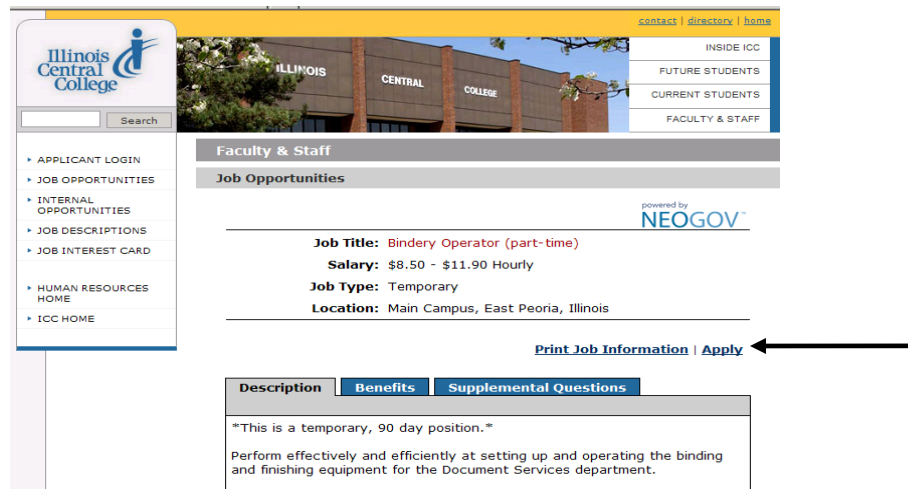


## Online Employment Application Guide

### 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 main content area displays the following job details:

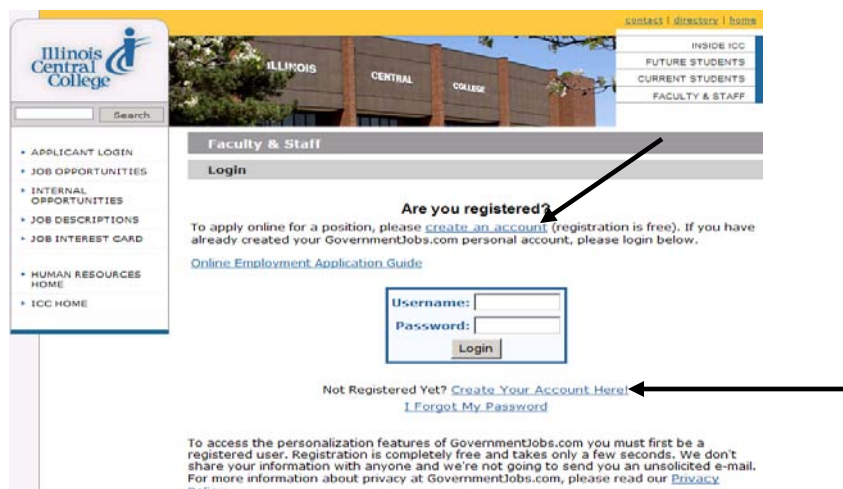
- Job Title:** Bindery Operator (part-time)
- Salary:** \$8.50 - \$11.90 Hourly
- Job Type:** Temporary
- Location:** Main Campus, East Peoria, Illinois

Below the job details, there are two links: "Print Job Information" and "Apply". An arrow points to the "Apply" link. Below the "Apply" link, there are tabs for "Description", "Benefits", and "Supplemental Questions". The "Description" tab is selected, showing the following text:

"This is a temporary, 90 day position."  
Perform effectively and efficiently at setting up and operating the binding and finishing equipment for the Document Services department.

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. The main content area displays the following text:

**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](#)

Username:   
Password:

Not Registered Yet? [Create Your Account Here!](#)  
[I Forgot My Password](#)

At the bottom of the page, there is a paragraph of text: "To access the personalization features of GovernmentJobs.com you must first be a registered user. Registration is completely free and takes only a few seconds. We don't share your information with anyone and we're not going to send you an unsolicited e-mail. For more information about privacy at GovernmentJobs.com, please read our [Privacy Policy](#)."

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.**

Illinois Central College

contact | directory | home

INSIDE ICC

FUTURE STUDENTS

CURRENT STUDENTS

FACULTY & STAFF

Faculty & Staff

Employment Main Menu

Welcome, Jane Doe

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

In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.

Applications You've Created:

Name	Date Created	Modify
------	--------------	--------

Tip: You do NOT need to recreate a new application every time you're applying for a position.

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

contact | directory | home

INSIDE ICC  
FUTURE STUDENTS  
CURRENT STUDENTS  
FACULTY & STAFF

ILLINOIS CENTRAL COLLEGE

Faculty & Staff

Employment Application

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

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

**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):

[Create Application](#)

**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.

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7. Fill in and verify the contact information.

Employment Application

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

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

Job Application >> Profile

\* Required Field

[Cancel](#) [Save & View Application](#)

**Contact Information**

\* First Name

Middle Initial

\* Last Name

Primary Phone

Alternate Phone

\* Email

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

\* Address 1

Address 2

\* City

\* State

\* Zip

Country

[Cancel](#) [Save & View Application](#)

\* Required Field

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.

**Employment Application**

Welcome, **Jane Doe** [Help](#) [Logout](#)

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

**Job Application >> Review** \* Required Field

**Contact Information** [Edit Contact Information](#)

Name: Jane Doe Address: 1 College Dr.  
East Peoria, Illinois 61635

Email: Email

Home Phone: 309-555-5555 Notification Preference: Email

Alternate Phone:

**Personal Information** [Edit Personal Information](#)

Driver's License:

Can you, after employment, submit proof of your legal right to work in the United States?

What is your highest level of education?

**Preferences** [Edit Preferences](#)

Preferred Salary:

Are you willing to relocate?

Types of positions you will accept:

Types of work you will accept:

Types of shifts you will accept:

**Objective**

**Education** [Add Education](#)

**Work Experience** [Add Work Experience](#)

**Certificates and Licenses** [Add Certificates or Licenses](#)

**Skills** [Add Skills](#)

Office Skills [Edit](#)

Typing: 0

Data Entry: 0

**Additional Information** [Add Additional Information](#)

**References** [Add Reference](#)

**Resume** [Edit Resume](#)

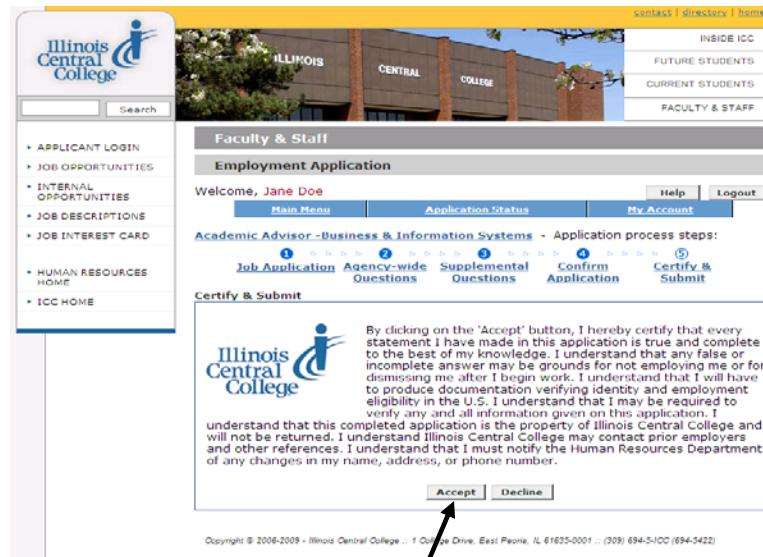
**Text Resume**

**Attachments** [Add Attachment\(s\)](#)

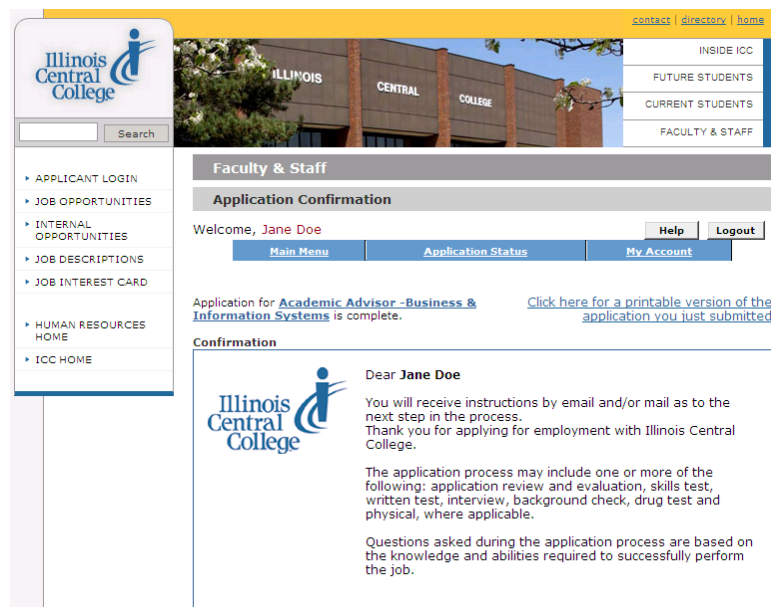
\* Required Field

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!**