



9:19am (PDT)

### WORKFORCE READY

CITY OF LINCOLN CITY

Do You Have A Password?

No, I'm New

Yes

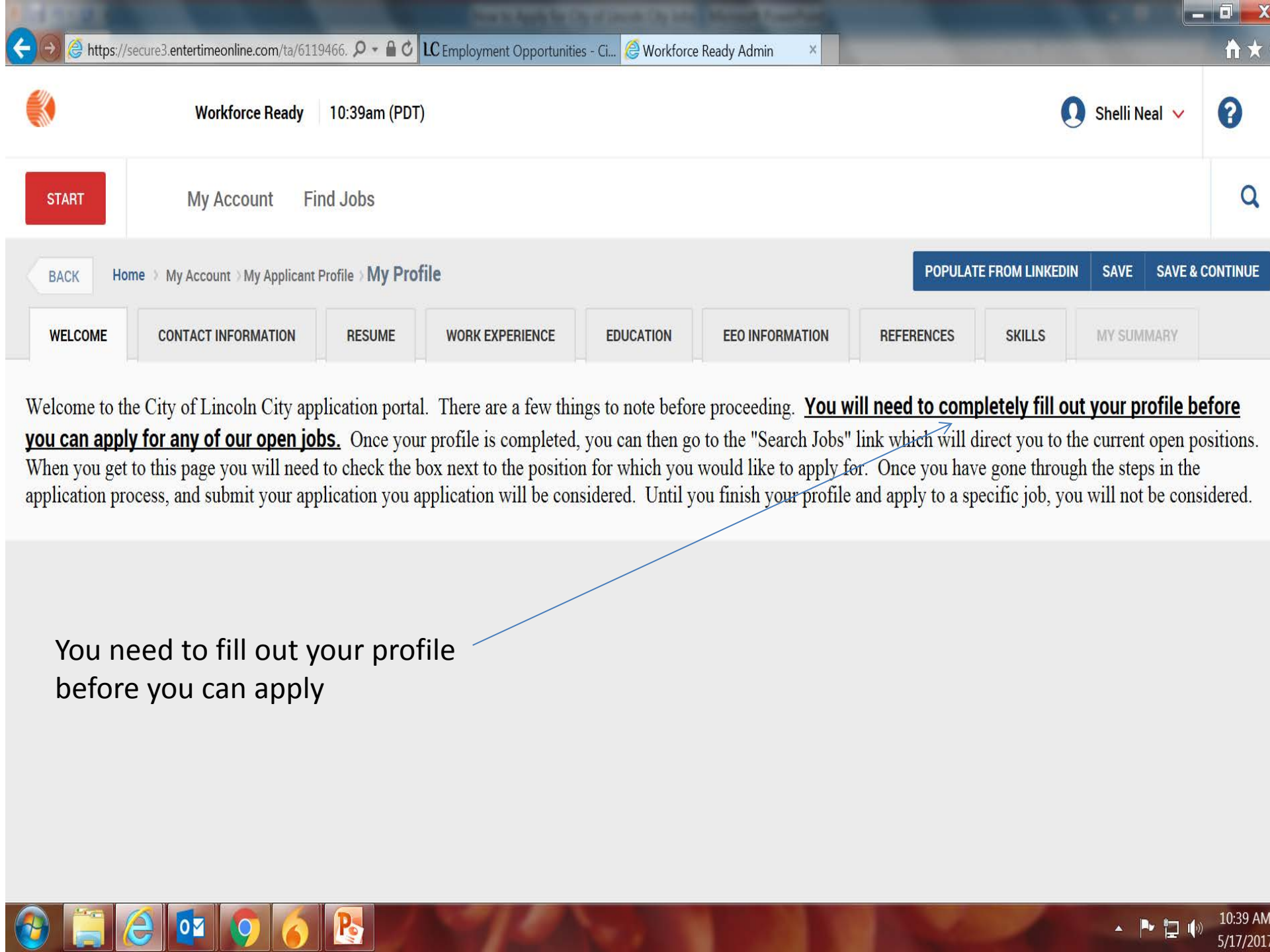
**SIGN IN**

[Forgot your password?](#)

Enter your email address

Click "No, I'm New"

Click "Sign In"



Welcome to the City of Lincoln City application portal. There are a few things to note before proceeding. You will need to completely fill out your profile before you can apply for any of our open jobs. Once your profile is completed, you can then go to the "Search Jobs" link which will direct you to the current open positions. When you get to this page you will need to check the box next to the position for which you would like to apply for. Once you have gone through the steps in the application process, and submit your application you application will be considered. Until you finish your profile and apply to a specific job, you will not be considered.

You need to fill out your profile before you can apply

CITY OF LINCOLN CITY

✉ applicant1@myemail.com

Your email address →

✉ applicant1@myemail.com

Re-enter your email address →

👤 John

First Name →

👤 Doe

Last Name →

🔒 .....

Your password →

🔒 .....

Re-enter your password →

📄 97367 X

Your zipcode →

You can use a resume to fill out your application faster and it will be added automatically as an attachment. If you upload your resume, it will also automatically create your profile. If no resume is uploaded, then you must click the Create Profile button.

Click on the box to import your resume →

📄 UPLOAD RESUME Browse

Click to create profile →

CREATE PROFILE

DOWNLOAD PREFERRED RESUME FORMAT



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My Account Find Jobs



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POPULATE FROM LINKEDIN

SAVE

SAVE & CONTINUE

Success (1) Hide All

Saved.

WELCOME

CONTACT INFORMATION

RESUME

WORK EXPERIENCE

EDUCATION

EEO INFORMATION

REFERENCES

SKILLS

MY SUMMARY

Salutation Mr.

Salutation

First Name\* John

Middle Henry

Your first name and middle name

Last Name\* Doe

Suffix

Last name and suffix i.e., Jr, II or III

Primary Email\* applicant1@myemail.com

Your email

Secondary Email Applicant2@myemail.com

Your alternate email

Work Phone 555-555-5555

Primary\*

Your phone number, is this your primary?

Cell Phone 444-444-4444

Primary\*

Your cell phone number, is this your primary?

Home Phone 333-333-3333

Primary\*

Your home phone number, is this your primary?

ADDRESS

Your home address.



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POPULATE FROM LINKEDIN SAVE SAVE & CONTINUE

Success (1)

Zip\*  ← Zipcode

City\*  ← Your city

State\*  ← Your state

SECURITY QUESTION

Question\*  ← Make up a security question

Answer\*  ← Answer to your question

Do you have Reliable Transportation?\*  ← Are you able to get to and from work reliably?

Referral Source\*  ← How did you hear about this job?

Are you Eligible to Work in the United States?\*  ← Can you legally work in the United States?

Do you have a Valid Drivers License?\*  ← Are you legally able to drive?

Are you Willing to Relocate?\*  ← Are you willing to move for this job?



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No Skills Added

ADD SKILL

OTHER SKILLS

Click on Add Skills





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POPULATE FROM LINKEDIN SAVE SAVE & CONTINUE

Success (1)

• Uploading resume could take several minutes depending on file size and your internet connection.

CHOOSE FILE

No file chosen

DOWNLOAD PREFERRED RESUME FORMAT

ADDITIONAL INFORMATION

Eligible for Work in the USA\*

Required Salary\* 1,000,000.00 Per Month

Available Start Date\* 05/23/2017

Referral\* Employee

Click on choose file to browse your files, or download a resume previously uploaded into this program

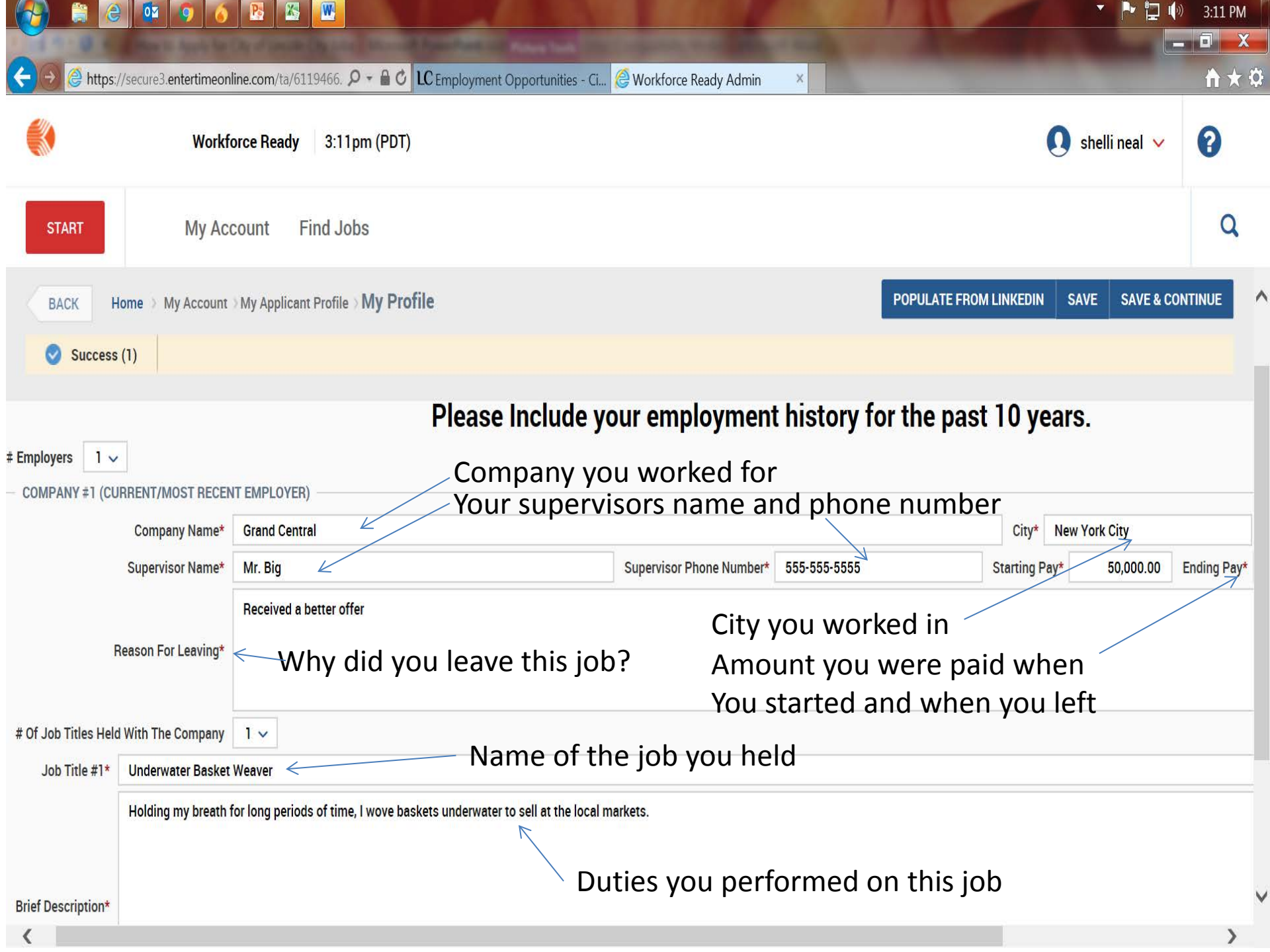
Amount of money you are willing to work for, specify by month or year

How did you hear about this job?

Date you can start working

OBJECTIVE SUMMARY

\* This box asks, what is your desired outcome?



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Success (1)

### Please Include your employment history for the past 10 years.

# Employers 1

COMPANY #1 (CURRENT/MOST RECENT EMPLOYER)

Company Name\*  City\*

Supervisor Name\*  Supervisor Phone Number\*  Starting Pay\*  Ending Pay\*

Company you worked for  
Your supervisors name and phone number

Reason For Leaving\*

City you worked in  
Amount you were paid when  
You started and when you left

Why did you leave this job?

# Of Job Titles Held With The Company 1

Job Title #1\*

Name of the job you held

Holding my breath for long periods of time, I wove baskets underwater to sell at the local markets.

Duties you performed on this job

Brief Description\*



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Success (1) Hide All Saved.

WELCOME CONTACT INFORMATION RESUME WORK EXPERIENCE EDUCATION EEO INFORMATION SKILLS MY SUMMARY

Highest Education Completed\* # Schools 1

SCHOOL #1 (CURRENT/MOST RECENT SCHOOL)

Country USA

School Name\* Ridgemont

School Type\* Status\* Graduated Major Business Minor Law GPA 4.0

Started\* Ended\*

When you started and ended Month and year

Click on the arrow to see choices And number of schools you attended

Country that your school was located in

Click arrow for type of school Name of the school you attended

What subject was your major and minor

What was your grade point average

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Success (1)

decisions will be made based on your responses.

Gender U Click the arrow to choose gender, or U for unidentify

Ethnicity Unidentified/Opt Out Click the arrow for your nationality, or choose to opt out

Citizenship\* U.S. Citizen Click the arrow to choose if you are a US citizen or other

Primary Language English Click the arrow, What do you consider your first language?

Secondary Language Awadhi Click the arrow, do you speak another language?

Are You A Protected Veteran Yes

Recently Separated Veteran No Were you recently separated from the military?

Disabled Veteran No Were you disabled in the military?

Armed Forces Service Medal Veteran No Were you awarded the armed service medal?

Active Wartime Or Campaign Badge Veteran No Did you serve in the military during wartime? Did you receive a campaign badge?

Discharge Date 05/05/2017 Click to choose the date you were discharged

Visa Type Click the arrow, do you have a visa to work in the US?

ADDITIONAL INFORMATION

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- REFERENCES
- SKILLS
- MY SUMMARY

REFERENCE #1

Company

Contact Person\*  Relationship To Contact\*

Email\*  Phone #\*

Years Known\*  May we contact this reference?\*

PICK FROM GOOGLE

Professional references are, i.e., former Supervisors, colleague, vendors. Use Anyone you had a professional relationship With.

REFERENCE #2

Company

Contact Person\*  Relationship To Contact\*

Email\*  Phone #\*

Years Known\*  May we contact this reference?\*

PICK FROM GOOGLE



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No Skills Added

ADD SKILL

OTHER SKILLS

Click on the "ADD SKILL" to add any other skills you may have that apply to this job

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POPULATE FROM

Success (1)

ukrygwei  
lsdjk  
elli@gmail.com  
5-555-5555  
jm  
kfuj  
lli@gmail.com  
-555-5555

When you finish the skills section, save and continue. You will  
Then get to the “summary page”. Check all of your information, and if all  
Is correct, scroll to the bottom and click on the “ELECTRONIC SIGNATURE”  
To complete your application.

lls  
Skills Added  
er Skills  
apergjlm

Summary

ELECTRONIC SIGNATURE