Online Employment Application Instructions

These instructions describe how to apply for jobs using the AC Transit's online employment application system. This guide contains instructions on how to:

- Apply for a Job
- Create An Account
- Find Jobs
- Check Application Status

Apply for a Job

To apply for a job:

1. Point your web browser to www.governmentjobs.com/careers/actransit.

2. Click on the title of the job that you're interested in and click [Apply]

3. You will be required to login to your account. If you do not have an account, please go to the Create An Account section.

4. You can speed up completing basic profile information by importing a resume from LinkedIn, or by uploading a file.

5. Next you complete a series of steps (entries or screens).
   Your progress and current step in the process is shown on the left. In the next example, the **Info** step is in progress:
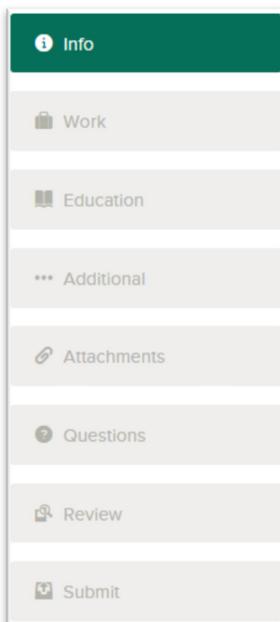
6. As you work on your application, refer to the progress bar to see the number of items for each entry, and errors if there are any present. In the next example, the work entry contains eight items, and the questions and info entries contain errors:
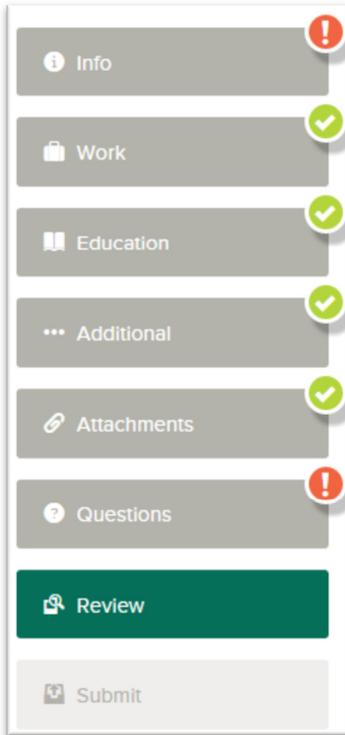
7. For each step, the [Next] button on the bottom allows you to save your work and proceed to the next section.
   o Although your typing is periodically saved automatically, it is good practice to click on the Save button at the bottom of each section.
   o The Cancel button discards any changes you have made since the last save.
   o For some entries, the Remove link is present. It deletes the current entry (such as a previous job), after a confirmation. Once deleted, the data cannot be recovered.
8. In the **Info** section, provide general contact information.
9. In the **Work** section, provide previous work experience information. Please provide as detailed information as possible in your work experience including accurate dates and job duties.
10. In the **Education** section, provide educational information.
11. If required, provide additional information, including certificates and licenses, skills, and languages.
12. In the **Questions** section, answer any additional supplemental questions.

13. For the **Attachments** section, upload any attachments you feel are relevant to the job – It is highly recommended that you upload a resume.
    o To upload a file and/or resume:
        1. Click Add Attachment.
        2. Choose the file type of the attachment (i.e., resume, cover letter, etc.).
        3. Click upload (you can also drag the file onto the upload button).
        4. Select which file you want to upload.
        5. Click Open (or hit the enter button on your keyboard).
14. Review each section. If there is an error, it will show as illustrated in Step 4.
    o Click 'Edit' to open any sections that need to be changed
    o Once your application is complete, click [Proceed to Certify and Submit] at the very bottom of the page.
15. On the Certify & Submit page, click on Accept and Submit.
    o An Application Submitted message confirms that you have applied for the job.
    o Once you have submitted an application for a specific job, you cannot go back and change that particular application. You may, however, make changes to future applications.

Create An Account

Follow these steps to Sign In:

1. If you haven't already done so, point your web browser to www.governmentjobs.com/careers/actransit.
2. Click 'Sign In' in the top right corner of your web browser.
3. If you already created a user account, login using your previously created username and password. Otherwise, Click 'Create an account' to create one, and then enter your information as requested. You must have a valid email address to create an account – if you do not have an email address, please go to gmail.com to create an email address.
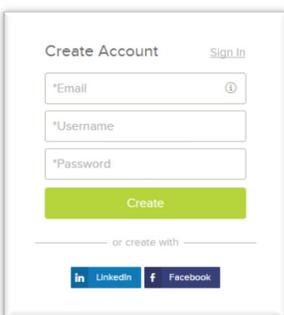
- If you created an account before, you cannot use the same email address again to create a new account. The email value must be unique.
- If you created an account before and can't remember you username, click on 'Forgot username.' This sends you an email with your username.
- Your password must be at least 8 characters in length and contain upper and lower case letters, numbers and symbols.
- As you supply correct information for each field, a checkmark on the right indicates that the value is correct, for example:
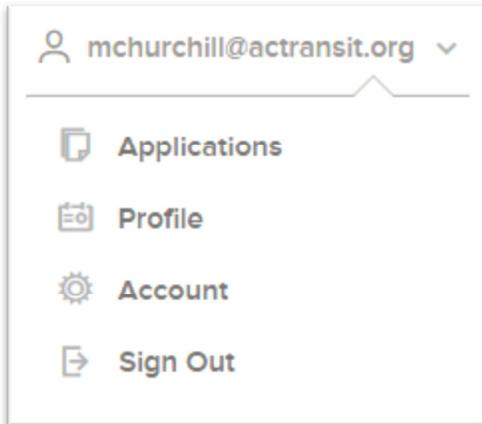

- Click Create.

Keep a record of your username and password.

When you are signed in, your email address appears on the right in the top menu bar:

The pulldown menu under your username lets you quickly access common options:

Click on:

- **Applications** – to review all of your job applications.
- **Profile** – to update basic information that you use to apply for jobs, such as work experience. Changes that you make do not update previously submitted applications, but are saved for use when you are applying for other jobs in the future.
- **Account** – to view account settings. This will allow you to edit your contact information, or change your password. If you change your contact information, this information is updated with employers with which you have applied.
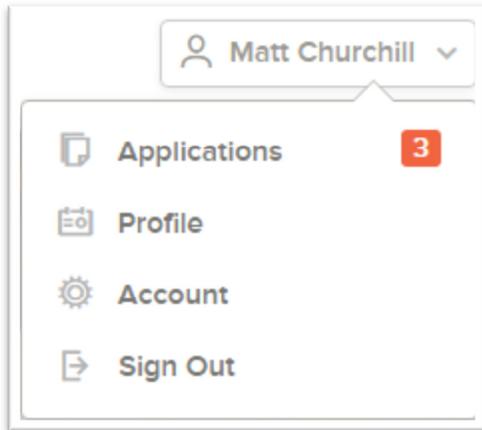- **Sign out** – to sign out of your account.

Find Jobs

You can find jobs using the search function, or by scrolling down to view each available position. Type in **AC Transit** to view AC Transit's current job opportunities.

Check Application Status

Your username indicates the number of in-progress applications, for example:

Here it shows that there are currently three pending applications.

- Click on 'Applications' to see all completed and incomplete applications.
- Click on the job title for more information. You can then use Job Postings to see the information on the job, and Application View to see the details of your application for this job.
- For incomplete applications, click on the job title to continue applying to the open position.
  - You can use Remove (trashcan) if you want to delete an application without completing it.

Thank you for your interest in AC Transit's Job Opportunities!