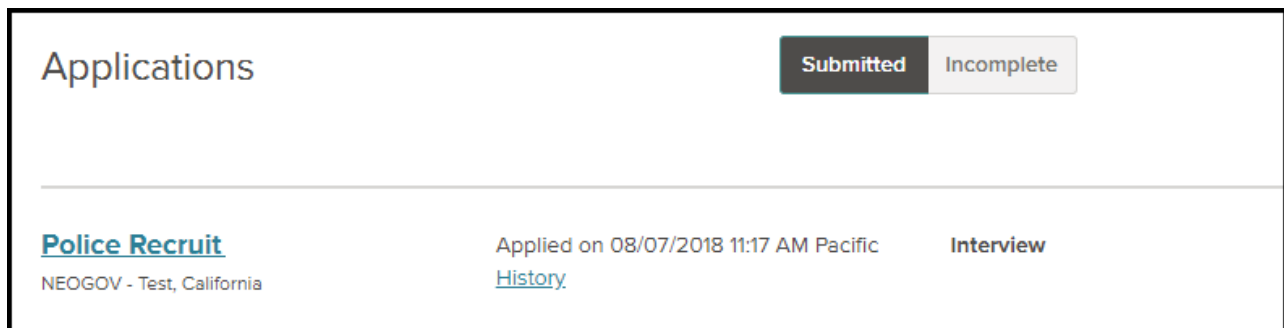
15. On the **Certify & Submit** page, click on **Accept & Submit**. An **Application Submitted** message confirms that you have applied for the job.

Check Application Status

You can get more detailed status information for all applications by selecting **Applications & Status** in the top menu bar (in the drop-down below your name).



The **Submitted** button displays all applications that you have successfully submitted.




Select the job title for more information.

Select **Job Details** to see the information on the job, and **Application View** to see the details of your application for this job.

You can also select **History** to see more information. This can include a summary of the steps in the hiring process.

Application History	
Police Recruit	
08/07/2018 11:19 AM	Interview
08/07/2018 11:19 AM	Performance Exam
	Pass
08/07/2018 11:19 AM	Written Exam
	Pass - 98.00000%
08/07/2018 11:18 AM	Application Received

The Incomplete button displays all applications that you started but did not complete.

Applications		Submitted	Incomplete
Accountant I/General Accounting		Last step completed: Attachments	
			

Select the job title, and then **Apply** to complete the application. You can click the trash can icon to delete an application without completing it.

Schedule an Exam

Follow these steps to schedule an exam or interview that an employer has invited you to attend.

1. Select **Applications & Status** from the menu bar (in the drop-down below your name).
2. A **Schedule Appointment** link identifies applications offering exam scheduling.

Schedule Appointment

Police Recruit

Please choose an exam location and date/time from the choices below.

Note: All dates and times displayed below are Pacific.

City Hall

123 5th Ave NE
El Segundo, California 90245


Wednesday, August 22

08:00 AM	09:00 AM	10:00 AM
11:00 AM	01:00 PM	02:00 PM
03:00 PM	04:00 PM	

Confirm Appointment

3. Select a time, and then click **Confirm Appointment**.

- The application status now shows the time of the exam appointment. You can use the **Change Appointment** link to change your appointment.

Police Recruit NEOGOV - Test, California	Applied on 08/07/2018 11:17 AM Pacific History	Interview  Appt. Scheduled 8/22/2018 08:00 AM Pacific Change Appointment
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Delete an Account

To delete an account that is no longer in use:

- Select **Account Settings** from the top menu bar (in the drop-down below your name).
- Select **Delete Account**.

Contact Info

Change Password


Preferences

Delete Account

Delete Account

Deleting your account will permanently deactivate your profile. This cannot be undone. You will not be able to reactivate your account or retrieve any of the information you have added. Previously submitted applications will not be deleted.

Delete My Account



- Select **Delete My Account**.

4. Click **Delete Account** to confirm.

Note: This action is permanent. Once an account is deleted, it cannot be accessed or recovered.

