

Jefferson County Human Resources Application Guidelines

Please Note:

- You do not need to create a separate application for every job that you apply for.
- Each applicant must have his/her own account. You cannot share accounts.
- If you already have an account, login using your username and password. You will not be able to create another account using the same e-mail address.
- It is important that your application show all the relevant education and experience you possess, including month and year start and end dates (example: May 1999 - June 2005).
- If you held several positions while employed with one organization, please add a new work experience for each position.
- Applications will be rejected if incomplete. For example, do not say "Please see resume" or "Please see attached."
- Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.