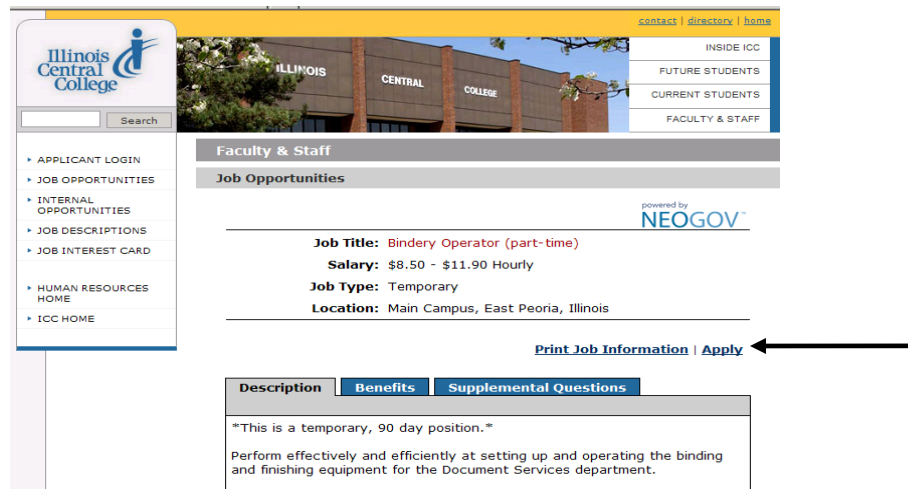


## Online Employment Application Guide

### To Apply for a Specific Job Opening

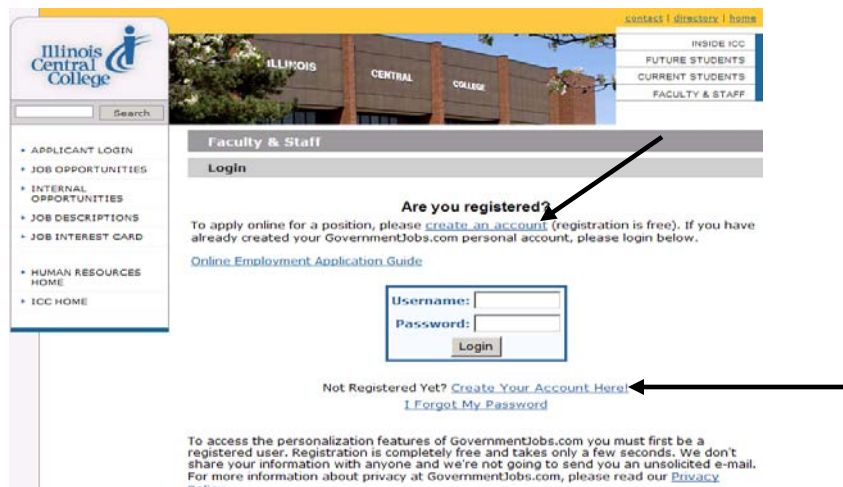
1. From the employment opportunities webpage, [www.icc.edu/jobs](http://www.icc.edu/jobs), click on the title of the job you wish to apply for.
2. Click the 'Apply' link.



The screenshot shows the Illinois Central College website's job posting page. The job title is "Bindery Operator (part-time)" with a salary of \$8.50 - \$11.90 Hourly. The job type is Temporary and the location is Main Campus, East Peoria, Illinois. A black arrow points to the "Apply" link in the bottom right corner of the job details section.

3. Click 'Create Your Account' or 'Create Your Account Here.'

**Note:** If you have already created a user account, login using your previously created username and password. **You will not be able to create another applicant account using the same email address.**



The screenshot shows the Illinois Central College website's login page. It features a "Login" section with a "Are you registered?" heading. Below this, there are fields for "Username:" and "Password:" with a "Login" button. A black arrow points to the "Are you registered?" heading, and another black arrow points to the "Create Your Account Here" link below the login fields.

Please notify the Human Resources Office if accommodations are required to participate in the employment process. Illinois Central College is an affirmative action/equal opportunity institution and employer which strongly encourages and invites qualified minorities, women, individuals with disabilities and veterans of the Vietnam era with a disability to apply.

4. Enter your information and click 'Save.' **You must remember this information.**

**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.

5. Click 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.**

The screenshot shows the Illinois Central College website interface. At the top, there is a navigation bar with links for 'contact', 'directory', and 'home'. Below this is a banner image of the college building. A sidebar on the left contains a search bar and a list of navigation links: 'APPLICANT LOGIN', 'JOB OPPORTUNITIES', 'INTERNAL OPPORTUNITIES', 'JOB DESCRIPTIONS', 'JOB INTEREST CARD', 'HUMAN RESOURCES HOME', and 'ICC HOME'. The main content area is titled 'Faculty & Staff' and 'Employment Main Menu'. It displays a welcome message for 'Jane Doe' and includes buttons for 'Help' and 'Logout'. Below the welcome message, there are three buttons: 'Main Menu', 'Application Status', and 'My Account'. A prominent 'Create Application' button is highlighted with a black arrow. Below this, there is a section titled 'Applications You've Created:' with a table header containing 'Name', 'Date Created', and 'Modify'. A tip below the table states: 'Tip: You do NOT need to recreate a new application every time you're applying for a position.' At the bottom of the page, there is a copyright notice: 'Copyright © 2006-2009 - Illinois Central College :: 1 College Drive, East Peoria, IL 61635-0001 :: (309) 694-5-ICC (694-5422)'

6. Input a title for your application for future reference, and click 'Create Application.'

The screenshot shows the Illinois Central College website's 'Employment Application' interface. The user is logged in as Jane Doe. The page is titled 'Build New Application' and contains a text input field for 'Application Name (for your own reference):' and a 'Create Application' button. A black arrow points to the 'Create Application' button. The page also includes a navigation menu on the left, a search bar, and a top navigation bar with links for 'contact', 'directory', and 'home'. The footer contains copyright information for 2006-2009.

7. Fill in and verify the contact information.

The screenshot shows the 'Contact Information' form in the 'Employment Application' system. The user is logged in as Jane Doe. The form includes fields for 'First Name' (Jane), 'Middle Initial', 'Last Name' (Doe), 'Primary Phone' (309-555-5555), 'Alternate Phone', 'Email', 'Notification Preference' (Email), 'Address 1' (1 College Dr.), 'Address 2', 'City' (East Peoria), 'State' (Illinois), 'Zip' (61635), and 'Country' (== Select ==). The form is marked as '\* Required Field'. A black arrow points to the 'Save & View Application' button at the bottom of the form.

8. Click the 'Save & View Application' button.

9. Click on the links for 'Edit Personal Information' and 'Edit Preferences.' If you want to add education or work experience, click on the links for 'Add Education' and 'Add Work Experience' and complete these sections. You can also add Certificates or Licenses, Skills, Additional Information, References and a Resume if desired. Click the 'Save' or 'Save and Proceed' button at the bottom of each section.

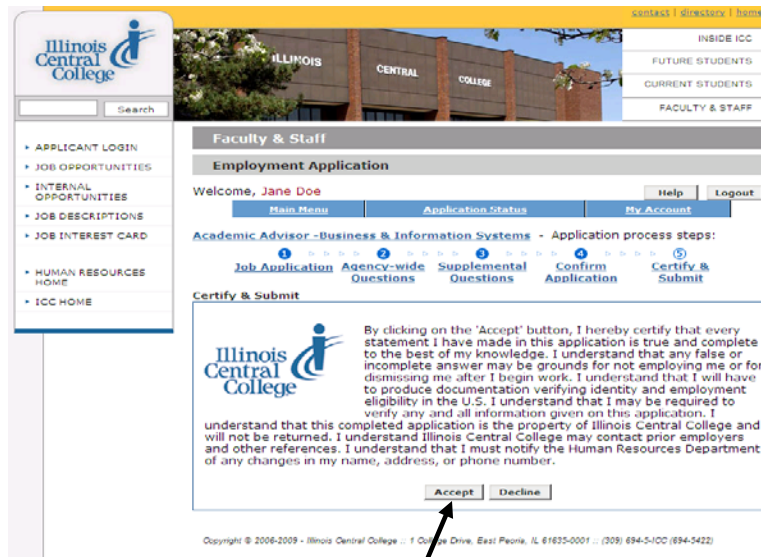
The screenshot shows an 'Employment Application' interface for a user named Jane Doe. The page is titled 'Job Application » Review' and includes a navigation bar with 'Main Menu', 'Application Status', and 'My Account' buttons. The form is divided into several sections, each with an 'Edit' or 'Add' link circled in green:

- Contact Information:** Includes fields for Name (Jane Doe), Address (1 College Dr., East Peoria, Illinois 61635), Email, Home Phone (309-555-5555), and Alternate Phone. Link: [Edit Contact Information](#)
- Personal Information:** Includes fields for Driver's License, a question about legal right to work, and education level. Link: [Edit Personal Information](#)
- Preferences:** Includes fields for Preferred Salary, relocation willingness, and types of positions/work/shifts accepted. Link: [Edit Preferences](#)
- Objective:** A text field for the applicant's objective.
- Education:** A section for listing education. Link: [Add Education](#)
- Work Experience:** A section for listing work experience. Link: [Add Work Experience](#)
- Certificates and Licenses:** A section for listing certificates and licenses. Link: [Add Certificates or Licenses](#)
- Skills:** Includes Office Skills, Typing (0), and Data Entry (0). Link: [Add Skills](#)
- Additional Information:** A section for providing additional information. Link: [Add Additional Information](#)
- References:** A section for listing references. Link: [Add Reference](#)
- Resume:** A section for uploading a resume. Link: [Edit Resume](#)
- Text Resume:** A section for providing a text resume.
- Attachments:** A section for uploading attachments. Link: [Add Attachment\(s\)](#)

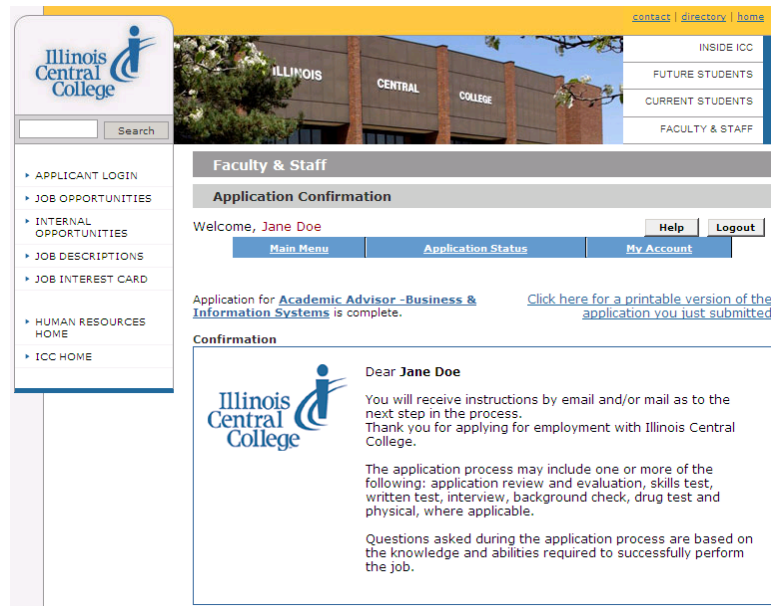
\* Required Field

10. After completing all required information, follow the steps to complete agency wide questions and any required supplemental questions.

11. Click 'Accept' to digitally certify and submit your application.



12. When you have successfully submitted the application you will be redirected to the Application Confirmation webpage. An application receipt will be sent to the email address that you used to create your account.



**Thank you for your interest in employment with Illinois Central College!**