

Palm Beach County



Employment Opportunities

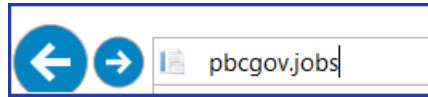
Online Application Guide

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Access PBC Career Page

Access PBC Career Page by typing: pbcgov.jobs



New Registration

(Register only if you are a new user. If you have an existing account, skip to [Sign In](#))

1. Click on **Register** (upper right corner of the screen.)



2. Enter **New User Registration** information.

IMPORTANT: You will not be able to create additional applicant user accounts using the same e-mail address.

3. Select the **I'm not a robot** checkbox, complete the Captcha process.

4. **Read** the Palm Beach County Board of County Commissioners Terms and Conditions of Use information.

I have read and agreed to the following:

- [Privacy Policy](#)
- [Terms and Conditions](#)
- [Candidate's Code of Ethics.](#)

5. Click in the **checkbox** to indicate you have read and agreed to each of the documents.
6. Click **Register**

The screenshot shows the 'Register' page. On the left, there is a section titled 'One account is all you need' with a list of benefits and a smartphone displaying the app interface. On the right, the 'New User Registration' form is visible. Red callouts with numbers 1 through 6 point to specific elements: 1 points to the 'First Name' field, 2 to the 'Last Name' field, 3 to the 'I'm not a robot' checkbox, 4 to the 'I have read and agreed to the following' checkbox, 5 to the list of documents (Privacy Policy, Terms and Conditions, Candidate's Code of Ethics), and 6 to the 'Register' button at the bottom.

7. A confirmation message will display. Click **Continue**

The screenshot shows an email titled 'Registration Confirmation'. The content includes a greeting 'Dear User,', the user ID 'mmjohnsonqaaa@gmail.com', and a thank you message. It lists four actions the user can now take: view current job openings, apply for new jobs, modify applications, and create a profile. At the bottom, there is a 'Continue' button with a red callout 7 pointing to it.

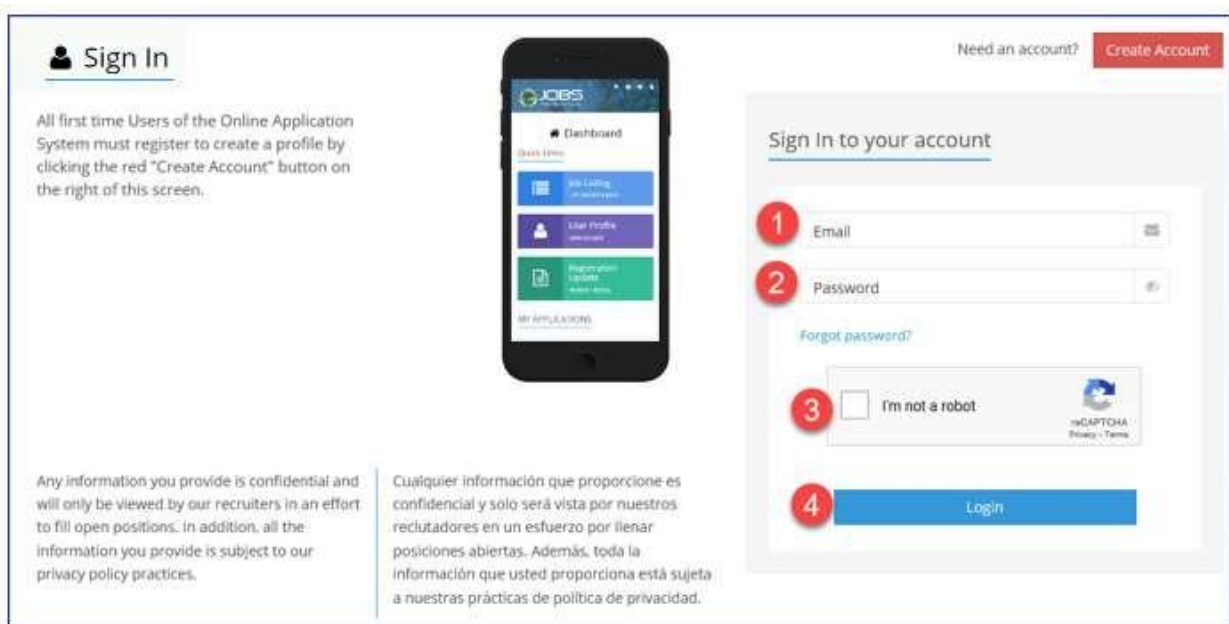
Sign In

If you have already created a user account, log in using your current Email / Password.



Note: Newly Registered, enter your new account Email and Password.

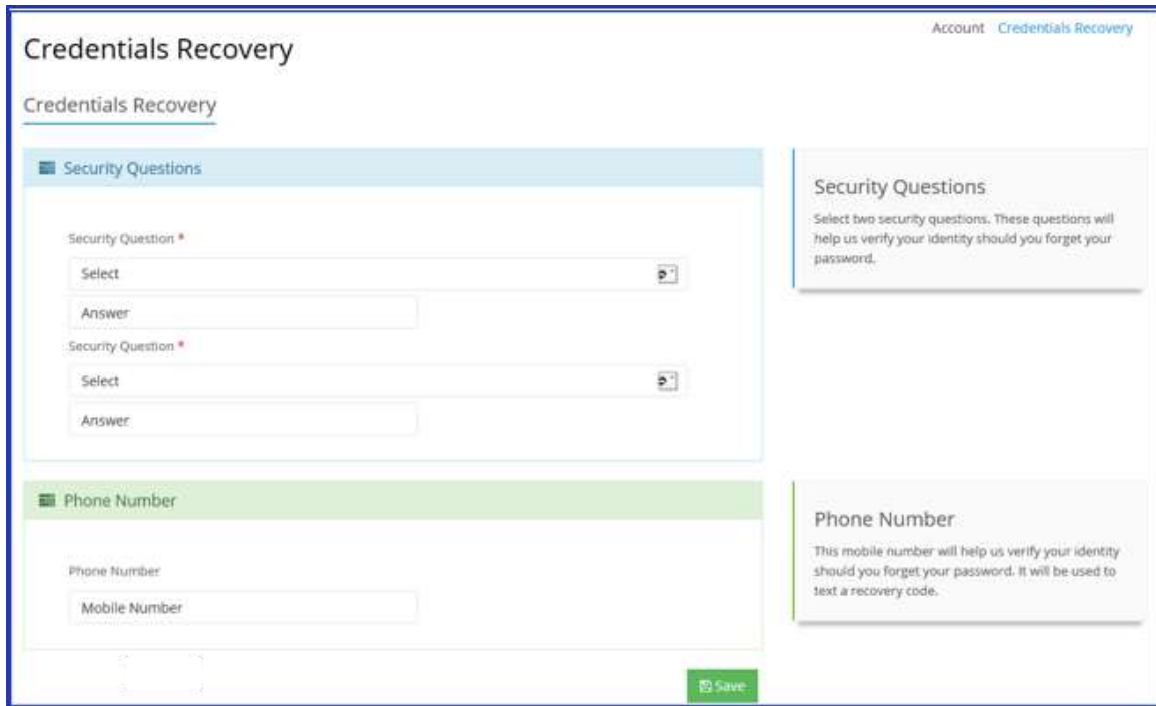
1. Enter your **Email**
2. Enter your **Password**
3. Select the **I'm not a robot** checkbox, complete the Captcha process.
4. Click **Login**

A screenshot of the 'Sign In' page. On the left, there is a 'Sign In' header and a paragraph of text. In the center, there is a smartphone displaying the 'JOBS' dashboard. On the right, there is a 'Sign In to your account' form. The form has four numbered callouts: 1 points to the 'Email' input field, 2 points to the 'Password' input field, 3 points to the 'I'm not a robot' checkbox, and 4 points to the 'Login' button. At the top right of the form area, there is a link 'Need an account? Create Account'.

Credentials Recovery

The Credentials Recovery screen will appear the first time you log in after Registration and the first time existing applicants log in.

1. Complete the **Security Questions**
2. Complete the **Phone Number** section
3. Click **Save**. You will be directed to the Jobs Dashboard.



The screenshot shows the 'Credentials Recovery' page. At the top right, there are links for 'Account' and 'Credentials Recovery'. The main heading is 'Credentials Recovery'. Below it, there are two sections: 'Security Questions' and 'Phone Number'. The 'Security Questions' section has two rows, each with a 'Security Question' dropdown menu and an 'Answer' text input field. The 'Phone Number' section has a 'Phone Number' label and a 'Mobile Number' text input field. A green 'Save' button is located at the bottom right. To the right of the form, there are two informational boxes: one for 'Security Questions' explaining that two questions will be used for identity verification, and one for 'Phone Number' explaining that the mobile number will be used for verification and recovery codes.

Security Questions

<p>-- Select --</p> <p>What was the last name of your third grade teacher?</p> <p>What was the name of your second dog?</p> <p>When you were young, what did you want to be when you grew up?</p> <p>What is your mother's maiden name?</p> <p>What is the name of your first pet?</p> <p>What was your first car?</p> <p>What city were you born in?</p> <p>Where did you meet your spouse?</p> <p>What elementary school did you attend?</p> <p>What was the first company that you worked for?</p>

Dashboard

Under Quick Links, there are three options.

1. Click on **Job Openings** on Quick Links to view and apply for open jobs.
2. Click on **User Profile** to create a profile if you do not have one or to update an existing profile.
3. Click on **Registration Update** to update your credentials.

The screenshot shows the JOBS Palm Beach County dashboard. At the top, there is a navigation bar with links for Home, Search jobs, Benefits, Resources, Dashboard, and Mary. Below the navigation bar, the main content area is divided into two main sections: Quick Links and MY APPLICATIONS.

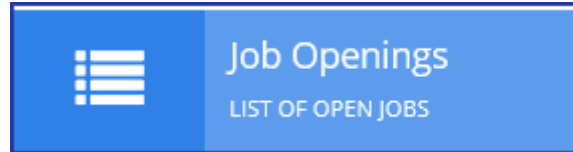
Quick Links: This section contains three prominent buttons: "Job Openings" (LIST OF OPEN JOBS) with a red notification badge showing "1", "User Profile" (VIEW OR EDIT) with a red notification badge showing "2", and "Registration Update" (REVIEW / REVISE) with a red notification badge showing "3".

MY APPLICATIONS: This section displays three circular gauges representing the status of applications: "Pending" (0), "Submitted" (0), and "Expired" (0). Below each gauge is a brief description: "Applications that are in-process and awaiting confirmation to continue with your submission.", "Applications that were completed and sent for processing prior to position closing dates.", and "Applications that were in-process but no longer valid due to expired position closing dates." respectively.


Pending Applications: Below the MY APPLICATIONS section, there is a table titled "Pending Applications". The table has columns for Job ID, Applicant ID, Position, Department, Closing Date, Complete, and Action. The table is currently empty, displaying "No data available in table". Below the table, it shows "Showing 0 to 0 of 0 entries" and a pagination control set to "5 per page" with "Previous" and "Next" buttons.

Expired Applications: Below the Pending Applications table, there is another table titled "Expired Applications". This table also has columns for Job ID, Applicant ID, Position, Department, Closed Date, and Action. It is also empty, displaying "No data available in table". Below this table, it shows "Showing 0 to 0 of 0 entries" and a pagination control set to "5 per page" with "Previous" and "Next" buttons.

Job Openings



Applicants can find details about all open competitive job openings and promotional opportunities.

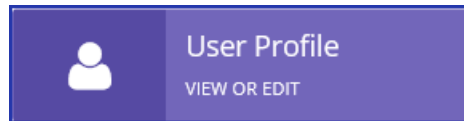
1. Access to **additional links**.
2. **Featured Jobs** are distinguished by this icon 
3. Enter a **keyword** to narrow job listings.
4. Click on column headings to **sort and customize** the screen.
5. Select the number of **entries to view**.
6. If you are ready to apply, click **Apply**

The screenshot shows the "JOBS" website for Palm Beach County. The page title is "Job Openings". It features a "Recruitment & Selection" section with links for "Student Internship Opportunities", "Job Descriptions Information and Pay Grades", "Veterans Preference Certification Form", and "County Elected Officials". Below this is a table of "Open competitive job openings (Total: 64)". The table has columns for Position, Department, Location, Closing Date, and Apply. A search bar is located above the table. A pagination control at the bottom shows "Showing 1 to 5 of 64 entries" and a dropdown menu for "5" items per page. Red callouts 1-6 point to various elements: 1 points to the "Recruitment & Selection" section, 2 points to a featured job icon, 3 points to the search bar, 4 points to the "Position" column header, 5 points to the "5" dropdown in the pagination, and 6 points to the "Apply" button in the first row of the table.

Position	Department	Location	Closing Date	Apply
Technical Procurement Specialist	Facilities Development & Operations / Business Operations	2033 Vista Parkway, WPB	07/09/2024	Apply
A/C And Refrigeration Specialist II (Multiple Positions)	Facilities Development and Operations/Facilities Management	County-Wide	07/08/2023	Apply
Assistant County Attorney	Office of the County Attorney	300 N. Dixie Highway, WPB	Open	Apply
Associate Medical Examiner	Medical Examiner's Office	3126 Gun Club Road, WPB	Open	Apply
Athletics Specialist (Trn-Professional)	Parks and Recreation/Recreation Services	Multiple Locations	Open	Apply

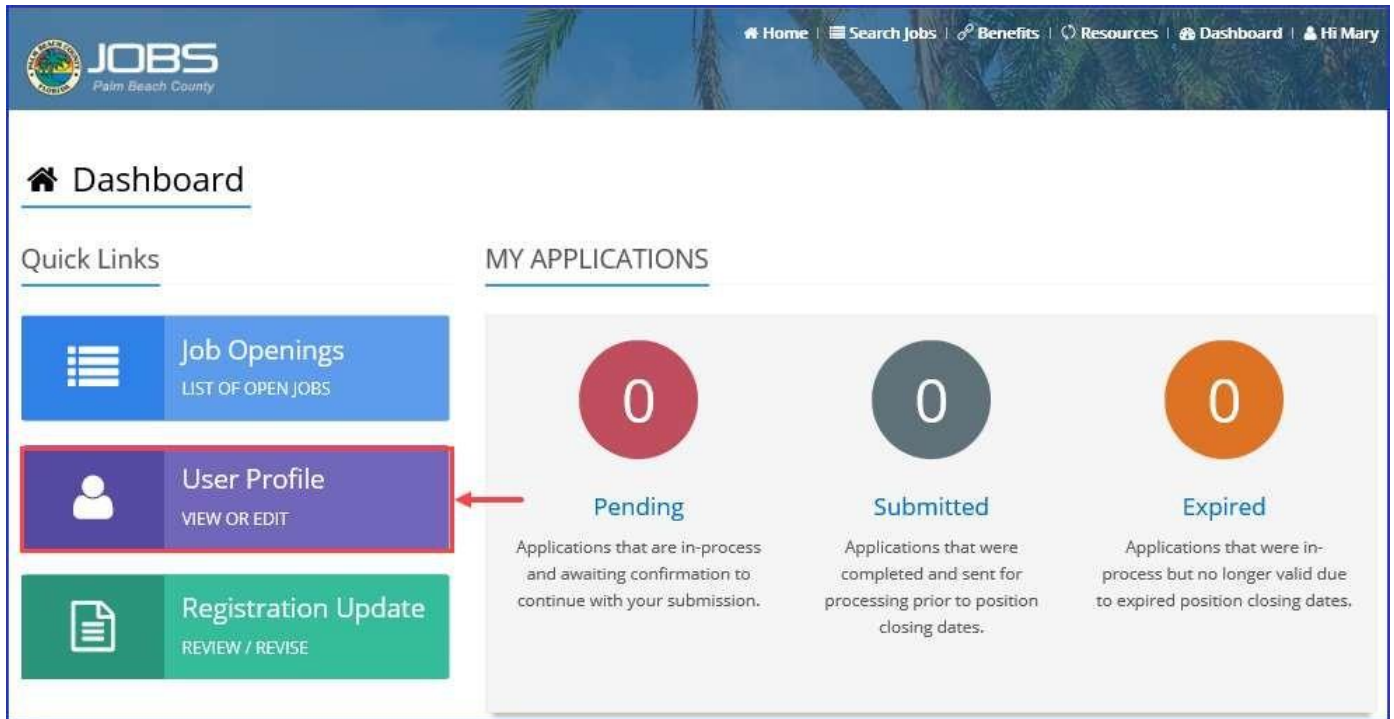
For instructions on completing your application, skip to [Apply for a Job](#)

User Profile

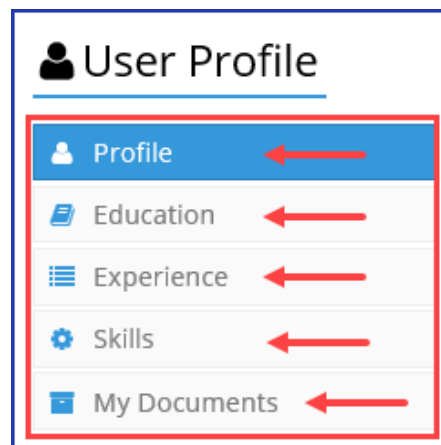


If you are a first-time user and not ready to apply, you may create a User Profile that can be used when applying for a future job.

1. Click on **User Profile** box.

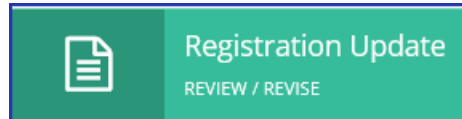


The **User Profile** tabs will display.



For instructions to complete your User Profile, skip to [Enter/Update User Profile](#)

Registration Update



Data entered during Registration can be viewed and updated.

- User ID: Applicant Name and Email Address
- Password
- Security Questions
- Phone

1. Select the **Credentials** section that needs to be updated.
2. Review the information, make the necessary updates.
3. Click **Save**

Repeat the above steps for each section that needs to be updated.

Update Credentials

User ID

User ID

Enter your Email Address. This Email Address will be your User ID at sign in.
If you are a current PDC employee, enter your first and last name as they appear in HRIS. If not a current employee, enter your legal name.
Select fields you wish to update.

First Name: Mary

Middle Name: Middle Name

Last Name: Johnson

Email Address: mjohnsonqbaa@gmail.com

Save

Apply for a Job

1. Click on **Search Jobs** on Home Page or **Job Openings** from the Quick Links menu to view and apply for open jobs.



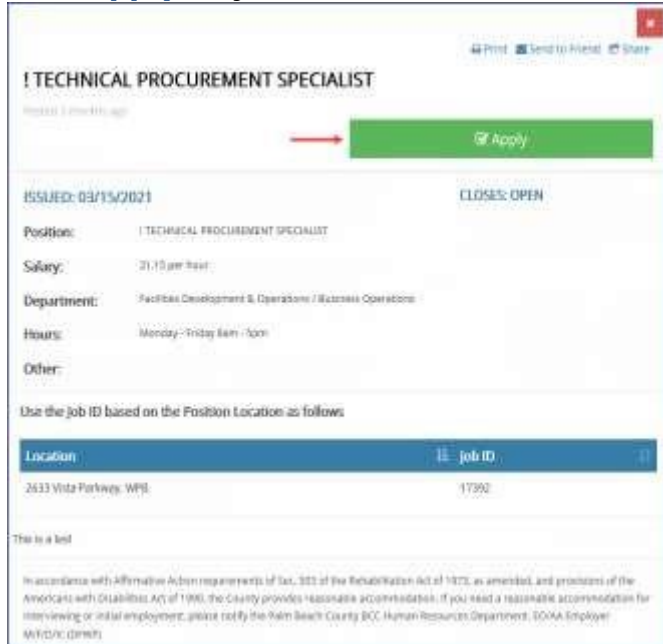
2. Click on the **Job Title** to view details of the job.

Open competitive job openings (Total: 65)

Position	Department	Location	Closing Date	Apply
1 Technical Procurement Specialist	Facilities Development & Operations / Business Operations	2633 Vista Parkway, WPD	Open	Apply
A/C And Refrigeration Specialist II (Multiple Positions)	Facilities Development and Operations/Facilities Management	County Wide	Open	Apply
Assistant County Attorney	Office of the County Attorney	300 N. Dixie Highway, WPD	Open	Apply

3. **Apply** either of these ways:

Click **Apply** on job announcement screen.



Click **Apply** on the job openings screen for the job you wish to apply for.

Open competitive job openings (Total: 65)

Position	Department	Location	Closing Date	Apply
1 Technical Procurement Specialist	Facilities Development & Operations / Business Operations	2633 Vista Parkway, WPD	Open	Apply
A/C And Refrigeration Specialist II (Multiple Positions)	Facilities Development and Operations/Facilities Management	County Wide	Open	Apply
Assistant County Attorney	Office of the County Attorney	300 N. Dixie Highway, WPD	Open	Apply
Assistant Medical Examiner	Medical Examiner's Office	3128 Sun-Clad Road, WPD	Open	Apply
ATTORNEY SPECIALIST (PL PROFESSIONAL)	Parks and Recreation/Recreation Services	MULTIPLE LOCATIONS	Open	Apply

Note: You may receive special instructions on how to apply for some jobs.

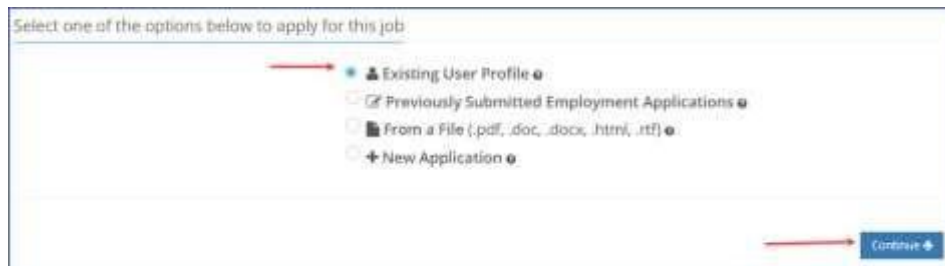
Important: Note the closing date (if any) on the job posting. In most cases, the application deadline is 5:00 PM ET.

4. You have four ways to complete the employment application information when applying for a job. Select from the following options:
 - a. **Existing User Profile** (prefills with information you have entered in your User Profile)
 - b. **Previously Submitted Employment Applications** (select to prefill from a previously submitted employment application)
 - c. **From a File** (select a document, i.e., a resume to help complete your Application)
 - d. **New Application** (no prefill, will be completely blank)

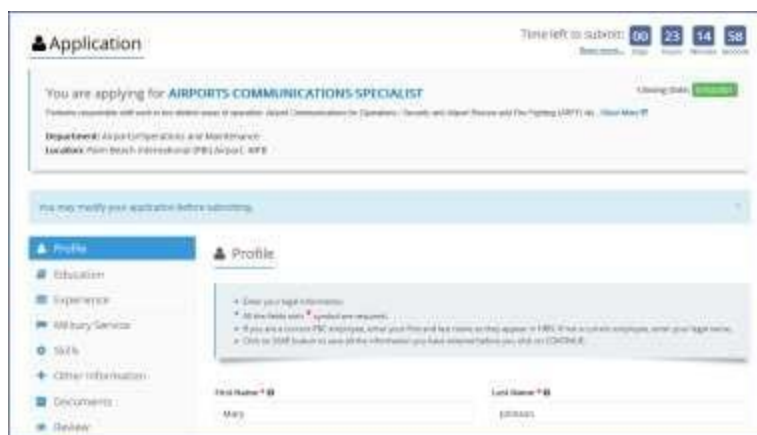


Existing User Profile (prefills with information from your User Profile)

1. Select the **Existing User Profile** radio button
2. Click **Continue**



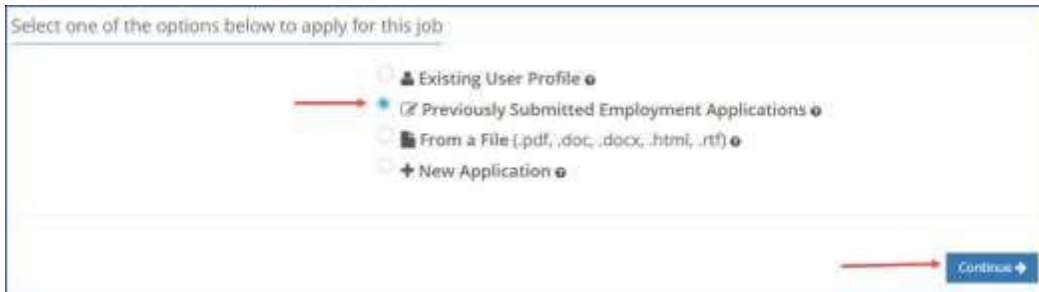
Your pre-populated information displays. You may review and modify in any section.



For detailed instructions on how to complete or modify any section, skip to [Employment Application](#)

Previously Submitted Employment Applications (prefills from a previously submitted employment application)

1. Select the Previously Submitted Employment Application radio button

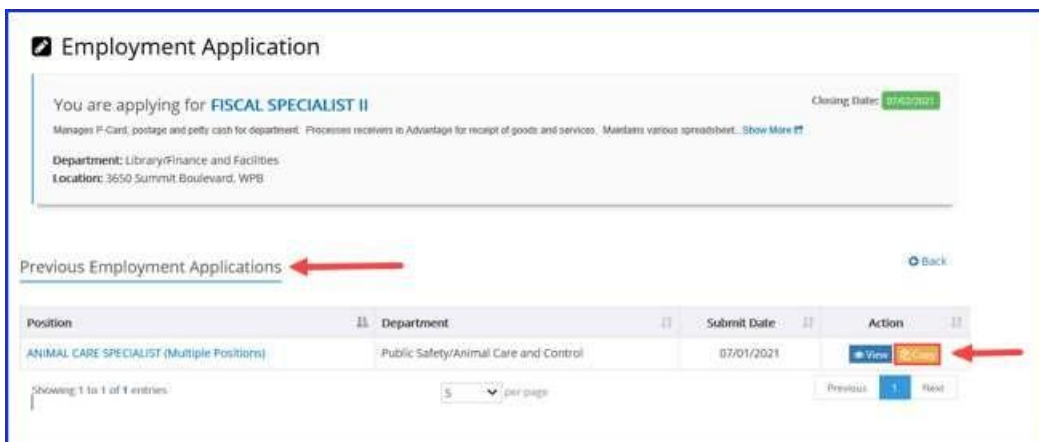


Select one of the options below to apply for this job:

- Existing User Profile
- Previously Submitted Employment Applications
- From a File (.pdf, .doc, .docx, .html, .rtf)
- New Application

Continue

2. Your previous employment application(s) will appear. You have the option to:
 - a. View
 - b. Copy
3. When you are ready to use your previous application, click **Copy**



Employment Application

You are applying for **FISCAL SPECIALIST II** Closing Date: 07/01/2021

Manages F-Card, postage and petty cash for department. Processes receipts in Advantage for receipt of goods and services. Maintains various spreadsheets. [Show More](#)

Department: Library/Finance and Facilities
Location: 3650 Summit Boulevard, WPB

Previous Employment Applications Back

Position	Department	Submit Date	Action
ANIMAL CARE SPECIALIST (Multiple Positions)	Public Safety/Animal Care and Control	07/01/2021	View Copy

Showing 1 to 1 of 1 entries 5 per page Previous Next

4. You will receive a message to copy data from this previous application. Click **Yes** to continue.



Copy Employment Application

Your employment application for job id 17685 will be copied with the data from this previous application. Click Yes to continue

Your pre-populated information displays. You may review and modify in any section.

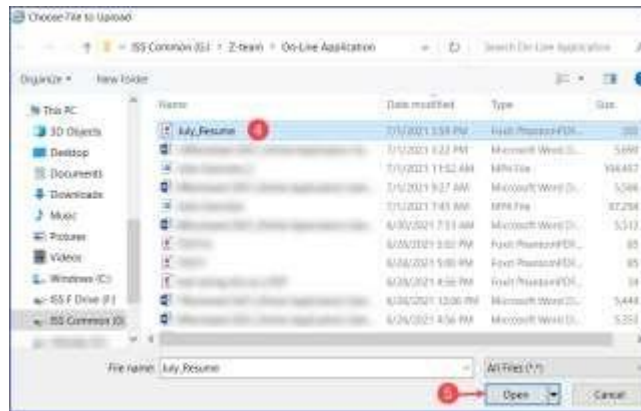
For detailed instructions on how to complete or modify any section, skip to [Employment Application](#)

From a File (select a document, i.e., a resume to help complete your Application)

1. Select the **From a File** radio button
2. Click **Continue**

3. Click **Browse** to find the file to extract your information from.

4. **Locate the document** you want to extract your information from.
5. Click **Open**



6. You will be directed back to the Application From File screen, read the statement:

“I understand that once the process is completed, I will need to verify the fields containing values automatically extracted from the resume. I will have to manually correct or fill out some of them.”

Click the **checkbox**

7. Click **Continue**



For detailed instructions on how to complete or modify any section, skip to [Employment Application](#)

New Application

(select to apply by creating a new employment application)

1. Select New Application radio button
2. Click **Continue**



Profile Tab

- Fill in your profile details. All required fields are marked with a red (*) asterisk.

IMPORTANT: Answering **YES** to some questions may display additional questions.

The screenshot shows the 'Application' page for the 'ACCESS TECHNICIAN' position. The 'Profile' tab is selected, and the user is prompted to enter legal information. The form includes fields for First Name, Last Name, Middle Name, Preferred Name, Email Address, and Minimum Salary required. A 'Driving Date' field is also present with a 'Get License' button. A red circle with the number '3' indicates three required fields.

- Related to a current Palm Beach County Employee? If **Yes**, complete the fields below.

This form asks if the applicant is related to a current Palm Beach County employee. It includes radio buttons for 'Yes' (selected) and 'No'. Below this are three text input fields: 'Name(s)', 'Relationship(s)', and 'Dept / Division'.

If applicable, enter the Driving History details.

The 'Driving History' form asks if the applicant has a valid Florida Driver's license. It includes radio buttons for 'Yes' and 'No'. Below this are checkboxes for 'Commercial' (A, B, C) and 'Non-Commercial' (E-Operator). It also asks if the license has ever been suspended or revoked, with 'Yes' and 'No' radio buttons. A text input field for 'Endorsements' is at the bottom.

Has your license ever been suspended or revoked? If **Yes**, complete the fields below.

Has your license ever been suspended or revoked?

Yes No

Please provide dates and explanation *

5. For the Exemption From Public Records Disclosure section, select **Yes** or **No**. If you do not know, you may leave this blank.
6. Click **Save** or **Continue**

Exemption From Public Records Disclosure

Are you a current or former law enforcement officer, other covered employee or the spouse or child of one, whose information is exempt from public records disclosure under section 119.07(4), Florida Statutes # 5.3?

Yes No

Other Covered jobs include but are not limited to: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, personnel of the department of revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement, and certain investigators in the Department of Children and Families...

Note: Clicking **Continue** will save your information and move you to the next screen. The **Save** will save your information but will not move you to the next screen.

Education Tab

Enter your Education information.

7. Select the LAST YEAR completed (**Grade/High School**) from the dropdown selection list.
8. Select the LAST YEAR completed (**College/Graduate**) from the dropdown selection list.
 - ❖ If you did not attend College/Graduate school, you **must** select "0" from the dropdown list.

Application

Time left to submit: 09:00:16:37

You are applying for **ACCESS TECHNICIAN**

Department: Airports/Operations and Maintenance
Location: Palm Beach International (PBI) Airport, WPB

Education

Enter your education information.

- All the fields with * symbol are required.
- Enter the last year completed of Grade/High School and if applicable, College or Graduate School. Even if none.
- You can enter multiple schools for the same Education Type by clicking the "Add New" button.

7 Select LAST YEAR COMPLETED (Grade/High School) *

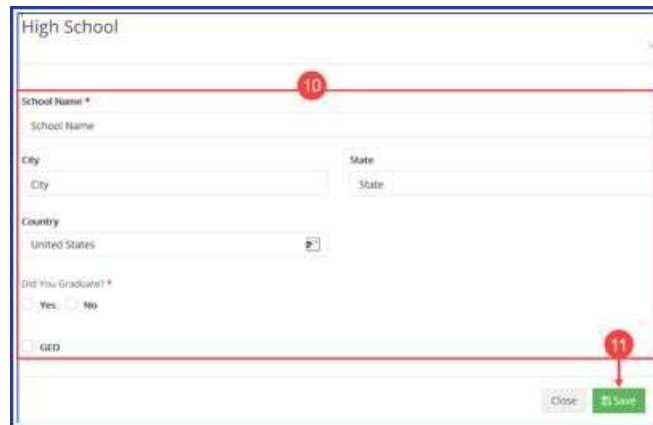
8 Select LAST YEAR COMPLETED (College/Graduate) *

9. Click on **Add New: High School** to enter high school record.

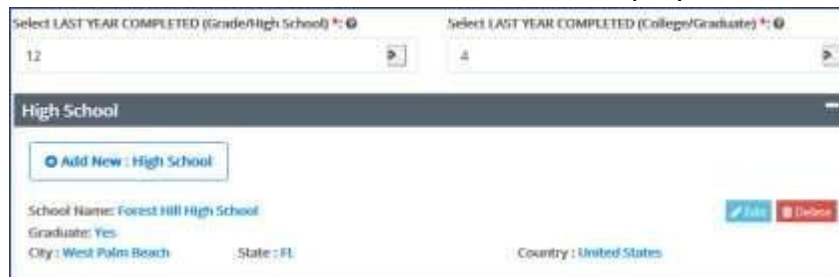


10. Enter the information into the appropriate fields.

11. Click **Save**

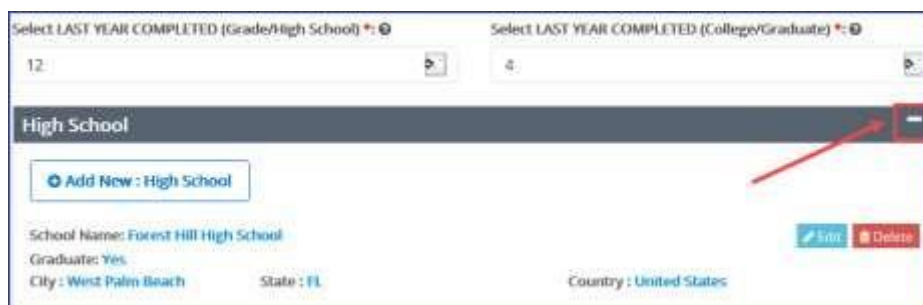


- The Education record entered will be displayed.

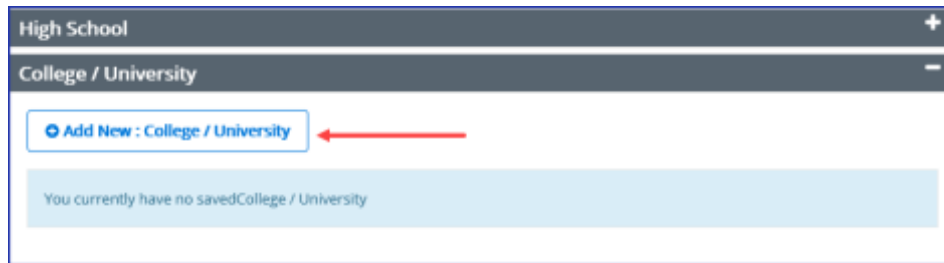


12. Continue entering additional Education records by clicking the appropriate sections.

Note: Each Education section can be expanded (+) and collapsed (-).



13. To enter **College / University** information, click **Add New: College / University**.



14. Enter the appropriate information in the fields shown below.

15. Click on **Save**.

The screenshot shows a 'College / University' form. A red box highlights the form fields, with a red circle '14' at the top and a red circle '15' at the bottom right. The form includes the following fields:

- School Name * (text input)
- City (text input)
- State (text input)
- Country (dropdown menu, currently 'United States')
- Did You Graduate? * (radio buttons for 'Yes' and 'No')
- Hours Completed * (text input)
- Hours Type * (radio buttons for 'Semester' and 'Quarter')
- Major (text input)
- Minor (text input)
- Degree Type * (dropdown menu, currently 'Select')
- Degree Awarded (text input)

At the bottom right, there are 'Close' and 'Save' buttons. A red arrow points from the 'Save' button to the red circle '15'.

16. You can enter multiple schools for the same type of Education by saving your entry, then click **Add New: College / University**

The screenshot shows the 'College / University' section with a dark header bar containing 'High School' and a '+' icon. Below the header is a section titled 'College / University' with a '-' icon. A blue button labeled 'Add New : College / University' is highlighted with a red arrow. Below the button, the following information is displayed:

- School Name: Florida State University
- Graduate: Yes
- City: Tallahassee
- State: FL
- Country: United States
- Hours Type: Semester
- Classroom Hours: 120
- Major: Business Administration
- Minor: Political Science
- Degree Type: Bachelor's Degree
- Degree Awarded: BSBA

At the bottom right, there are 'Edit' and 'Delete' buttons.

17. Enter additional Education information and click **Save**

18. Follow the instructions above to enter Education for **Graduate School** and **Other Training**.

The screenshot shows a web interface with two main sections: "Graduate School" and "Other Training". Each section has a header bar with a minus sign. Below each header is a button labeled "Add New : Graduate School" and "Add New : Other Training" respectively. Red arrows point to these buttons. Below each button is a light blue box containing the text "You currently have no saved Graduate School" and "You currently have no saved Other Training".

19. When you have finished entering, revising, and saving your **Education** information, click **Continue**

The screenshot shows the same web interface as above, but with a completed entry in the "College / University" section. The entry details are: School Name: Florida State University, Graduate: Yes, City: Tallahassee, State: FL, Country: United States, Hours Type: Semester, Classroom Hours: 120, Major: Business Administration, Degree Type: Bachelor's Degree, Degree Awarded: BSBA. There are "Edit" and "Delete" buttons next to the school name. At the bottom right of the page, a blue "Continue" button is highlighted with a red arrow.

Experience Tab

20. Click on **Add New: Work Experience**

Application Time left to submit: 04 00 05 52
Days Hours Minutes Seconds

You are applying for **ACCESS TECHNICIAN** Closing Date: 03/14/2023

Performs specialized work in airport security and security access control. Conducts fingerprinting, reviews background checks and applications for accuracy etc. [Show More](#)

Department: Airports/Operations and Maintenance
Location: Palm Beach International (PBI) Airport, WPB

- Profile
- Education
- Experience**
- Military Service
- Skills
- Other Information
- Documents
- Review

Experience

Employment Record

- Begin with your current or most recent position.
- Describe specific duties and responsibilities for various positions held for each employer.
- Include the months, years, and hours worked. List all periods of employment/unemployment, including self-employment, internships, or volunteer hours.
- Resumes may not substitute for the completed application. It is the responsibility of the applicant to thoroughly complete the application.

You currently have no saved Experience

[Add New: Work Experience](#) [Continue](#)

21. Enter your work experience/employment details in the appropriate fields.

Is this your Current Job?
 Yes No

From Month * From Year * To Month * To Year *

Employer Name *

Address 1 Address 2

City State Zip Code

Country

Type of Business Phone

22. Once you have entered all the employment details, click **Save**

Is this your Current Job?
 Yes No

From Month * From Year * To

Employer Name *

Address 1 Address 2

City State Zip Code

Country

Type of Business Phone

Supervisor Name Supervisor Phone

Hours/Week Job Title

Number & Type of Employees Supervised

Duties Performed (In detail): (Limit to 4,000 characters)

Remaining characters: 2846

Computer Software, Equipment, Machines Operated:

May we contact your employer? :
 Yes No

The confirmation message displays as below:

Your Experience details saved successfully!

23. To enter additional employment records, click on **Add New: Work Experience** and **Save**
24. All **Employment Records** will display, **Edit/Delete** if necessary.
25. When you have finished entering, revising, and saving your Work Experience, click **Continue**

Experience

Employment Record

- Begin with your current or most recent position.
- Describe specific duties and responsibilities for various positions held for each employer.
- Include the months, years, and hours worked. List all periods of employment/unemployment, including self-employment, internships, or volunteer hours.
- Resumes may not substitute for the completed application. It is the responsibility of the applicant to thoroughly complete the application.

Employer Name	From - To	Action
A1 Cool Air Specialist	03/2015- Present	Edit Delete

[Add New: Work Experience](#) [Continue](#)

T & E Questionnaire Tab

Some job postings will have a Training & Experience Questionnaire.

1. Select from the options provided.
2. Click **Continue**

Training & Experience Questionnaire

- Select the options below that apply to you
- All the questions on this page are required
- All questions will require the completed federal employment application and/or to include an applicant's response to the Training & Experience questions

I possess the following

MSPD and completion of 2 year technical/vocational AC & Refrigeration program	<input type="checkbox"/>
Completion of 4 year apprenticeship program in AC & Refrigeration	<input checked="" type="checkbox"/>
Name of the above:	
4 years of exp in industrial/commercial AC & Ref	<input checked="" type="checkbox"/>
2 years of exp in industrial/commercial AC & Ref	<input type="checkbox"/>
Name of the above:	
Performing maintenance work in an industrial/commercial setting	<input checked="" type="checkbox"/>
Valid Universal Certification in Transfer and Recovery of Refrigerant	<input checked="" type="checkbox"/>
Truemanaging/repairing sector electrical issues	<input checked="" type="checkbox"/>
Using building automation systems/ computerized controls	<input checked="" type="checkbox"/>

FALSELY ANSWERING TO THE ABOVE QUESTIONS WILL DISQUALIFY AN APPLICANT FROM CONSIDERATION FOR THE POSITION FOR THE REMAINDER OF ONE (1) YEAR OR THE DURATION OF THE BIDDING PERIODS.

[Continue](#)

Military Service Tab

26. Select **Yes** or **No**

- If **Yes**, select from the options below. Click **Save** or **Continue**
- If **No** is selected, click **Save** or **Continue**

26 Military

- It is the applicant's responsibility to submit current and complete documentation with this application.
- Documentation for all applicants shall include a Veterans' Preference Certification, FDVA form VP-1, incorporated by reference and found at <https://www.pbcgov.org/humanresources/VP-1/Documentation/Veterans%20Preference%20Certification%20Form.pdf>. Click here for Forms VP-2 and VP-3.
- Veterans, disabled veterans, and spouses of disabled veterans shall furnish a Department of Defense document, commonly known as form DD-214 or military discharge papers, or equivalent certification from the DVA, listing military status, dates of service and discharge type.
- All documents must clearly indicate that they are copies of originals.
- A Veterans' Preference statement of documentation/eligibility is posted in the Human Resources Office; a copy is available upon request.
- If applicants claiming Veterans' Preference for vacant position(s) are not selected for the position(s), he or she may file a written complaint requesting an investigation to the Florida Department of Veterans' Affairs, Division of Benefits and Assistance, 3500 Bay Pines Blvd, Room 214, St. Petersburg, Florida 33708, within 90 calendar days after receiving notice of hiring decision.
- Prior to filing a complaint, it is the responsibility of the preference-eligible applicant to contact the designated Human Resources or other contact person at least one time after 45 days have passed from the final date for submitting an application or the interview date, whichever is later in time, if the applicant has not received notice of a hiring decision.

Do you claim Veterans' Preference (in accordance with Chapter 55 A-7, Florida Administrative Code, and Chapter 295, Florida Statutes)?
* Preference eligibility no longer expires upon appointment of the eligible person to a position with the state or any political subdivision in the state. Persons who were previously ineligible for preference because they held or are currently holding a job with a public employer are now eligible to use their Veterans' Preference again with all employers covered by law. Persons who were previously ineligible for preference because they did not serve during an eligible wartime period may now be eligible for Veterans' Preference if they served during Operation Enduring Freedom (beginning October 7, 2001 – present) or Operation Iraqi Freedom (beginning March 19, 2003 – present). Operation Iraqi Freedom was renamed Operation New Dawn effective September 1, 2010. Certain servicemembers may be eligible to receive waivers for postsecondary educational requirements.

Yes No

Disabled veterans who have served on active duty in any branch of the United States Armed Forces and who:
1. Have a presently existing service-connected disability which is compensable under public laws administered by the DVA; or
2. Are receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the DVA and the Department of Defense.

The spouse of any person:
1. Who has a total and permanent service-connected disability and who, because of this disability, cannot qualify for employment; or
2. Who is missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.

A wartime veteran as defined in Section 1.01(14), F.S., who has served in active duty during a specified wartime period for at least 1 day in a campaign or expedition for which a campaign badge has been authorized, including any armed forces expeditionary medal or the global war on terrorism medal, or during one of the specified periods of wartime service; however, active duty for training is not allowed for eligibility.

The unmarried widow or widower of a veteran who died of a service-connected disability.

The mother, father, legal guardian, or unmarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the Department of Defense.

A veteran as defined in section 1.01(14), F.S., who has served in active duty as specified; however, active duty for training is not allowed for eligibility.

A current member of any reserve component of the United States Armed Forces or the Florida National Guard.

Veterans' Preference documentation must be received by Palm Beach County BCC Human Resources by 3 PM on 07/08/2021.

Note: The job closing date will determine the Veterans' Preference documentation deadline.

Veterans' Preference documentation must be received by Palm Beach County BCC Human Resources within 3 business days of submitting the application.

Skills Tab

27. Enter the appropriate information in the available text boxes.
 - a. List any special skills, knowledge or abilities that you possess that relate to this job opportunity.
 - b. List any CURRENT, VALID professional or occupational licensures, registrations, certifications, or memberships relevant to the position
28. Click **Save** or **Continue**

Note: Clicking **Continue** will save your information and move you to the next screen. Clicking **Save** will save your information but will not move you to the next screen.

The screenshot shows a web form titled "Skills" with a left-hand navigation menu. The menu items are: Profile, Education, Experience, T&E Questionnaire, Military Service, Skills (highlighted), Other Information, Documents, and Review. The main content area has two text input fields. The first field is labeled "List any special skills, knowledge or abilities that you possess that relate to this job opportunity. For example, the courses, training, foreign ability, computer hardware/software skills, etc. (Max character: 500)". It contains the text "Job planning and Leadership, knowledgeable in air conditioning, commercial ice machines, commercial refrigeration systems, walk coolers and freezers" and shows "Remaining characters: 352". The second field is labeled "List any CURRENT, VALID professional or occupational licensures, registrations, certifications, or memberships relevant to the position, e.g. Florida certificate in Water/Wastewater Treatment, Florida Professional Engineering registration, Registered Nurse license or Lifeguard certifications. (please link to 500 characters)". It contains the text "Universal EPA Class A State Licensed Air Conditioning Contractor" and shows "Remaining characters: 436". Below the fields is a blue informational box: "Failure to specify required licensures, registrations and certifications may disqualify applicants for consideration. If required, copies of certifications must be uploaded and attached, within 3 business days of submitting the application for open-to-filed." At the bottom are two buttons: a green "Save" button and a blue "Continue" button with a right-pointing arrow. A red arrow points to the "Continue" button.

Other Information Tab

Fill in the two sections under **Other Information** (voluntary)

Profile
Education
Experience
Military Service
Skills
Other Information
Documents
Review

+ Other Information

- Each application for employment with the Board of County Commissioners will be considered without regard to race, color, religion, gender, sexual orientation, marital origin, age, disability or marital status of the applicant.
- However, the Federal Government requires that the County keep statistics on the number of women, minorities, veterans and persons with disabilities who apply for jobs.
- The information provided below will be used for statistical purposes only and will be maintained separately from the Application for Employment during the entire hiring process.
- * In accordance with Affirmative Action requirements of Sec. 302 of the Rehabilitation Act of 1973, as amended, and provisions of the Americans with Disabilities Act of 1990, the County provides reasonable accommodation. If you need a reasonable accommodation for interviewing or initial employment, please notify the Palm Beach County BCC Human Resources Department.

1 Demographics

Check One
 Male Female

Date of Birth
Date of Birth

Select One of the Following Race/Ethnic Groups

Check Any That Apply to You
 Wartime Period Veteran
 Disabled Veteran
 Disabled Person Not Entitled to Veteran's Preference

2 Recruitment

How did you hear about this job?

Save Continue

Demographics

1. Providing Demographics details is optional, but your data is valuable for statistical purposes.

Demographics 1

Check One
 Male Female

Date of Birth
07/24/1968

Select One of the Following Race/Ethnic Groups

Select
American Indian or Alaska Native (Non-Hispanic or Latino)
Asian (Non-Hispanic or Latino)
Black or African American (Non-Hispanic or Latino)
Hispanic or Latino
Native Hawaiian or Other Pacific Islander (Non-Hispanic or Latino)
Two or More Races (Non-Hispanic or Latino)
White (Non-Hispanic or Latino)

Check Any That Apply to You
 Wartime Period Veteran
 Disabled Veteran
 Disabled Person Not Entitled to Veteran's Preference

Recruitment

2. Help us recruit! Select the appropriate option from the dropdown list.

Recruitment 2

How did you hear about this job?

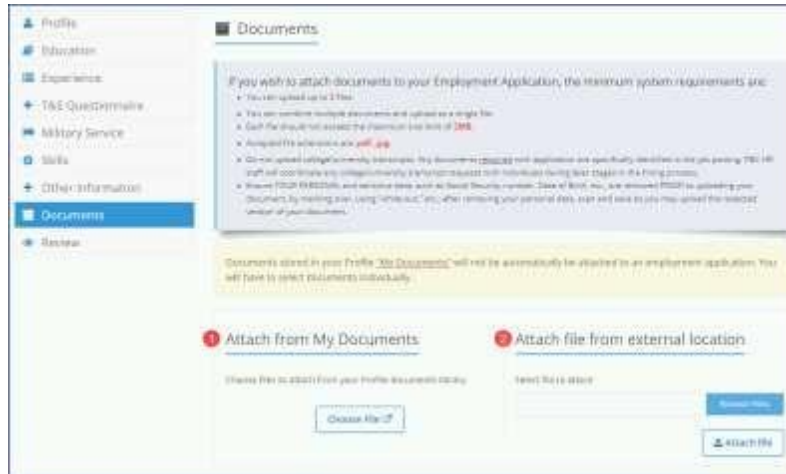
Select
PBC Employee Referral
Friend Referral
www.pbcgov.jobs Website
www.CareerBuilder.com
Other Web-based Job Board (monster.com, hotjobs.com, etc.)
Professional/Trade/Technical Web-based Job Postings
PBC Job Hotline 561-616-6900
Professional/Trade/Technical Magazine/Journal/Newsletter
PBC Human Resources Office Job Announcements Board
Local (PBC) Newspaper Online Classifieds
Local (PBC) Newspaper Hard Copy Classifieds
Outside PBC Newspaper Online Classifieds
Outside PBC Newspaper Hard Copy Classifieds
TV (Channel 20, local networks)
Job Fair
Other

Continue

3. Click **Save** or **Continue**

Documents Tab

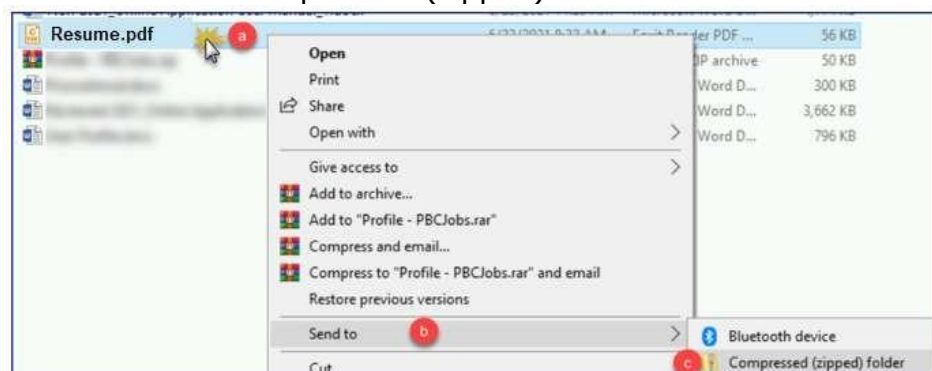
Attaching documents is optional, unless the job announcement specifies documents to be submitted with your application. You can attach documents two ways.



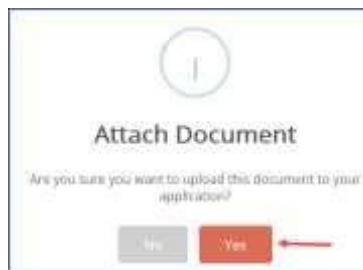
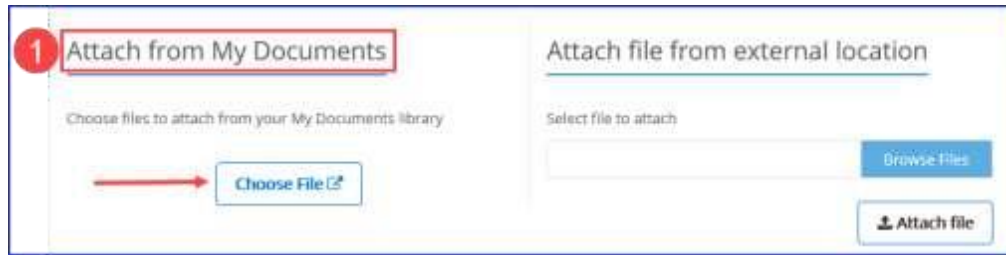
1. From your User Profile **"My Documents."**
 - Documents stored in your Profile "My Documents" will not be automatically attached to an employment application. You will have to select documents individually.
2. From an **external location.**
 - Files cannot exceed the maximum size limit of 2mb.
 - You can upload a maximum of 3 files.
 - You can combine multiple documents into one file and upload it as a single file. Follow these instructions:

How to Combine and Compress multiple files into a .pdf (if file size exceeds 2mb)

1. Scan multiple files and save as a single .pdf
2. If the document size is more than 2mb, compress the .pdf file
3. You can **Compress the file** using the following steps:
 - a. Right-click on the .pdf file
 - b. Select Send To
 - c. Select Compressed (zipped) folder

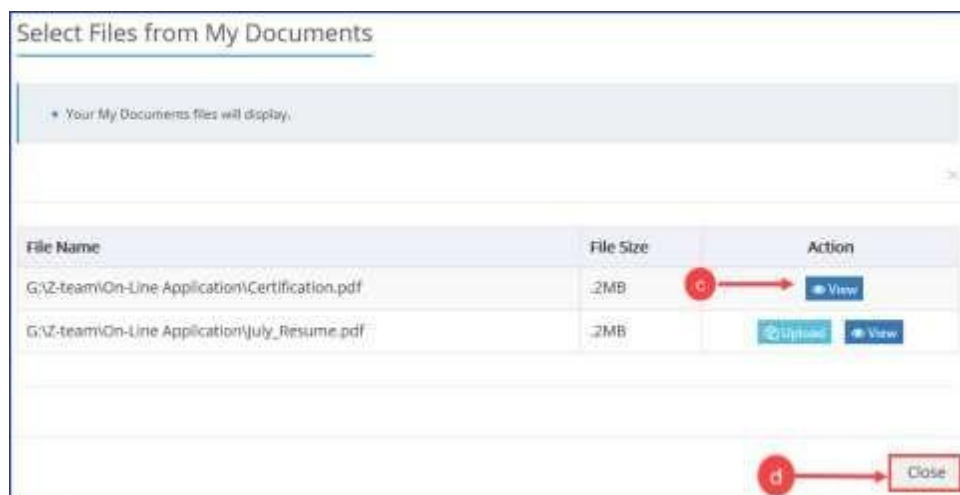


1. To attach from your profile **"My Documents"** library, click **Choose File** on left:
 - a. Select the file you want to attach.
 - b. Click **Upload**
 - c. Click **Yes**



The uploaded document will be View only.
(Repeat for each file you want to attach)

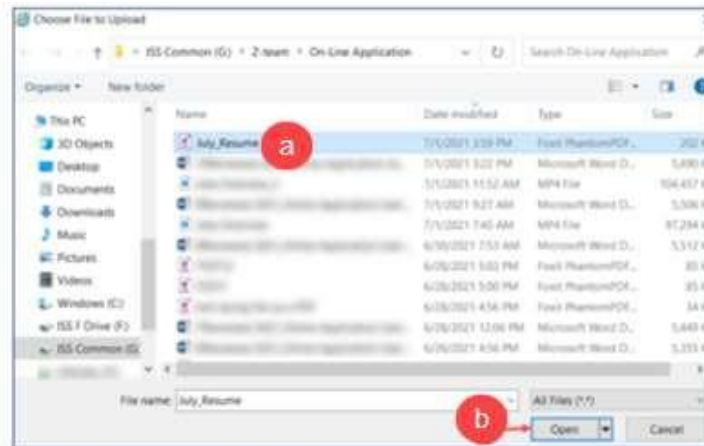
- d. When finished uploading documents, click **Close**



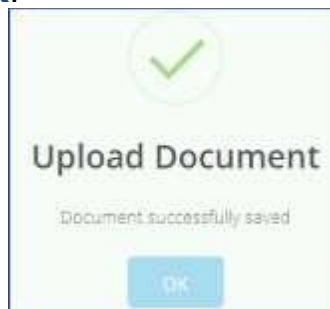
2. To attach from an **external location**, click **Browse Files** on right and select document.




- a. Select the file you want to attach.
- b. Click **Open**.
- c. Click **Attach file** to upload the selected file.
(Repeat for each file you want to attach)



- d. You will receive a Document successfully saved message. Click **OK**.



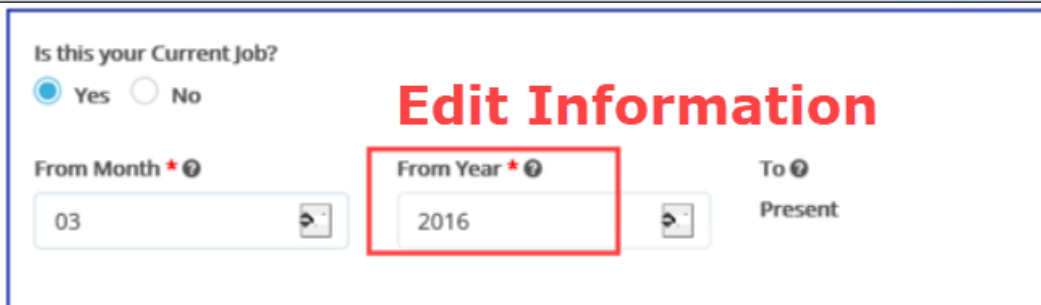
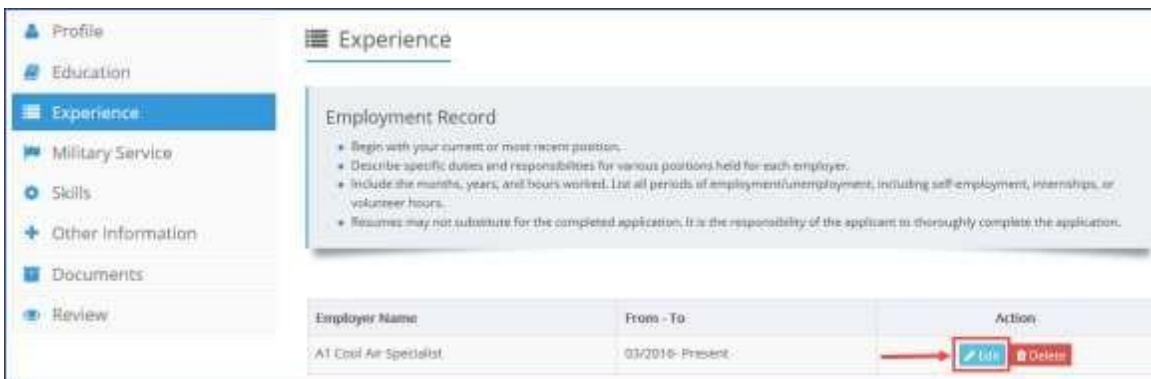
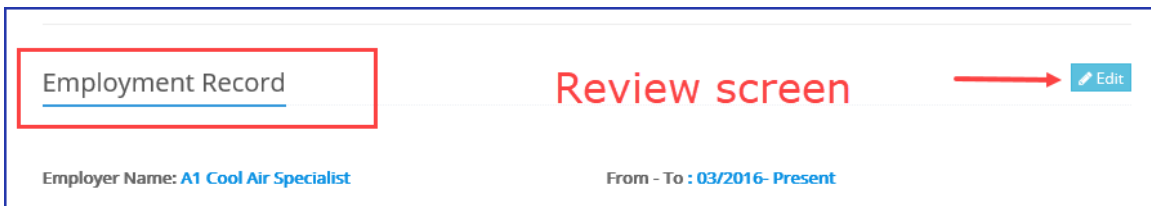
- Files attached to your Application will display.
- You may **View/Delete** the attached documents.

- To delete a document, click the Delete icon  next to the document name.

Note: Files attached to an application may only be deleted while the job posting is open.

- Click **Continue**





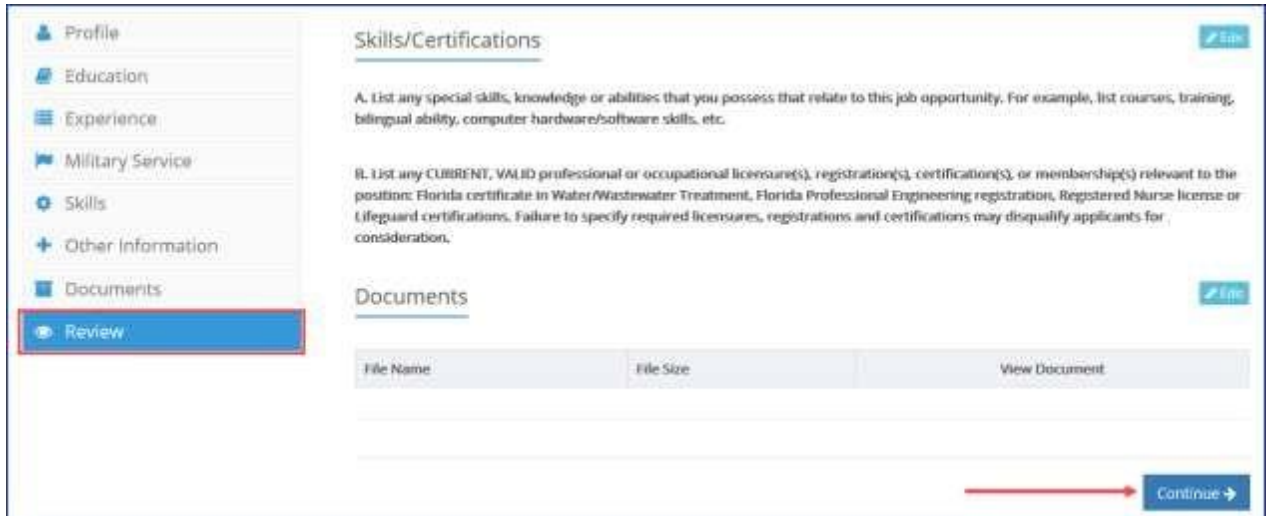
- iii. After you have updated the information, click **Save**, located at the bottom of the screen.



- iv. To return to the Review screen, click on the **Review** tab.



31. When you have finished reviewing the Application, click **Continue** at the bottom of the page.



Submit Tab

32. Click **Print** if you want to print the PBC Terms and Conditions.



33. Read the Palm Beach County Board of County Commissioners Terms and Conditions of Use information. Click in the **checkbox** to indicate you have read and agree to the Terms and Conditions, Privacy Policy, and the Candidate's Code of Ethics.
34. Click **Yes**, if you wish to replace your current profile with the information entered on **this** Application. If you do not want to replace/update your current profile, click **No**
35. Under the **Application Submittal Details**, please read the details and click on the **checkbox**

36. When all of the steps listed above have been completed, click **Submit**

Profile
Education
Experience
T&E Questionnaire
Military Service
Skills
Other Information
Documents
Review
Submit

Submit

Palm Beach County Board of County Commissioners Terms and Conditions of Use

1. TERMS AND CONDITIONS OF USE.
Welcome to the Palm Beach County Online Employment Application (the "Site"). This page ("Notice") states the terms and conditions of the Site. Please review this Notice carefully. By accessing, browsing, or using the Site ("Use"), all users and visitors ("You," "you," "User," or "user") acknowledge acceptance of the terms and conditions listed in this Notice. If you do not accept the terms and conditions listed in this Notice, please do not use the Site. Palm Beach County reserves the right to update this Notice from time to time or its site operation. You should review this Notice periodically for updates and changes. **REGARDLESS OF THE METHOD OF SUBMITTAL OF ANY APPLICATION MATERIALS, THESE TERMS AND CONDITIONS WILL APPLY.**

2. PURPOSE OF SITE.

33 Please check this box to indicate that you have read and agreed to the above Terms and Conditions, Privacy Policy, and Candidate's Code of Ethics.

34 Do you want this application to replace your current profile?
 Yes No

Employment Application Submittal Details

35 To the best of my knowledge, all statements and information I have given in this application are true. I hereby authorize the Human Resources Department to verify this information to determine my capabilities for employment. I UNDERSTAND THAT ANY STATEMENTS FOUND NOT TO BE MATERIALLY ACCURATE MAY CONSTITUTE GROUNDS FOR MY DISMISSAL OR MAY DISQUALIFY ME FROM CONSIDERATION FOR ANY POSITIONS. THE OMISSION OF REQUIRED OR MATERIAL INFORMATION (SUCH AS PRIOR JOBS) MAY BE CONSIDERED AS GROUNDS FOR DISMISSAL OR DISQUALIFICATION. I AUTHORIZE RELEASE OF INFORMATION FOR REFERENCE CHECKS.
In accordance with Public Records Law, Chapter 119, F.S., information provided on this application may be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or his designee.

36

37. A confirmation message displays, as shown below. A confirmation will also be sent to your email address.

38. Take note of your **Applicant ID#** and **Job ID#**.

39. Click **Dashboard** to view your updated Dashboard.

JOBS
Palm Beach County

Home | Search Jobs | Benefits | Resources | **Dashboard** | Hi Mary

Thank You

Dear **Mary Johnson**,

You have successfully submitted your application for **ACCESS TECHNICIAN**. The location is **Palm Beach International (PBI) Airport, WPB**.

Please refer to the following details with any communication:

Your Applicant ID: **344411**
Job ID: **17574**

Best wishes in your job search with Palm Beach County!

Regards,
The Human Resources Team.

A confirmation will also be sent to your email address.

Count Down Clock

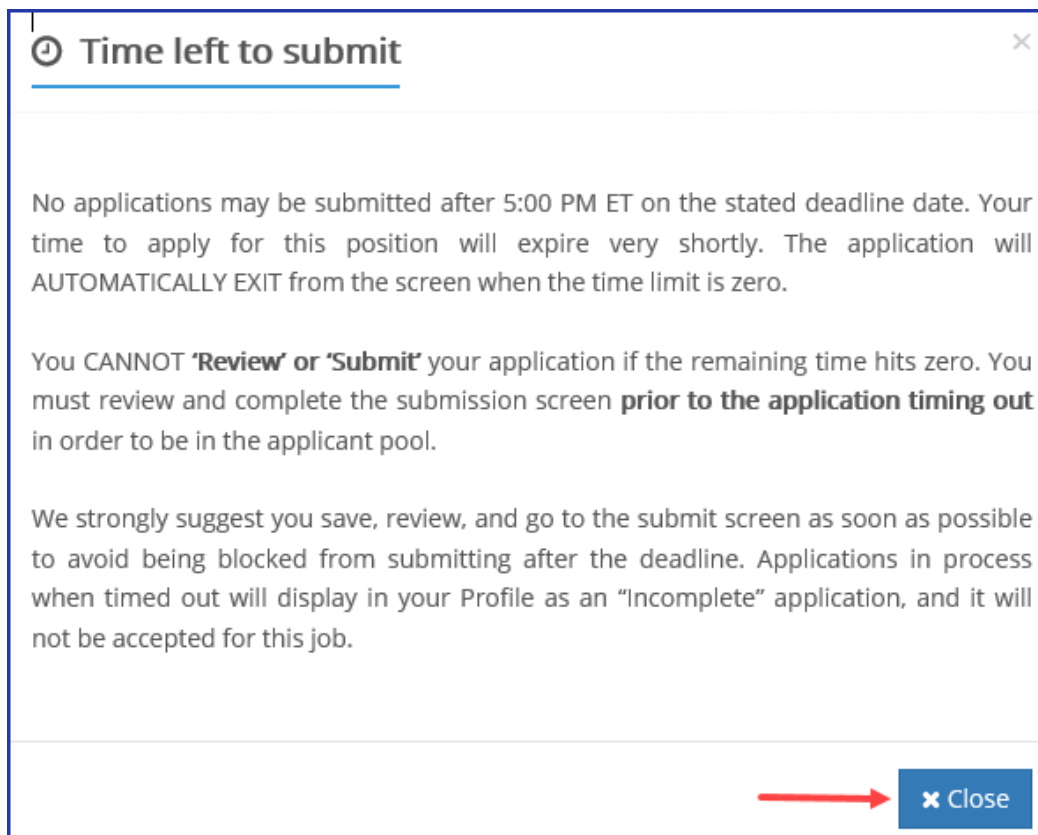
For jobs with a closing date, a **countdown clock** will display.



- Yellow highlight indicates the job will close that day. Red indicates the job will close within 5 minutes.



Click on **Read more** for submittal rules.



Click **Close** to close the message.

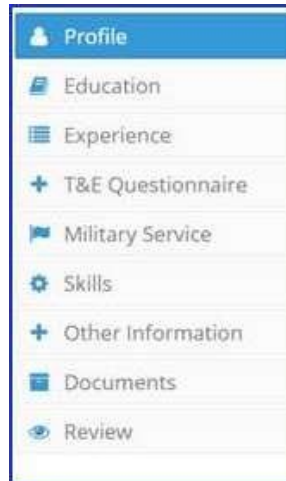
Employment Application

The employment application will have 8 to 9 sections for completion.

As you complete each section, click **Continue**, you will be directed to the next section.

Be sure to enter all your information with as much detail as possible. HR Specialists will be viewing your information exactly as it was entered.

Once the job posting has closed, your information cannot be changed.



Profile Tab

Depending on the option you selected to complete your employment application, most fields will be populated.

1. **Review all information** and update as necessary.
2. Click **Save** or **Continue**

Note: Clicking **Continue** will save your information and move you to the next screen. Clicking **Save** will save your information but will not move you to the next screen.

Education Tab

3. **Review all information** and update as necessary.
4. Click **Save** or **Continue**

Experience Tab

5. **Review all information** and update as necessary.
6. Click **Save** or **Continue**

T & E Questionnaire Tab

Some job postings will have a Training & Experience Questionnaire.

7. Select from the options provided, click **Continue**

Training & Experience Questionnaire

- Select the options below that apply to you.
- All the sections with * symbol are required
- HR Specialists will review the completed formal employment application sections to validate an applicant's responses to the Training & Experience questions

I possess the following

HS/GED and completion of 2 year technical/vocational A/C & Refrigeration program	<input type="radio"/>
Completion of a 4 year apprenticeship program in A/C & Refrigeration	<input checked="" type="radio"/>
None of the above	<input type="radio"/>
4 years of exp in industrial/commercial AC & Ref	<input checked="" type="radio"/>
2 years of exp in industrial/commercial AC & Ref	<input type="radio"/>
None of the above	<input type="radio"/>
Performing maintenance work in an industrial/commercial facility	<input checked="" type="checkbox"/>
Valid Universal Certification in Transition and Recovery of Refrigerants	<input checked="" type="checkbox"/>
Troubleshooting/repairing various electrical circuits	<input checked="" type="checkbox"/>
Using building automation systems/computerized controls	<input checked="" type="checkbox"/>

FALSIFYING ANSWERS TO THE ABOVE QUESTIONS WILL DISQUALIFY AN APPLICANT FROM CONSIDERATION FOR THIS POSITION FOR THE MINIMUM OF ONE (1) YEAR OR THE DURATION OF THE HIRING REGISTER

[Continue](#)

Military Service Tab

8. Select **Yes** or **No**

- If **Yes**, select from the options that display. Click **Save** or **Continue**
- If **No** is selected, click **Save** or **Continue**

Note: The job closing date will determine the Veterans' Preference documentation deadline.

Veterans' Preference documentation must be received by Palm Beach County BCC Human Resources within 3 business days of submitting the application.

Skills Tab

9. **Review all information** and update as necessary.
 - a. List any special skills, knowledge or abilities that you possess that relate to this job opportunity.
 - b. List any **CURRENT, VALID** professional or occupational licensures, registrations, certifications, or memberships relevant to the position
10. Click **Save** or **Continue**

Skills

List any special skills, knowledge or abilities that you possess that relate to this job opportunity. For example, list courses, training, bilingual ability, computer hardware/software skills, etc. (Max characters 500)

a

Job planning and Leadership, knowledgeable in air conditioning, commercial ice machines, commercial refrigeration systems, walk coolers and freezers.

Remaining characters: 352

List any **CURRENT, VALID** professional or occupational licensures, registrations, certifications, or memberships relevant to the position, e.g. Florida certificate in Water/Wastewater Treatment, Florida Professional Engineering registration, Registered Nurse license or Lifeguard certifications. (please limit to 500 characters)

b

Universal EPA Class A State Licensed Air Conditioning Contractor

Remaining characters: 436

Failure to specify required licensures, registrations and certifications may disqualify applicants for consideration. If required, copies of certifications must be uploaded and attached, within 3 business days of submitting the application for open till filed.

Save Continue →

10

Other Information Tab

Fill in the two sections under **Other Information** (voluntary)

Demographics

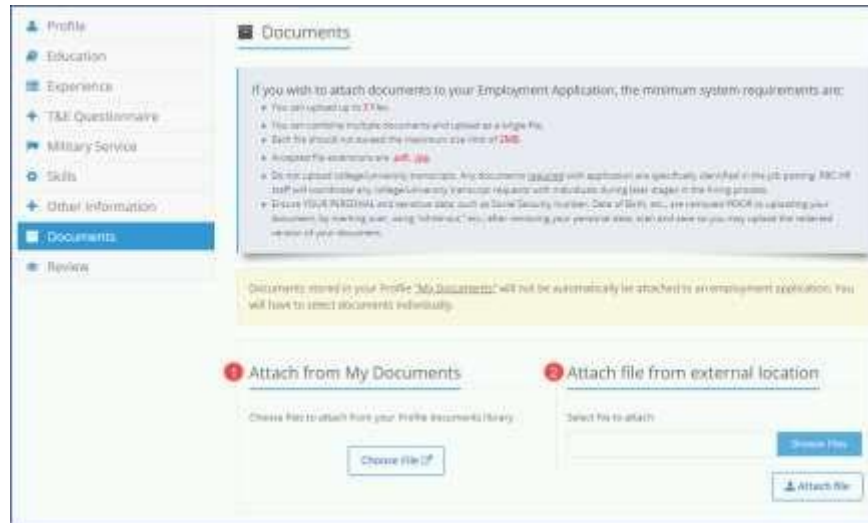
1. Providing Demographics details is optional, but your data is valuable for statistical purposes.

Recruitment

2. Help us recruit! Select the appropriate option from the dropdown list.

3. Click **Save** or **Continue**

Documents Tab



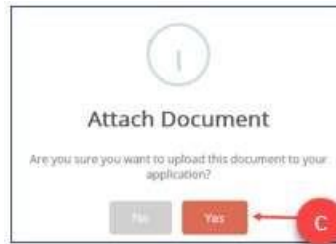
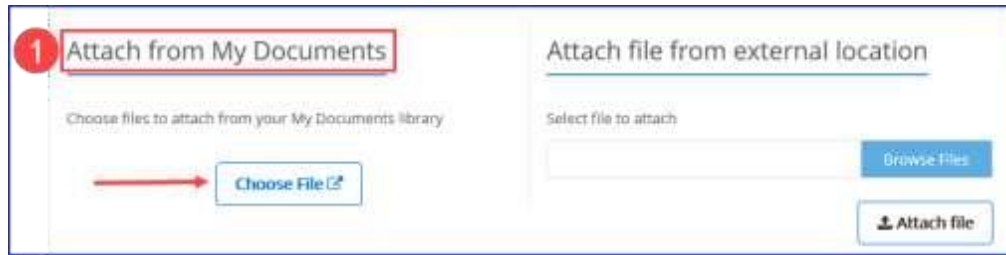
1. From your User Profile **"My Documents."**
 - Documents stored in your Profile "My Documents" will not be automatically attached to an employment application. You will have to select documents individually.
2. From an **external location**.
 - Files cannot exceed the maximum size limit of 2mb.
 - You can upload a maximum of 3 files.
 - You can combine multiple documents into one file and upload it as a single file. Follow these instructions:

How to Combine and Compress multiple files into a .pdf (if file size exceeds 2mb)

1. Scan multiple files and save as a single .pdf
2. If the document size is more than 2mb, compress the .pdf file
3. You can **Compress the file** using the following steps:
 - a. Right-click on the .pdf file
 - b. Select Send To
 - c. Select Compressed (zipped) folder



1. To attach from your profile **"My Documents"** library, click **Choose File** on left:
 - a. Select the file you want to attach.
 - b. Click **Upload**
 - c. Click **Yes**

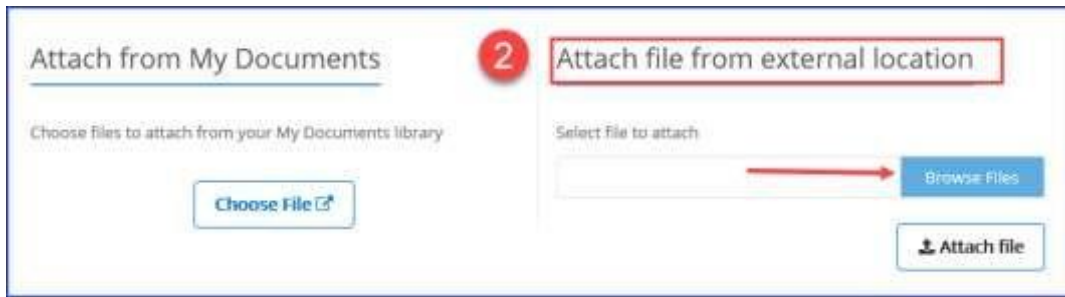


The uploaded document will be View only.
(Repeat for each file you want to attach)

- d. When finished uploading documents, click **Close**



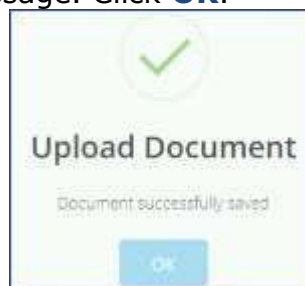
2. To attach from an **external location**, click **Browse Files** on right and select document.




- a. Select the file you want to attach.
b. Click **Open**.
c. Click **Attach file** to upload the selected file.
(Repeat for each file you want to attach)



- d. You will receive a Document successfully saved message. Click **OK**.

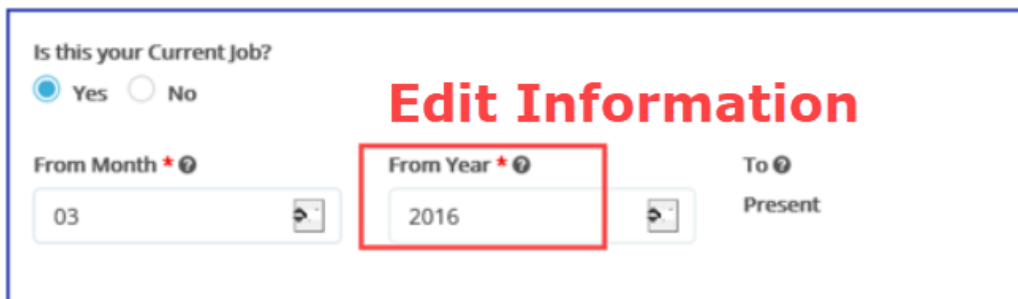
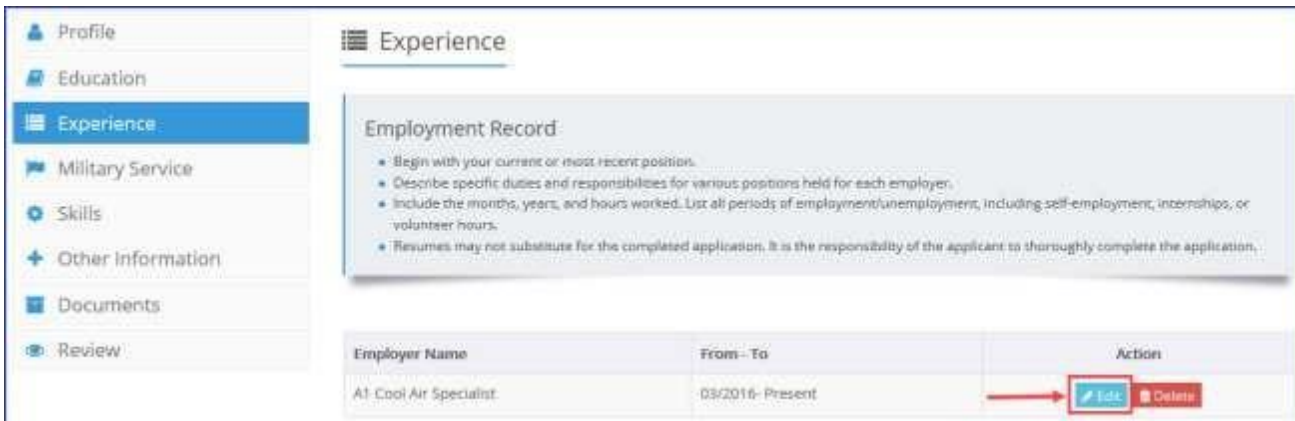
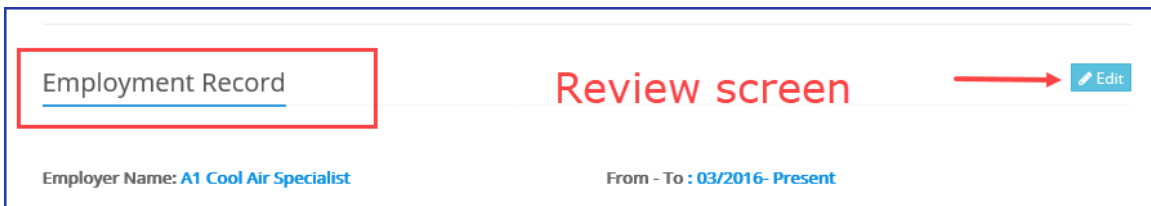


3. Files attached to your Application will display.
4. You may **View/Delete** the attached documents.
 - To delete a document, click the Delete icon  next to the document name.

Note: Files attached to an application may only be deleted while the job posting is open.

5. Click **Continue**





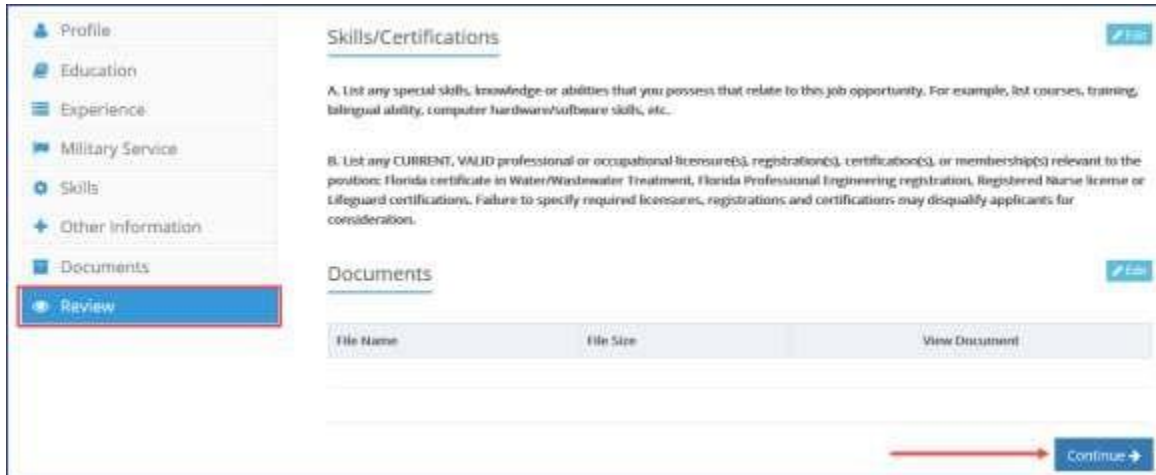
- v. After you have updated the information, click **Save**, located at the bottom of the screen.



- vi. To return to the Review screen, click on the **Review** tab.



- When you have finished reviewing the Application, click **Continue** at the bottom of the page.

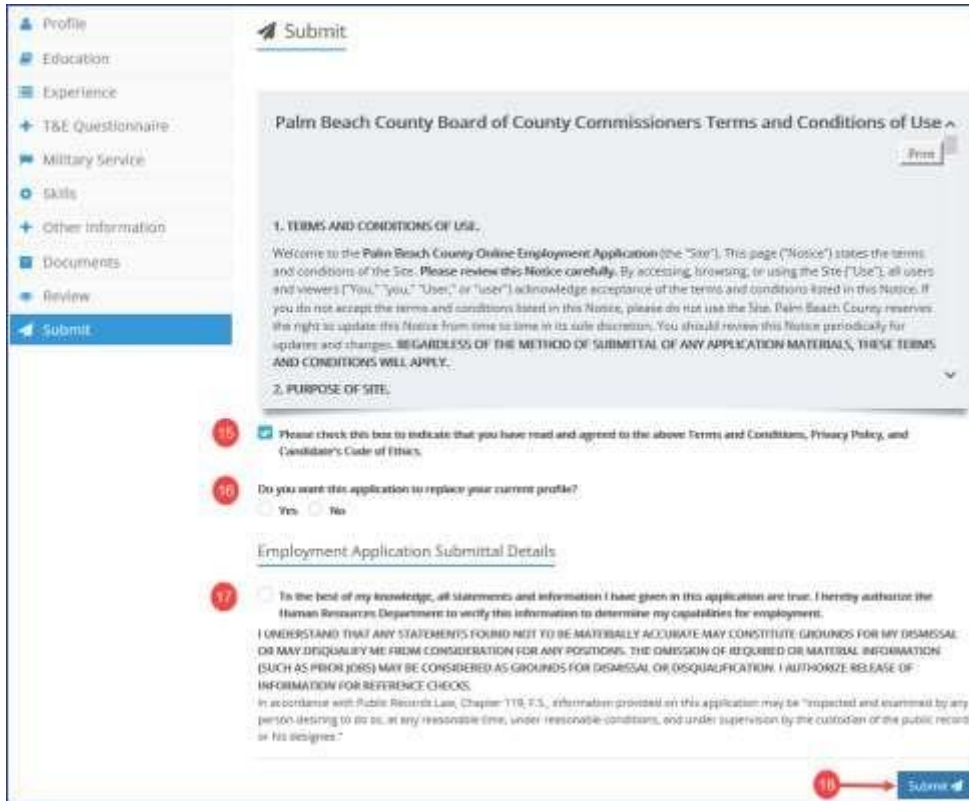


Submit Tab

- Click **Print** if you want to print the PBC Terms and Conditions.



- Read the Palm Beach County Board of County Commissioners Terms and Conditions of Use information. Click in the **checkbox** to indicate you have read and agree to the Terms and Conditions, Privacy Policy, and the Candidate's Code of Ethics.
- Click **Yes**, if you wish to replace your current profile with the information entered on **this** Application. If you do not want to replace/update your current profile, click **No**
- Under the **Application Submittal Details**, please read the details and click on the **checkbox**.
- When all of the steps listed above have been completed, click **Submit**



19. A confirmation message displays, as shown below. A confirmation will also be sent to your email address.
20. Take note of your **Applicant ID#** and **Job ID#**
21. Click **Dashboard** to view your updated Dashboard.
22. **HR contact information** is located at the bottom of the screen.



Dashboard

In Submitted Applications, you can edit your application until the job posting closes.



The screenshot shows a table titled "Submitted Applications" with a red arrow pointing to the header. The table has columns for Job ID, Applicant ID, Position, Department, Closing Date, Submitted On, and Action. Two rows are visible, with the "Edit" button in the Action column highlighted by a red box.

Job ID	Applicant ID	Position	Department	Closing Date	Submitted On	Action
15327	335894	CHIEF WATER/WASTEWATER PLANT OPERATOR	Water Utilities/Plant Operations and Maintenance	06/21/2021	06/21/2021	View Edit
17455	335899	CONSUMER AFFAIRS MANAGER	Public Safety / Consumer Affairs	06/23/2021	06/23/2021	View Edit

Showing 1 to 2 of 2 entries | 5 per page | [Previous](#) | [Next](#)

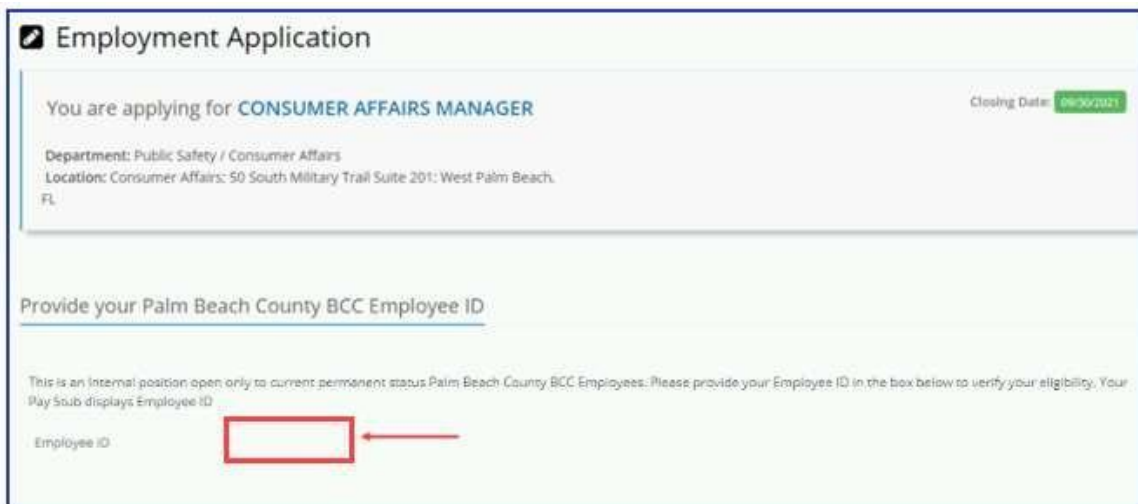
Apply for a Promotional job

Current Permanent status BCC Employees will be prompted to enter their **Employee ID** number the first time they apply for a promotional opportunity.



The screenshot shows a section titled "Promotional opportunities. Job openings available only to current permanent status county employees (Total: 1)". Below this is a search bar and a table with columns for Position, Department, Location, Closing Date, and Apply. One row is visible for "Consumer Affairs Manager".

Position	Department	Location	Closing Date	Apply
Consumer Affairs Manager	Public Safety / Consumer Affairs	Consumer Affairs: 50 South Military Trail Suite 201; West Palm Beach, FL	09/30/2021	Apply



The screenshot shows an "Employment Application" form. It displays the job title "CONSUMER AFFAIRS MANAGER", department "Public Safety / Consumer Affairs", location "Consumer Affairs: 50 South Military Trail Suite 201; West Palm Beach, FL", and closing date "09/30/2021". Below this, there is a section titled "Provide your Palm Beach County BCC Employee ID" with a text box and a red arrow pointing to it. A note below the text box states: "This is an internal position open only to current permanent status Palm Beach County BCC Employees. Please provide your Employee ID in the box below to verify your eligibility. Your Pay Stub displays Employee ID".

- Enter ONLY the **last numerals** of your Employee ID number.
- Look on your paycheck for your Employee ID; it will display starting with a "B" followed by zeroes ("0"). **DO NOT enter the "B" or "0's."**

Example: B0000015233, **Only enter 15233**, click **Continue**

<< Prev Paycheck Close Print Next Paycheck >>

Check#: 2148432 Check Date: 06/11/2021 Pay End Date: 06/04/2021 Paycheck History ▾

MESSAGE: Hurricane season is here; avoid delays and sign up for direct deposit today!

STATEMENT OF EARNINGS

	Board of County Commissioners	Pay Group:	Business Unit:
	Palm Beach County	Pay Begin Date:	Advice #:
	West Palm Beach, FL	Pay End Date:	Advice Date:

<p>→ Employee ID: 8000015233</p> <p>Department:</p> <p>Job Title:</p> <p>Pay Rate:</p>	<p>TAX DATA: Federal</p>
--	--------------------------

Provide your Palm Beach County BCC Employee ID

This is an internal position open only to current permanent status Palm Beach County BCC Employees. Please provide your Employee ID in the box below to verify your eligibility. Your Pay Stub displays Employee ID.

Employee ID:

[← Back](#) [Continue →](#)

You will receive the message below if you are not eligible to apply or the online application system does not recognize the data as entered.

WARNING MESSAGE: The Employee ID submitted is not valid at this time. Must have completed probation to apply AND/OR Employee's last name does not have a match in HRIS.

The Employee ID submitted is not valid at this time. Must have completed probation to apply AND/OR Employee's last name does not have a match in HRIS...

Provide your Palm Beach County BCC Employee ID

This is an internal position open only to current permanent status Palm Beach County BCC Employees. Please provide your Employee ID in the box below to verify your eligibility. Your Pay Stub displays Employee ID.

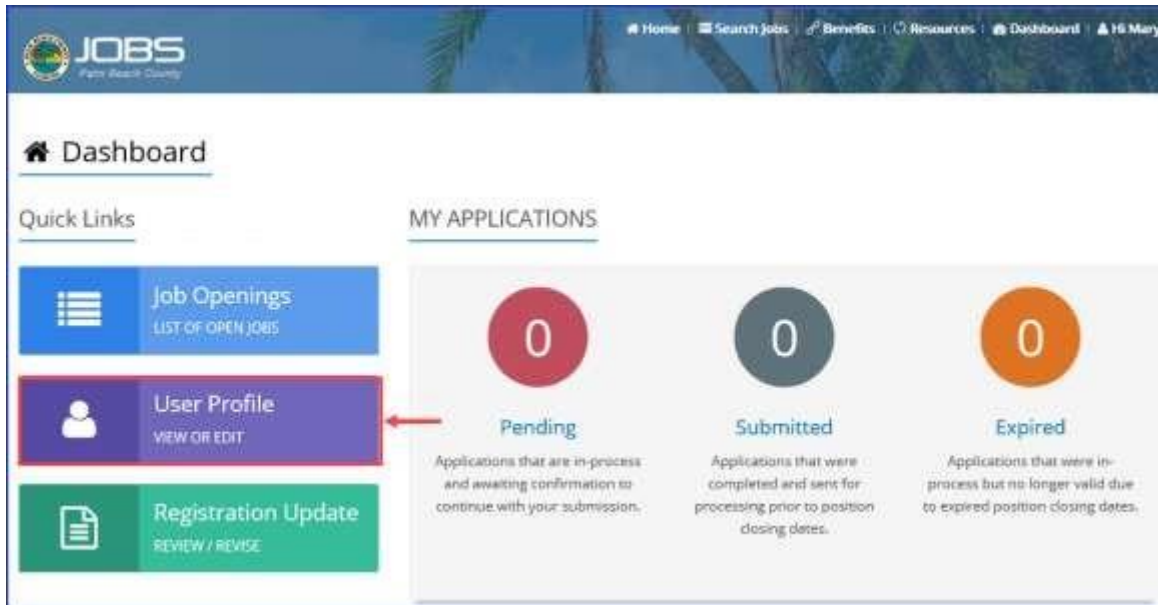
Employee ID:

[← Back](#) [Continue →](#)

For instructions on completing your application, skip to [Apply for a Job](#)

Enter / Update User Profile

From the Dashboard screen, click on **User Profile**.



Profile Tab

1. Fill in your profile details. All required fields are marked with a red (*) asterisk.

IMPORTANT: Answering **YES** to some questions may display additional questions.

User Profile

- Profile
- Education
- Experience
- Skills
- My Documents

Profile 1

- Enter your legal information.
- All the fields with * symbol are required.
- If you are a current PBC employee, enter your first and last name as they appear in HRIS. If not a current employee, enter your legal name.
- Click on SAVE button to save all the information you have entered before you click on CONTINUE.

First Name * Last Name *

Middle Name Preferred Name

Email *

Present Mailing Address

Address 1 * Address 2

City * State * Zip Code *

Country *

Phone * Alternate Phone

Related to current Palm Beach County employee? * Yes No

2. Related to a current Palm Beach County Employee? If **Yes**, complete the fields below.

Related to current Palm Beach County employee? * ⓘ

Yes No

Name(s) * Relationship(s) * Dept / Division *

3. If applicable, enter the Driving History details.

Driving History (complete if position requires driving) ⓘ

Do you have a valid Florida Driver's license? Yes No

Commercial A B C

Non-Commercial E-Operator

Has your license ever been suspended or revoked? Yes No

Endorsements

Has your license ever been suspended or revoked? If **Yes**, complete the fields below.

Has your license ever been suspended or revoked?

Yes No

Please provide dates and explanation *

4. For the Exemption From Public Records Disclosure section, select **Yes** or **No**. If you do not know, you may leave this blank.

Exemption From Public Records Disclosure ⓘ

Are you a current or former law enforcement officer, other covered employee or the spouse or child of one, whose information is exempt from public records disclosure under section 119.071(4), Florida Statutes (F.S.)?

Yes No

Other Covered jobs include but are not limited to: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, personnel of the department of revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement, and certain investigators in the Department of Children and Families.

5. Select the **checkbox** that you agree to the Privacy Policy, Terms and Conditions, and Candidate's Code of Ethics.
6. Click **Save** or **Continue**

Note: Clicking **Continue** will save your information and move you to the next screen. Clicking **Save** will save your information but will not move you to the next screen.

I have read and agreed to the following

5 Please check this box to indicate that you have read and agreed to the [Privacy Policy](#), [Terms and Conditions](#), and [Candidate's Code of Ethics](#).*

6

Education Tab

Enter your Education information.

7. Select the LAST YEAR completed (**Grade/High School**) from the dropdown selection list.
8. Select the LAST YEAR completed (**College/Graduate**) from the dropdown selection list.
 - ❖ If you did not attend **College/Graduate** school, you **must** select "0" from the dropdown list.

The screenshot shows the 'Education' section of a 'User Profile' page. There are two dropdown menus. The first is labeled 'Select LAST YEAR COMPLETED (Grade/High School)' and has a red circle '7' next to it. The second is labeled 'Select LAST YEAR COMPLETED (College/Graduate)' and has a red circle '8' next to it. Both dropdowns are currently open, showing a list of years from 0 to 12.

9. Click on **Add New: High School** to enter high school record.

The screenshot shows the 'Add New: High School' button, which is highlighted with a red circle '9'. Above the button are two dropdown menus for selecting the last year completed for high school and college/graduate studies.

10. Enter the information into the appropriate fields.

11. Click **Save**

The screenshot shows the 'High School' form. It has several input fields: 'School Name', 'City', 'State', 'Country', and 'United States'. There are also radio buttons for 'Did You Graduate?' with 'Yes' and 'No' options. A red circle '10' points to the 'School Name' field. At the bottom right, there is a green 'Save' button with a red circle '11' next to it.

- The Education record entered will be displayed.

This screenshot shows the 'High School' section of the Education record entry form. At the top, there are two dropdown menus for 'Select LAST YEAR COMPLETED (Grade/High School)' and 'Select LAST YEAR COMPLETED (College/Graduate)'. Below these is a 'High School' header with a minus sign. A button labeled 'Add New: High School' is visible. The record details include: School Name: Forest Hill High School, Graduates: Yes, City: West Palm Beach, State: FL, and Country: United States. There are 'Save' and 'Delete' buttons at the bottom right.

12. Continue entering additional Education records by clicking the appropriate sections.

Note: Each Education section can be expanded (+) and collapsed (-).

This screenshot illustrates the expandable nature of the Education sections. The 'High School' section is expanded, showing the 'Add New: High School' button and record details. The 'College / University' section is collapsed, indicated by a plus sign (+) in its header. Red arrows point to the plus and minus signs in the headers of both sections.

13. To enter **College / University** information, click **Add New: College / University**.

This screenshot shows the 'College / University' section expanded. The 'Add New: College / University' button is highlighted with a red arrow, indicating where to click to add a new record. Below the button, a message states: 'You currently have no saved College / University'.

14. Enter the appropriate information in the fields shown below.
15. Click on **Save**

This screenshot shows the 'College / University' form with various input fields. A red box highlights the form area, with a red circle containing the number '14' pointing to the 'School Name' field. At the bottom right, another red circle contains the number '15' pointing to the 'Save' button. The form includes fields for: School Name, City, State, Country (set to United States), Did You Graduate? (radio buttons for Yes/No), Hours Completed, Hours Type (radio buttons for Semester/Quarter), Major, Minor, Degree Type, and Degree Awarded. There are 'Close' and 'Save' buttons at the bottom.

16. You can enter multiple schools for the same type of Education by saving your entry, then click **Add New: College / University**

The screenshot shows the 'College / University' section of a form. At the top, there is a button labeled 'Add New: College / University' with a red arrow pointing to it. Below this, the form displays details for a school: 'Florida State University'. The details include: Graduate: Yes, City: Tallahassee, State: FL, Country: United States, Hours Type: Semester, Classroom Hours: 120, Major: Business Administration, Minor: Political Science, and Degree Type: Bachelor's Degree. There are 'Edit' and 'Delete' buttons next to the school name.

17. Enter additional Education information and click **Save**
18. Follow the instructions above to enter Education for **Graduate School** and **Other Training**.

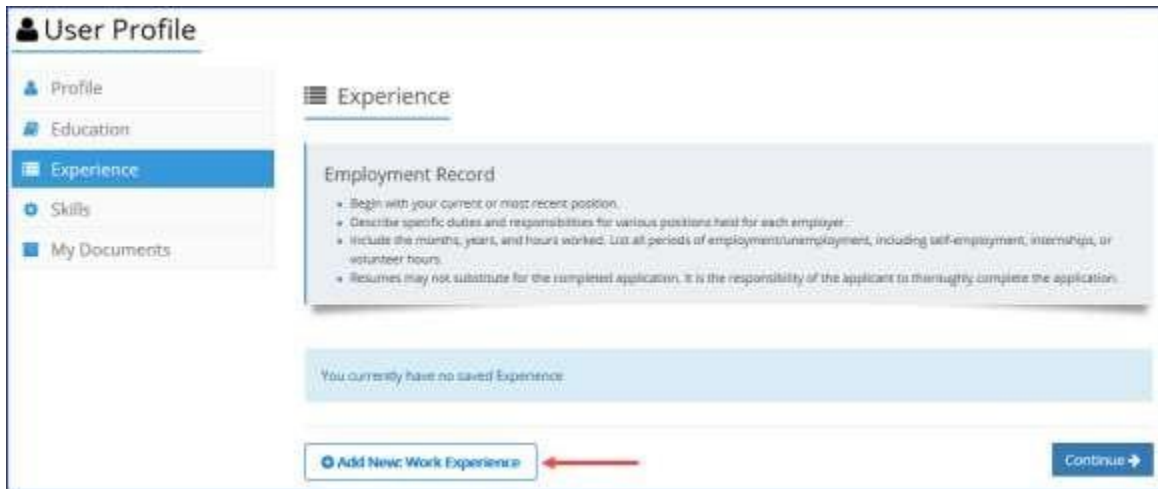
The screenshot shows the 'Graduate School' and 'Other Training' sections of the form. Both sections have a button labeled 'Add New: Graduate School' and 'Add New: Other Training' respectively, with red arrows pointing to them. Below each button is a light blue box containing the text 'You currently have no saved Graduate School' and 'You currently have no saved Other Training'.

19. When you have finished entering, revising, and saving your **Education** information, click **Continue**

The screenshot shows the entire education form. At the top, there are two dropdown menus for 'Select LAST YEAR COMPLETED (Grade/High School) *' and 'Select LAST YEAR COMPLETED (College/Graduate) *'. Below these are the 'High School', 'College / University', 'Graduate School', and 'Other Training' sections. The 'High School' section shows 'Forest Hill High School' with details: Graduate: Yes, City: West Palm Beach, State: FL, Country: United States. The 'College / University' section shows 'Florida State University' with details: Graduate: Yes, City: Tallahassee, State: FL, Country: United States, Hours Type: Semester, Classroom Hours: 120, Major: Business Administration, Minor: Political Science, and Degree Type: Bachelor's Degree. At the bottom right, there is a blue 'Continue' button with a red arrow pointing to it.

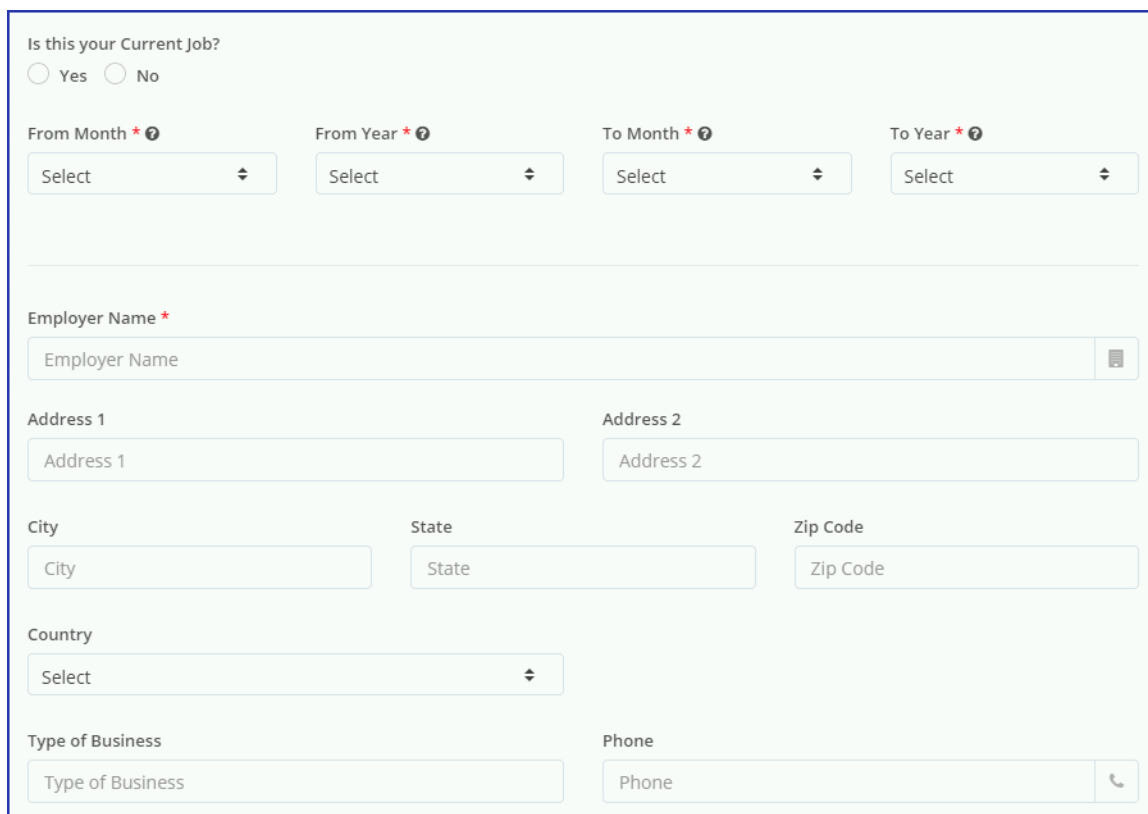
Experience Tab

20. Click on **Add New: Work Experience**.



The screenshot shows the 'User Profile' page with the 'Experience' tab selected. The left sidebar contains links for Profile, Education, Experience, Skills, and My Documents. The main content area is titled 'Experience' and includes an 'Employment Record' section with instructions: 'Begin with your current or most recent position', 'Describe specific duties and responsibilities for various positions held for each employer', 'Include the months, years, and hours worked. List all periods of employment/unemployment, including self-employment, internships, or volunteer hours', and 'Resumes may not substitute for the completed application. It is the responsibility of the applicant to thoroughly complete the application.' Below this, a message states 'You currently have no saved Experience'. At the bottom, there is a blue button labeled 'Add New: Work Experience' with a red arrow pointing to it, and a 'Continue' button with a right-pointing arrow.

21. Enter your work experience/employment details in the appropriate fields.



The screenshot shows a form for entering work experience details. It starts with a question 'Is this your Current Job?' with radio buttons for 'Yes' and 'No'. Below are four dropdown menus for 'From Month', 'From Year', 'To Month', and 'To Year', each with a 'Select' option and a dropdown arrow. The 'Employer Name' field is a text input with a red asterisk and a help icon. Below are two text input fields for 'Address 1' and 'Address 2'. The 'City', 'State', and 'Zip Code' fields are text inputs, with 'State' and 'Zip Code' having dropdown arrows. The 'Country' field is a dropdown menu with a 'Select' option and a dropdown arrow. At the bottom, there are two text input fields for 'Type of Business' and 'Phone', with a red asterisk and a help icon next to the 'Phone' field.

22. Once you have entered all the employment details, click **Save**

Experience for A1 Cool Air Specialist

Is this your Current Job?
 Yes No

From Month * From Year * To

Employer Name *

Address 1 Address 2

City State Zip Code

Country

Type of Business Phone

Supervisor Name Supervisor Phone

Hours/Week Job Title

Number & Type of Employees Supervised

Duties Performed (In detail): (Limit to 4,000 characters)

Remaining characters: 3943

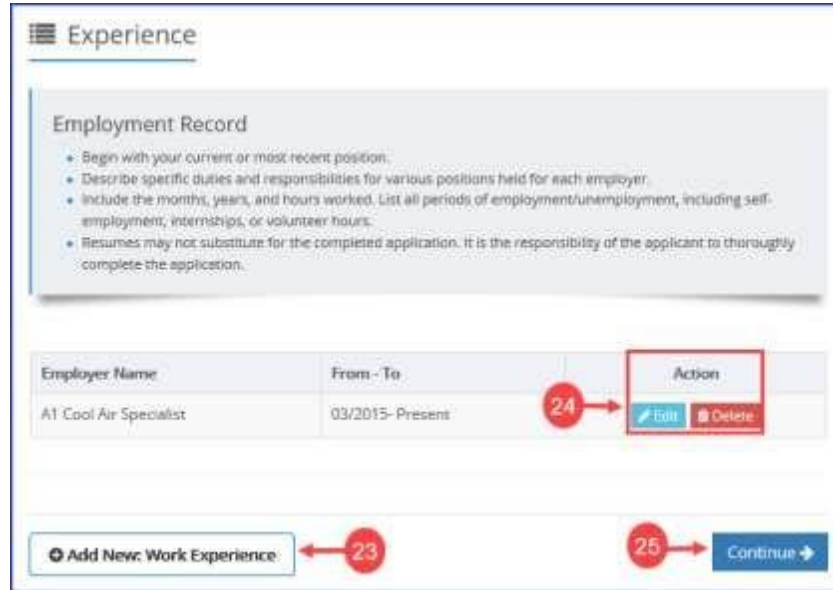
Computer Software, Equipment, Machines Operated:

May we contact your employer?:
 Yes No

The confirmation message displays as below:

Your Experience details saved successfully!

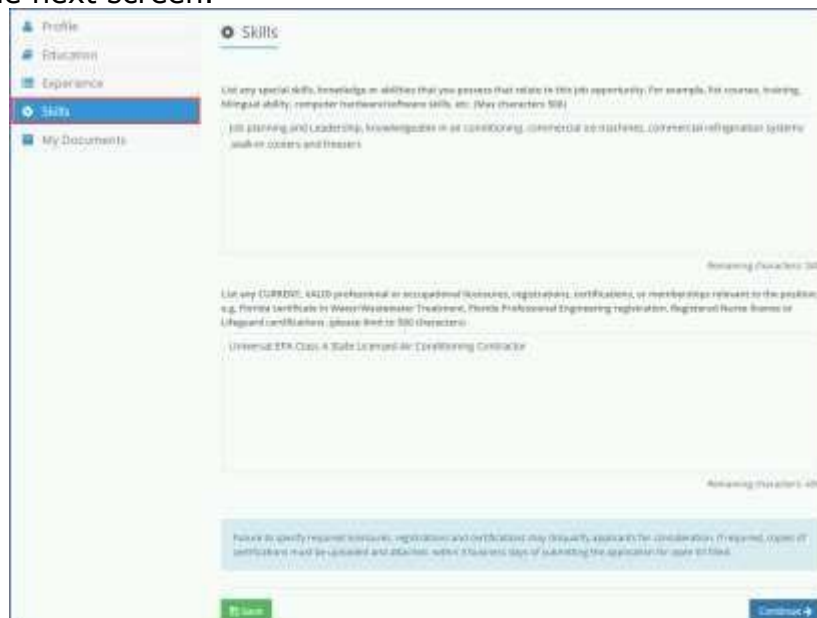
23. To enter additional employment records, click on **Add New: Work Experience** and **Save**
24. All **Employment Records** will display, **Edit/Delete** if necessary.
25. When you have finished entering, revising, and saving your Work Experience, click **Continue**



Skills Tab

26. Enter the appropriate information in the available text boxes.
27. Click **Save** or **Continue**

Note: Clicking **Continue** will save your information and move you to the next screen. Clicking **Save** will save your information but will not move you to the next screen.

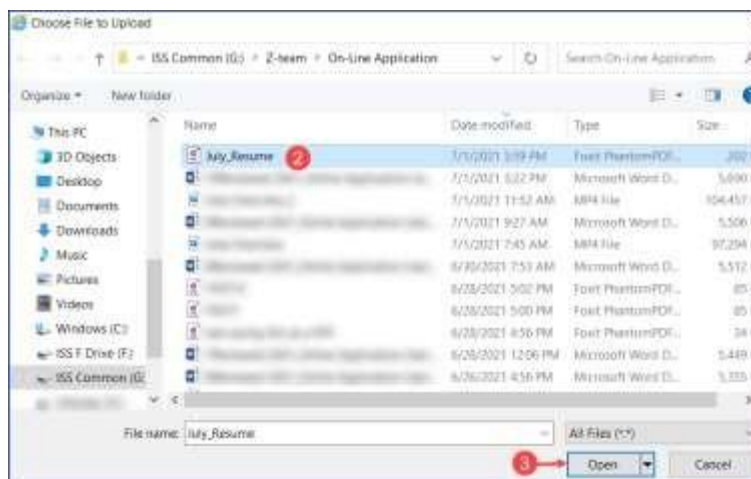
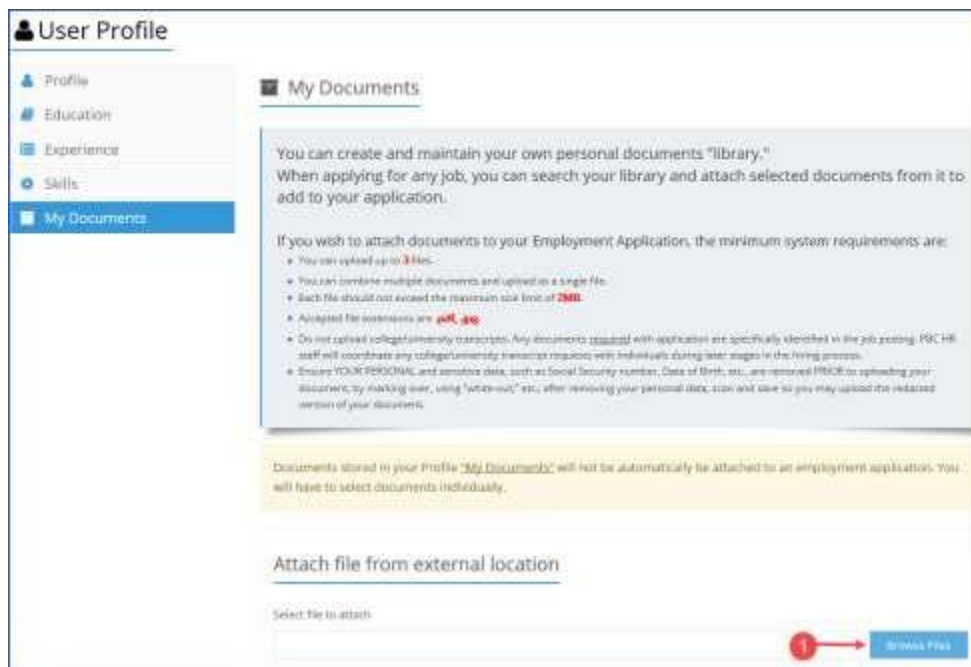


My Documents Tab

My Documents is your personal documents library that allows you to attach stored documents to an application when applying for a job.

Note: Accepted file extensions are **.pdf, .jpg**.

1. Click **Browse Files** to locate a document you wish to attach.
2. Select the file you want to attach.
3. Click **Open**
4. Click **Attach file** to upload the selected file.



Attach file from external location

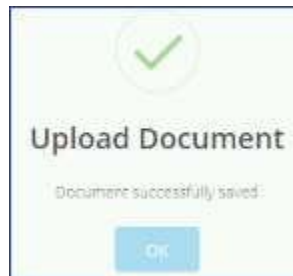
Select file to attach

G:\Z-team\On-Line Application\July_Resume.pdf

Browse Files

4 → Attach file

5. You will receive a Document successfully saved message. Click **OK**



6. The uploaded file will display. You have the option to **View/Delete**

7. Once you are finished entering your Profile information, click **Back to Home**.

Files attached to your User Profile

File Name	File Size	Action
G:\Z-team\On-Line Application\July_Resume.pdf	.2MB	6 View Delete

7 → Back To Home

Note: You will be redirected to the **Jobs Home page**. Click on **Dashboard** to be directed to your **Dashboard**.

