

## How to Apply

***Welcome to the City of Whittier's On-line Job Application System where you can apply for our career opportunities anytime online.***

### **Who can apply for City of Whittier vacancies?**

First, review the current job openings. If you meet the minimum qualifications for the position, you may apply for our posted openings.

The City of Whittier is an Equal Opportunity Employer and all applicants are considered strictly on the basis of their qualifications for the position. An applicant with a disability requiring accommodation in the application or testing process must provide the Human Resources Department at least 5 work days prior to the application due date or 5 work days prior to the test process documentation from a qualified authority to confirm the disability and prescribe the accommodation.

### **How do I apply for a job with the City of Whittier?**

#### **Prepare the following in advance:**

- Collect details about your education and employment history. (If you wish to submit a resume, you will cut and paste it into the application. Do **not** use html tags.)
- You will need an email account. If you do not already have one, free email is available through providers such as Yahoo, Hotmail and AIM mail (AOL).
- The first time you create an application using this system, be prepared to spend 30 minutes or more, though you can save your work at any time and return to it later.

#### **Log In to Our Secure Website**

- Go to [www.cityofwhittier.org](http://www.cityofwhittier.org). From there, you will click on the "JOBS" tab to see current job openings.
- Click on the job title you are interested in. Review the job qualifications. Then click on "Apply." If this is your first online application with us, you will set up an account with a Username and Password. Be sure to save them for future use.

#### **Create a New Application or Edit a Prior One**

- Be thorough. Your application is the primary tool used to evaluate your job qualifications. Applications may be rejected if incomplete.

#### **For More Help**

- Click on Frequently Asked Questions at [www.cityofwhittier.org](http://www.cityofwhittier.org)
- Click on 'HELP' after you are logged in
- During business hours, you may contact Human Resources at (562) 464-3390

***Thank you for your interest in becoming part of our City of Whittier Team!***