

## Welcome to Our Online Application Process

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### Prepare to Apply

1. E-mail accounts are required to apply. Free e-mail is available through providers such as Gmail, Hotmail, Yahoo, and AOL. Notifications about your application will be sent to this e-mail address.
2. Gather details about your education and employment history.
3. Plan to spend 30 minutes or more the first time you create an application; you can save your work at any time and return to it later.
4. Once you've applied, your account remains online and is available to modify or submit for future positions.
5. Resumes are welcome and can be added to your online application.

### Apply Online Anytime

1. To apply for the first time on our secure Web site, set up an account with a username and password. Keep this paper for future use.  
Username: \_\_\_\_\_  
Password: \_\_\_\_\_
2. Create a new application or edit a prior one.
3. Be thorough - your application is the primary tool used to evaluate your qualifications.
4. Incomplete applications will not be considered.

### View Current Vacancies

1. Visit [www.goldsboronc.gov](http://www.goldsboronc.gov)
2. Click on the *Jobs* link.
3. Click on a job title(s) for additional details about each position.
4. Review the description and qualifications.
5. If interested, click *Apply* and follow the instructions at the top of this page.

6. Applications are only accepted for vacant positions. If you are interested in a job that is not currently available, click on the *Job Interest Card* link and complete the form.

## **Job Interest Card**

1. Complete an online interest card to receive an e-mail notification the next time we are accepting applications for a specific position.
2. At [www.goldsboronc.gov](http://www.goldsboronc.gov) click on the *Jobs* link.
3. Click the *Job Interest Card* link and complete the form.

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