



Employment Application Guide

Thank you for your interest in employment with the City of Grand Junction. This guide will describe how to complete our online employment application. Several steps also include tips to make the application process easier and to ensure that you submit a complete and effective application.

Search for Jobs

1. Navigate to our website: <http://www.gjcity.org/>.

**Tip: Explore our website to learn about our community, services, departments, mission, and values prior to completing a job application. Make note of anything that appeals to your own personal values.*

2. Click the 'Jobs' tab at the top of the page.

3. On the Jobs and Employment page, click the 'View All Job Listings' button.

**Tip: If you are not interested in any current vacancies, complete a Job Interest Card to keep informed of future openings that fit your interests. Look for the 'Job Interest Card' button on the Jobs and Employment page.*

4. You will be redirected to City of Grand Junction Job Listings at <https://www.governmentjobs.com/careers/gjcity>.

Job Title	Job Type	Salary	Posted	Closing	Department	Location
911 Call Taker	Full Time	\$3,279.47 - \$3,619.20 Monthly	01/03/20	Continuous	Police	Grand Junction, CO
911 Lateral Dispatcher	Full Time	\$21.96 - \$24.24 Hourly	01/03/20	Continuous	Police	Grand Junction, CO

5. To view the position description, benefits, and supplemental application questions, click on the job title.

**Tip: Print the position description and highlight any skills or qualifications that you possess as an applicant, as well as anything that you find appealing about the job. Be sure to note the skills and qualifications you highlight on your online application, and be prepared to discuss why you are interested in the position.*

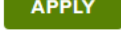
911 Call Taker

Salary ⓘ	\$3,279.47 - \$3,619.20 Monthly	Location ⓘ	Grand Junction, CO
Job Type	Full Time	Department	Police
Job Number	202000640		
Closing	Continuous		

<u>DESCRIPTION</u>	BENEFITS	QUESTIONS
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Description
Make a difference!
Being a 911 Call Taker is an exciting career with advancement opportunities. You will contribute to the well-being of your community with the potential to impact someone's life every single day.

To Apply for a Job

1. Click on the job title, and then click the 'Apply' button in the upper right. 
2. Sign in or click the 'Create an account' link. If you are creating a new account, you will then have to agree to the Terms of Service.



Sign in to apply

All fields are required [Create an account](#)

Sign In

3. Once signed in to a job application, to the left is a navigation pane that shows the steps required and your progress for each step.

**Tip: You may import your resume to complete steps more quickly. However, you will want to review each step to ensure that the information from your resume was transferred accurately and is formatted legibly. While completing the application, focus on your skills, qualifications, and experience that are most relevant to the position for which you are applying.*

- Info 
- Work (6) 
- Education (2)
- Additional
- References (3)

Cancel Save

4. Be sure to save each step (the 'Cancel' button will discard all changes).



**Tip: While your information will be saved for future applications as well, it is important to review each step for each individual application to ensure that your information is up to date and that all relevant information is included.*

5. Some positions may require attachments such as a resume, cover letter, or proof of license or certification. In the Attachment section, choose the attachment type, upload your file(s), and then click the 'Next' button to save.

**Tip: Oftentimes, these requirements are stated in the position description or are referred to in the supplemental questions rather than shown in the attachment section of the application. Be sure to make note of any required attachments noted on the position description and to review the supplement questions to be prepared with the appropriate attachments.*

Attachments

Supported file types: .doc, .docx, .xls, .xlsx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .txt, .bmp

A screenshot of the 'Attachments' section of an application form. At the top, it lists supported file types: .doc, .docx, .xls, .xlsx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .txt, .bmp. Below this is a dropdown menu with the text 'Choose attachment type'. Underneath is a large box with a cloud upload icon and the text 'Click Upload or drag and drop a file into this box to start uploading.' Inside this box are two buttons: a green 'Upload' button and a grey 'Recent Uploads' button. Below the large box is a smaller box with a plus icon and the text 'Add supplemental attachment'. At the bottom left, there is a small note: '* Required attachments must be provided before submission'. At the bottom right, there is a green 'Next' button.

6. Some positions may require responses to supplemental questions.

**Tip: Respond to supplemental questions thoroughly and with absolute honesty. Responses to supplemental questions are vetted for job finalists, and honesty is always the best policy.*

7. Review each section for errors. Click on the pencil icon within each section to make changes. Once the application is complete, click 'Proceed to Certify & Submit.'

**Tip: Spelling, grammar, and formatting matters! Ask someone else to review your application prior to submitting. A trusted peer, your local Workforce Center, or your alma mater's Career Services office are all great resources.*

8. On the 'Certify & Submit' page, click on 'Accept & Submit.' A message will confirm your application submission.
9. The City of Grand Junction may communicate application statuses via email or phone. Questions may be directed to the Human Resources office at 970.244.1512.

Thank you!