



# Online Application Guide

Step-by-Step Instructions

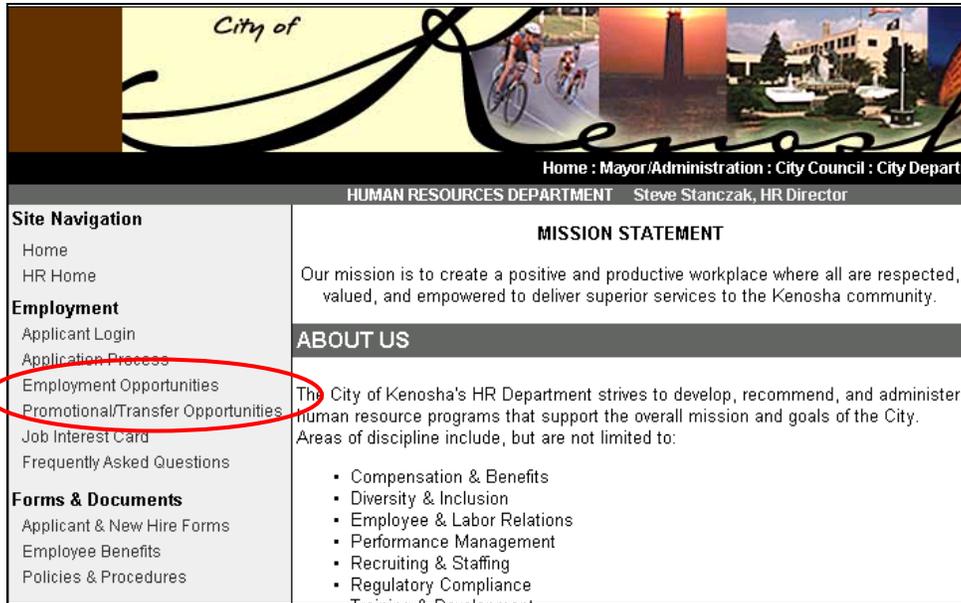


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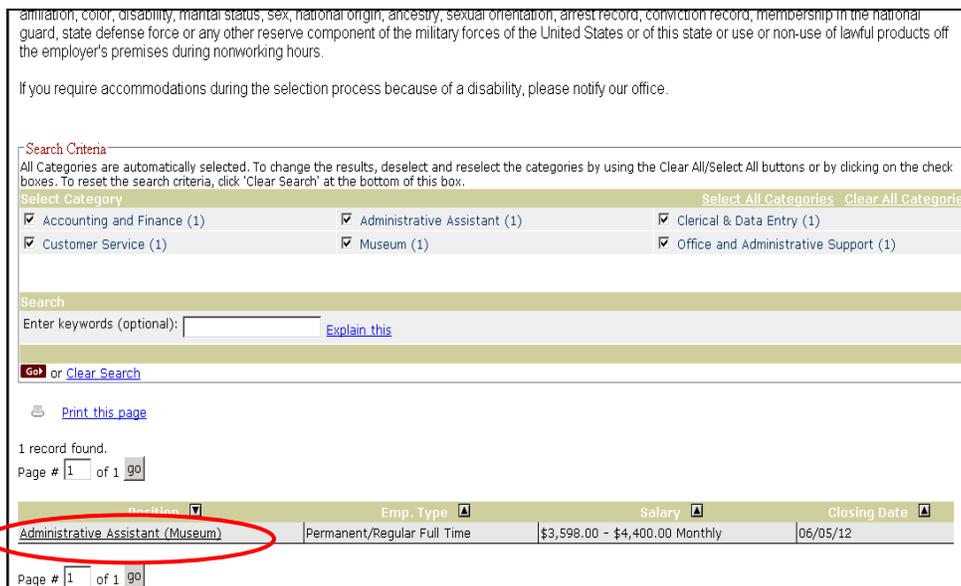
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# Searching & Applying for Jobs

1. Go to the internet and access the following webpage <http://www.kenosha.org/departments/personnel/index.html>.
  - a. For current City of Kenosha employees, click on the 'Promotional/Transfer Opportunities' link.
  - b. For all others, click on the 'Employment Opportunities' link.



2. Scroll to the bottom of the page to review the current job openings.
3. Click on the job title of interest to you.



4. After reviewing the job posting and its minimum qualifications, click on the 'Apply' link.

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**NEOGOV**

**Job Title:** Administrative Assistant (Museum)  
**Closing Date/Time:** Wed, 06/06/12 4:30 PM Central Time  
**Salary:** \$20.80 - \$25.43 Hourly  
 \$1,799.00 - \$2,200.00 Semi-Monthly  
 \$3,598.00 - \$4,400.00 Monthly  
 \$43,176.00 - \$52,800.00 Annually  
**Job Type:** Permanent/Regular Full Time  
**Location:** 5500 1st Avenue, Kenosha, Wisconsin

[Print Job Information](#) **Apply**

General Overview of Position | Benefits | Supplemental Questions

**Full time; M-F 8 am - 5 pm; Occasional Weekend Hours**

*This recruitment is open to all qualified applicants and will establish an eligibility list which will be used to fill the current vacancy and may be used to fill any other openings in this classification which occur in the next 12 months.*

*Residency requirement: Applicants, three months after completion of the probationary period, must reside within Kenosha County, Racine County (except the Town of Waterford; however the Village of Waterford is acceptable), Franklin, Oak Creek or South Milwaukee. The incumbent of this position is required to maintain such residency during the term of employment.*

5. Sign in to apply for the job.
  - a. If this is the first time that you are applying online for a City of Kenosha job opportunity, you will need to create an account that includes selecting a unique username and password, click on 'Create Your Account Here!.'
  - b. If this is not the first time that you applied for an online City of Kenosha job opportunity, login using your applicant username and password that you created previously and proceed to step eight (8) of this guide.



**Note:** If you have previously created an application via [www.kenosha.org](http://www.kenosha.org) or [www.governmentjobs.com](http://www.governmentjobs.com), login using the previously created username and password. **You will not be able to create another account using the same e-mail address.**

**Are you registered?**

To apply online for a position, please [create an account](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#) [Help](#)

**5b**

Username:   
 Password:

**5a**

[Forgot My Username and/or Password](#)

Not Registered Yet? [Create Your Account Here!](#)

6. Enter your new account information (you MUST remember this information).



**Note:** Although you may select ‘Paper’ as your notification preference, almost all City correspondence will be via email regardless of your preference.

**Request New Job Seeker Account**

\* First Name

Middle Initial

\* Last Name

Primary Phone

Alternate Phone

\* Email

\* Notification Preference == Select ==   
By which method would you prefer to be notified about application status, testing dates and examination results?

\* Address 1

Address 2

\* City

\* State == Select ==

\* Zip

Country == Select ==

\* Username   
Tip: Your usernames must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "\_". Example: john\_doe25

\* Password

\* Confirm Password

Password Hint   
Tip: If you forget your password, you can click on [Lost Password](#) and it will be emailed to you.

7. Click on the ‘Save’ button.
8. Click on the ‘Create Application’ button.



**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.**

Main Menu
Application Status
My Account

To apply for the position of [Administrative Assistant \(Museum\)](#) click here.

**Applications You've Created:**

9. Input a title for your application for your future reference (this is for your reference only and will not be seen by the City of Kenosha).

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### Build New Application

To create an application, enter the name of the application in the box below and click the **'Create Application'** button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

**Application Name** (for your own reference):

**Tip:** You can reuse this application to apply for as many positions as you'd like. You do **NOT** need to recreate a new application every time you're applying for a position.

10. Review the contact information and update any information if needed.
11. Click on the 'Save & View Application' button.

**Administrative Assistant (Museum)** - Application process steps:

1 >>>> 
 2 >>>> 
 3 >>>> 
 4 >>>> 
 5

[Job Application](#)    Agency-wide Questions    Supplemental Questions    Confirm Application    Certify & Submit

**Job Application » Profile** \* Required Field

**Contact Information**

\* First Name

Middle Initial

\* Last Name

\* Address 1

Address 2

\* City

\* State

\* Zip

Country

\* Primary Phone

Alternate Phone

\* Email

12. Click on the blue edit links in each section (Personal Information, Preferences, Education, Work Experiences, Certificates and Licenses, Skills, Additional Information, References, Resume, Attachments) to complete your application details. Click the 'save' button at the bottom of each section.



**Note:** Be sure to save often. You will be automatically logged out of your applicant account after 30 minutes from the last time you saved your information.

Welcome, John Doe [Help](#) [Logout](#)

[Main Menu](#)    [Application Status](#)    [My Account](#)

**Administrative Assistant (Museum)** - Application process steps:

1 >>>>> 2 >>>>> 3 >>>>> 4 >>>>> 5  
[Job Application](#)    [Agency-wide Questions](#)    [Supplemental Questions](#)    [Confirm Application](#)    [Certify & Submit](#)

**Job Application » Review**

\* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

[Go to Step 2: Agency-wide Questions](#)

<b>Contact Information</b>		<a href="#">Edit Contact Information</a>	
Name:	John Doe	Address:	625 52nd Street Kenosha, Wisconsin 53140 US
Home Phone:	(262) 555-1213	Alternate Phone:	(262) 555-1212
Email:	<a href="mailto:john.doe22@hotmail.com">john.doe22@hotmail.com</a>		
<b>Education</b>		<a href="#">Add Education</a>	
<b>Work Experience</b>		<a href="#">Add Work Experience</a>	
<b>Certificates and Licenses</b>		<a href="#">Add Certificates or Licenses</a>	
<b>Skills</b>		<a href="#">Add Skills</a>	
Office Skills		<a href="#">Edit</a>	
Typing:	0		
Data Entry:	0		
<b>Additional Information</b>		<a href="#">Add Additional Information</a>	

- 13. Answer the agency-wide supplemental questions.
- 14. Click on the 'Save & Proceed' button at the bottom of the page.

\*1. Have you ever been convicted of any violations of law other than minor traffic violations exclusive of any juvenile record?

Yes  No

2. If you answered 'yes' for the conviction question please explain the nature of the conviction and the date.

\*3. Do you meet the minimum requirements for this position?

- 15. Answer the job-specific supplemental questions (if any).
- 16. Click on the 'Save & Proceed' button at the bottom of the page.

\*1. No person can be employed who has a relative already employed by the City of Kenosha in a position covered by the Civil Service System Ordinance or who has a relative in any elected office or elected position in City of Kenosha government. "Relative" includes any member of the immediate household or anyone whose relationship by blood or marriage is as close or closer than first cousin, including "step" relationships or any grandparent or grandchild. Based upon the definition of a "Relative," do you have any relatives employed or serving in the capacity as an elected official with the City?

Yes  No

\*2. If hired, three months after completion of the probationary period, applicants must reside within Kenosha County, Racine County (except the Town of Waterford; however the Village of Waterford is acceptable), Franklin, Oak Creek or South Milwaukee. The incumbent of this position is required to maintain such residency during the term of employment. Are you able to meet the City's residency requirements?

Yes  No

\*3. Do you have a Bachelors degree in business administration, accounting or a related field?

Yes  No

4. If you answered no, please list your major for your Bachelor's Degree or highest level of education attained?

17. If applicable, confirm that you do not have any prior work experience or educational history by checking each appropriate box, entering your initials (first letter of your first and last name) and clicking 'Continue.'

**WARNING!** You have not completed the **Education History** and **Work Experience** sections! If you want to continue with your application anyway, click the "Continue" button below. If you want to go back and review your [application](#), click the "Go Back" button below.

If you choose the 'Continue' button, you **must check the boxes and enter your initials below** to confirm that you are aware that you are submitting your application without education history and work experience. You cannot continue unless both boxes are checked and you have entered your initials in both spaces below.

Check the box to the left and enter your initials below to **CONFIRM** that you are submitting this application with **NO EDUCATION HISTORY**. If you wish to add education history, click the 'Go Back' button now and enter your education history.

Enter your initials here:

Check the box to the left and enter your initials below to **CONFIRM** that you are submitting this application with **NO WORK EXPERIENCE**. If you wish to add a work experience, click the 'Go Back' button now and enter your work experience.

Enter your initials here:

18. Scroll to the bottom of the application review screen and click 'Confirm Application' or edit as necessary.

9. Q: Are you able to work occasional weekends? [Edit](#)  
A: Yes

---

10. Q: Do you possess a valid driver's license with a good driving record? [Edit](#)  
A: Yes

19. Review the 'Certify & Submit' statement.

20. If you accept the language click the 'Accept' button on the digital signature screen.

[Job Application](#)   [Agency-wide Questions](#)   [Supplemental Questions](#)   [Confirm Application](#)   [Certify & Submit](#)

**Certify & Submit**



By clicking on the 'Accept' button, I hereby certify that all statements in this application are complete and correct to the best of my knowledge, are made in good faith, and that I am physically able to perform the work that will be assigned to me if an offer is extended. I understand that employment may be subject to taking a physical examination and meeting acceptable physical qualifications as determined by the City. I further understand that any false, incomplete, or omission of material fact contained herein may be cause for disqualification or termination of employment.

I also acknowledge that I will have to produce documentation verifying my identity and employment eligibility in the U.S. Additionally, I may be required to verify any and all information given on this application. I understand that the City of Kenosha may contact prior employers and other references. As a result, I hereby authorize any individuals, companies or institutions with whom I have been associated, to furnish the City of Kenosha with any information concerning my employability which they have on record or otherwise and do hereby release the individuals, companies or institutions connected therein from all liability for any damages whatsoever incurred in furnishing such information.

If an automobile is required to perform the job in which I'm making application, I understand that the City is not obligated to furnish an automobile nor continue providing one, which at one time or another, may have been provided by the City.

I further acknowledge that I must update my online application of any changes in my name, address, or phone number. I understand that this completed application is the property of City of Kenosha and will not be returned.

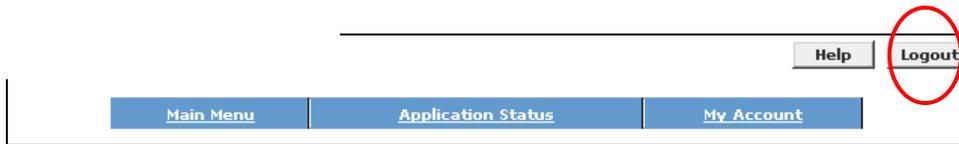
21. Review the application confirmation statement automatically generated by your application submission.



Dear **John Doe**

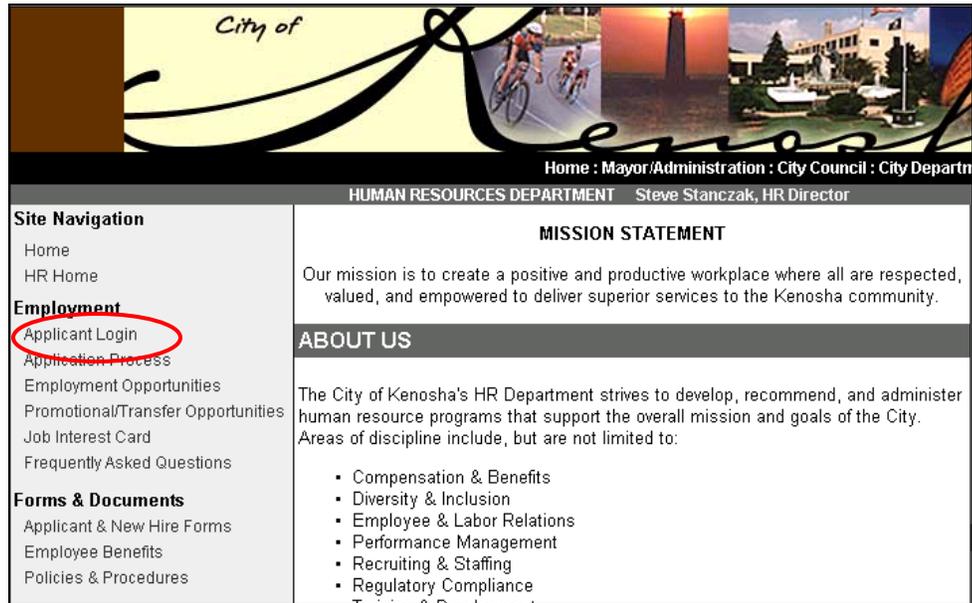
Thank your applying for employment with City of Kenosha. We have received your application. You will receive instructions by email and/or mail as to the next step in the process. The examination process may include one or more of the following: application review and evaluation, performance test, written test, and/or oral interview examination. Questions asked during the examination process are based on the knowledge and abilities required to successfully perform the job.

22. Click on the 'Logout' link in the upper-right-hand corner.



## Checking the Status of your Application

1. To check the status of your application(s) submitted, go to the internet and access <http://www.kenosha.org/departments/personnel/index.html>.
2. Select 'Applicant Login' link.



3. Enter your login credentials.

The screenshot shows a login page titled 'Are you registered?'. It includes instructions for creating an account or logging in. There are links for 'Online Employment Application Guide' and 'Help'. A login form with 'Username:' and 'Password:' fields and a 'Login' button is shown. A red arrow points to the password field. Below the form is a link for 'I Forgot My Username and/or Password' and a link for 'Not Registered Yet? Create Your Account Here!'.

4. Select 'Application Status.'



5. In the status column you will see the status of your application.

Welcome, John Doe Help Logout

[Main Menu](#) [Application Status](#) [My Account](#)

**Positions You've Applied For**

You have applied for **2** positions.

Job Title	Organization	Applied	View App.	Status	Schedule
<a href="#">Administrative Assistant (Museum)</a>	City of Kenosha, WI	06/06/12 2:02P Central Time	<a href="#">View</a>	Application Received	
<a href="#">Administrative Assistant (Museum)</a>	City of Kenosha, WI	05/29/12 4:24P Central Time	<a href="#">View</a>	Application Received	

6. Click on the 'Logout' link in the upper-right-hand corner.

Welcome, John Doe Help Logout

[Main Menu](#) [Application Status](#) [My Account](#)

**Positions You've Applied For**

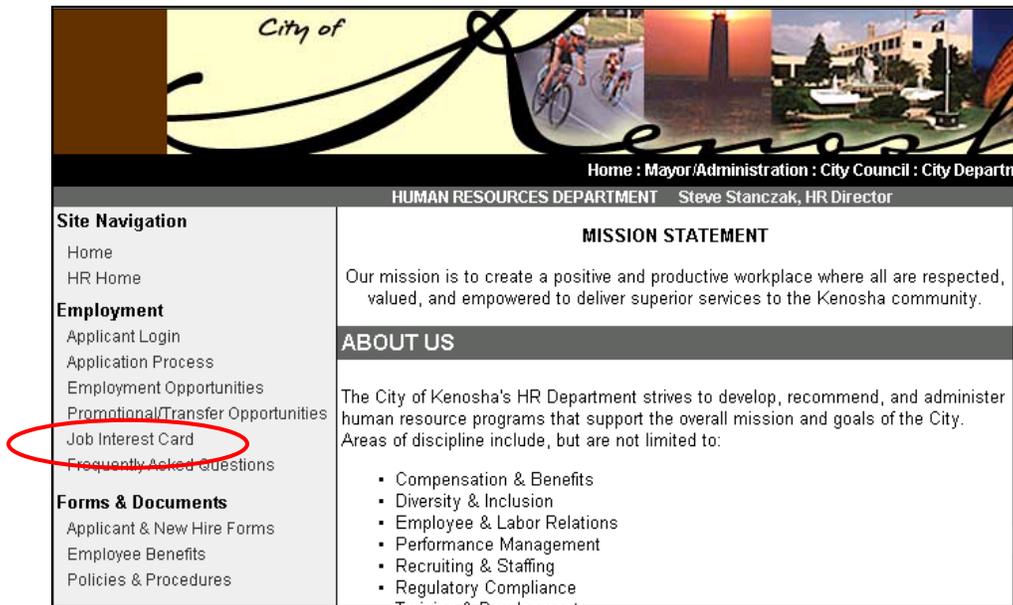
You have applied for **2** positions.

Job Title	Organization	Applied	View App.	Status	Schedule
<a href="#">Administrative Assistant (Museum)</a>	City of Kenosha, WI	06/06/12 2:02P Central Time	<a href="#">View</a>	Application Received	
<a href="#">Administrative Assistant (Museum)</a>	City of Kenosha, WI	05/29/12 4:24P Central Time	<a href="#">View</a>	Application Received	

## Sign Up for Job Interest Cards

If you are interested in a position that is not open and you wish to be notified when the position does become open, you can sign up for a job interest card. To register please follow these steps:

1. Go to the internet and access the following page:  
<http://www.kenosha.org/departments/personnel/index.html>.
2. Select 'Job Interest Card' link.



3. Select the job category by placing a check mark next to it for each position in which you would like to be notified when a position becomes open.

Select Category		Select All Categories	Clear All Categories
<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Administration	<input type="checkbox"/> Administrative Assistant	
<input type="checkbox"/> Airports	<input type="checkbox"/> Attorney	<input type="checkbox"/> Building Maintenance	
<input type="checkbox"/> Clerical & Data Entry	<input type="checkbox"/> Code Enforcement	<input type="checkbox"/> Community Development	
<input type="checkbox"/> Construction Maintenance	<input type="checkbox"/> Court Administration	<input type="checkbox"/> Customer Service	
<input type="checkbox"/> Dispatch	<input type="checkbox"/> Diversity Management/EEO	<input type="checkbox"/> Drivers	
<input type="checkbox"/> Elections	<input type="checkbox"/> EMS	<input type="checkbox"/> Engineering	
<input type="checkbox"/> Fire & EMS	<input type="checkbox"/> Fleet Services	<input type="checkbox"/> Grounds & Landscaping	
<input type="checkbox"/> Housing	<input type="checkbox"/> Human Resources	<input type="checkbox"/> IT and Computers	
<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Legal	<input type="checkbox"/> Library	
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Management	<input type="checkbox"/> Museum	
<input type="checkbox"/> Office and Administrative Support	<input type="checkbox"/> Parks and Recreation	<input type="checkbox"/> Payroll/Benefits Administration	
<input type="checkbox"/> Planning and Development	<input type="checkbox"/> Professional	<input type="checkbox"/> Public Works	
<input type="checkbox"/> Purchasing	<input type="checkbox"/> Risk Management	<input type="checkbox"/> Sanitation	
<input type="checkbox"/> Transit	<input type="checkbox"/> Transportation	<input type="checkbox"/> Utilities	
<input type="checkbox"/> Vehicle Maintenance	<input type="checkbox"/> Waste Management	<input type="checkbox"/> Wastewater	
<input type="checkbox"/> Water Treatment			

4. Enter your personal information.

**Job Interest Card**

Fields marked with a "\*" are required.

* Last Name:	<input type="text" value="John"/>	* First Name:	<input type="text" value="Doe"/>
* Address:	<input type="text" value="625 52nd Street"/>		
* City:	<input type="text" value="Kenosha"/>		
* State:	<input type="text" value="Wisconsin"/>		
* Zip Code:	<input type="text" value="53140"/>		
* Country:	<input type="text" value="US"/>		
Home Phone:	<input type="text" value="2625551212"/>	Work Phone:	<input type="text" value="2625551213"/>
* Email Address:	<input type="text" value="john.doe22@hotmail.com"/>		

5. Select 'Submit Request.'

6. You see the following confirmation screen.

**Job Interest Card**

Thank you for your request.

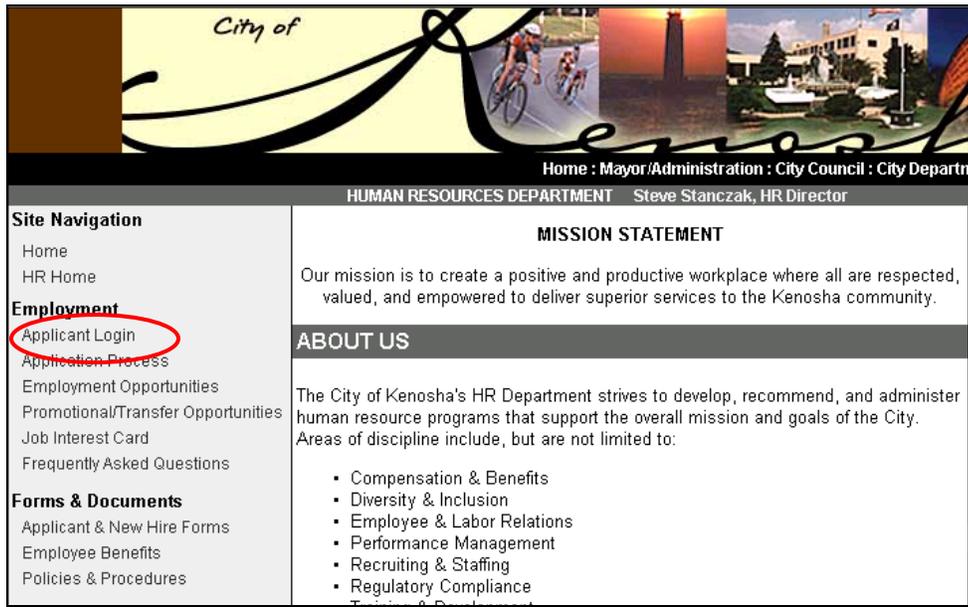
For the next 12 months, you will be notified when any position for City of Kenosha that matches the job categories you've selected becomes available. We'll also send you a reminder email in 11 months to give you an opportunity at that time to extend your notifications for another year.

If at any time you wish to cancel notifications for one or more of the job categories you've selected, please visit the following web address:

<https://www.governmentjobs.com/myinterestcards.cfm?OJRID=2905652&EMA=john%2Edoe22%40hotmail%2Ecom>

## Forgot Username and/or Password

1. Go to the internet and access the following:  
<http://www.kenosha.org/departments/personnel/index.html>.
2. Select 'Applicant Login' link.



3. Select 'I Forgot My Username and/or Password.'

The screenshot shows a login page with the heading 'Are you registered?'. Below the heading is a paragraph of text and two links: 'Online Employment Application Guide' and 'Help'. A login form is centered on the page, containing fields for 'Username:' and 'Password:', a 'Login' button, and a link 'I Forgot My Username and/or Password'. A red arrow points to this link. At the bottom of the page, there is a link 'Not Registered Yet? Create Your Account Here!'.

4. Enter your email address, first and last name.

## Forgot Username?

Enter your email address, first name, and last name and click the 'Send Username' button to have your username emailed to you.

Email:

First Name:

Last Name:



## Forgot Password?

Enter your email address, first name, and last name and click the 'Reset Password' button to have an email sent to you to reset your password.

Email:

First Name:

Last Name:



5. Click 'Send Username' or 'Reset Password,' depending upon your situation.
6. An email will be sent to the email address that you entered.