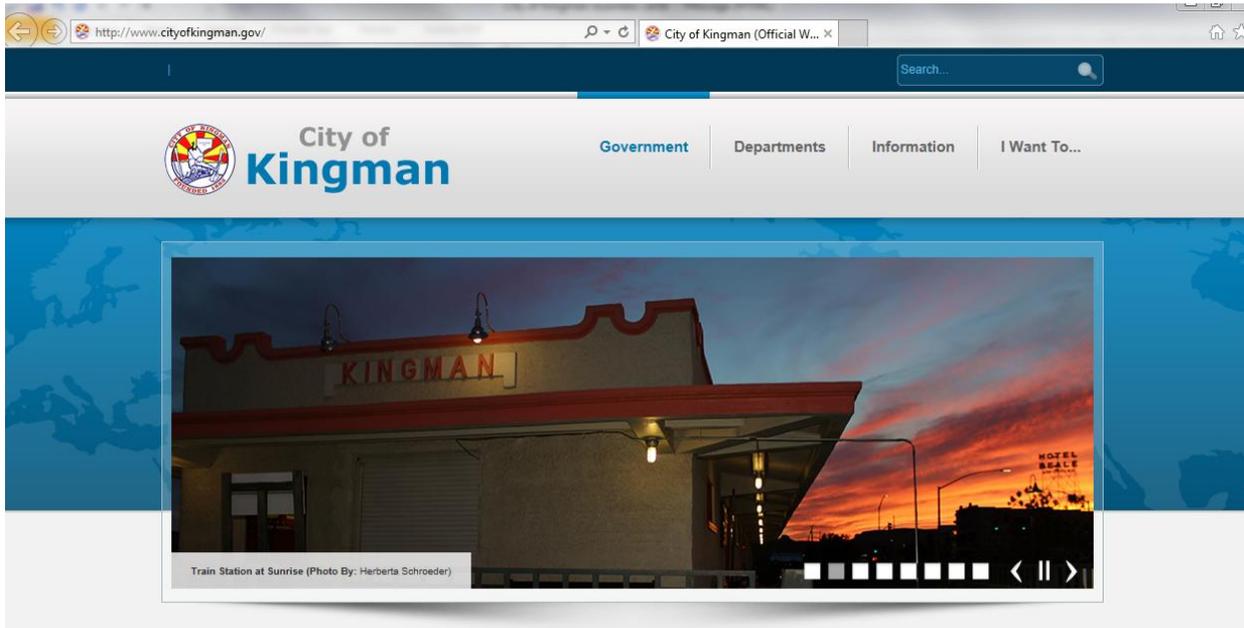
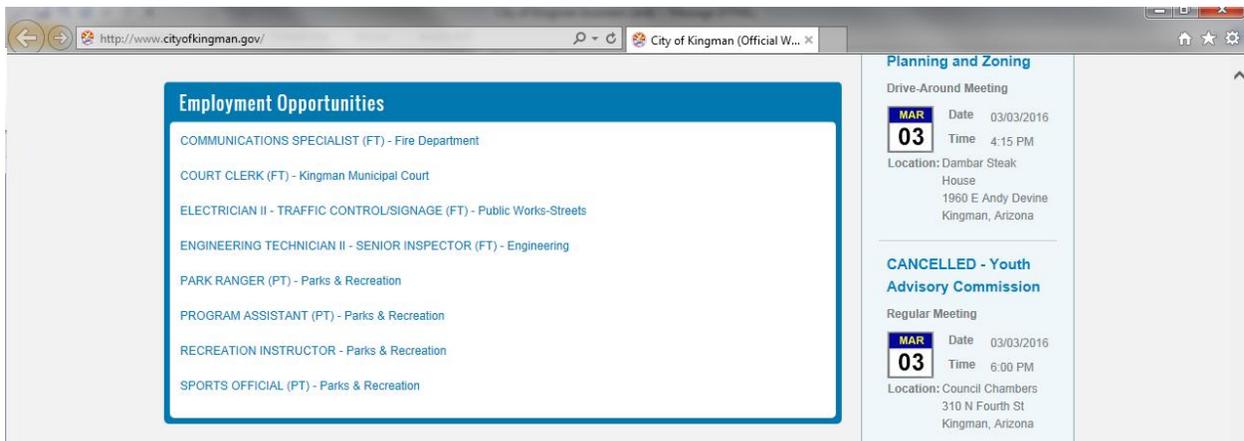


HOW TO APPLY ONLINE:

Visit the City of Kingman website: www.cityofkingman.gov



Scroll down on main page to see job openings – listed under **Employment Opportunities.**



Select specific job opening by clicking the blue job name, for example: **Communications Specialist (F/T).**

This opens the detail page for the listing where you can read an overview of the position, a link to the complete job description, a link to the physical demands for the position AND the APPLY ONLINE button.

The screenshot shows a web browser window with the URL <http://www.cityofkingman.gov/Home/DetailsPage/tabid/207/ArticleID/1249/COMMUNICA>. The page header includes the City of Kingman logo and navigation links for Government, Departments, Information, and I Want To... A search bar is also present. The main content area displays the job title "COMMUNICATIONS SPECIALIST (FT) - Fire Department" with a date of 02/09/2016. Below the title, there are links for "Email to a friend", "Printable version", and "Recommend". A table lists job details: Department (Fire Department), Job Type (Full Time), Salary (\$17.50/hour), and Closes (Continuous Recruitment). A paragraph describes the position and the benefits offered. A boxed section contains two notes: "Note Reference Examination" and "Note Reference American Disabilities Act". At the bottom, there are links for "Job Description" and "Physical Demands", and a prominent "Apply Online" button with the text "Click here to fill out the online application".

Click APPLY ONLINE to be directed to the online application system. The page will give you candidate instructions

Click APPLY

The footer navigation bar contains three buttons: "Go back" with a left arrow icon, "SHARE" with a share icon, and "APPLY" with a hand icon pointing up.

Read Carefully

CANDIDATES - CAREFULLY READ THE FOLLOWING

NOTE TO CANDIDATE: Thank you for considering employment with the City of Kingman. We welcome the opportunity to review your qualifications in relation to the position you are seeking.

We highly recommend candidates **fully** complete the following sections to create their applicant profile:

Professional Background

- **Education** (Include specifics such as degrees received and/or courses completed relating to position)
- **Employment History** (Please include starting and ending dates for each position, supervisor's names and titles, salary history, and reason for leaving each position)
- **Skills**
- **Licenses & Certifications**
- **Memberships**
- **Resume** (Attach your resume or create resume in your applicant profile)

Once your applicant profile is established, you will not be required to re-complete this portion when applying for future jobs. However, we do suggest applicants review and update their profile prior to submitting each application to ensure that it is up-to-date.

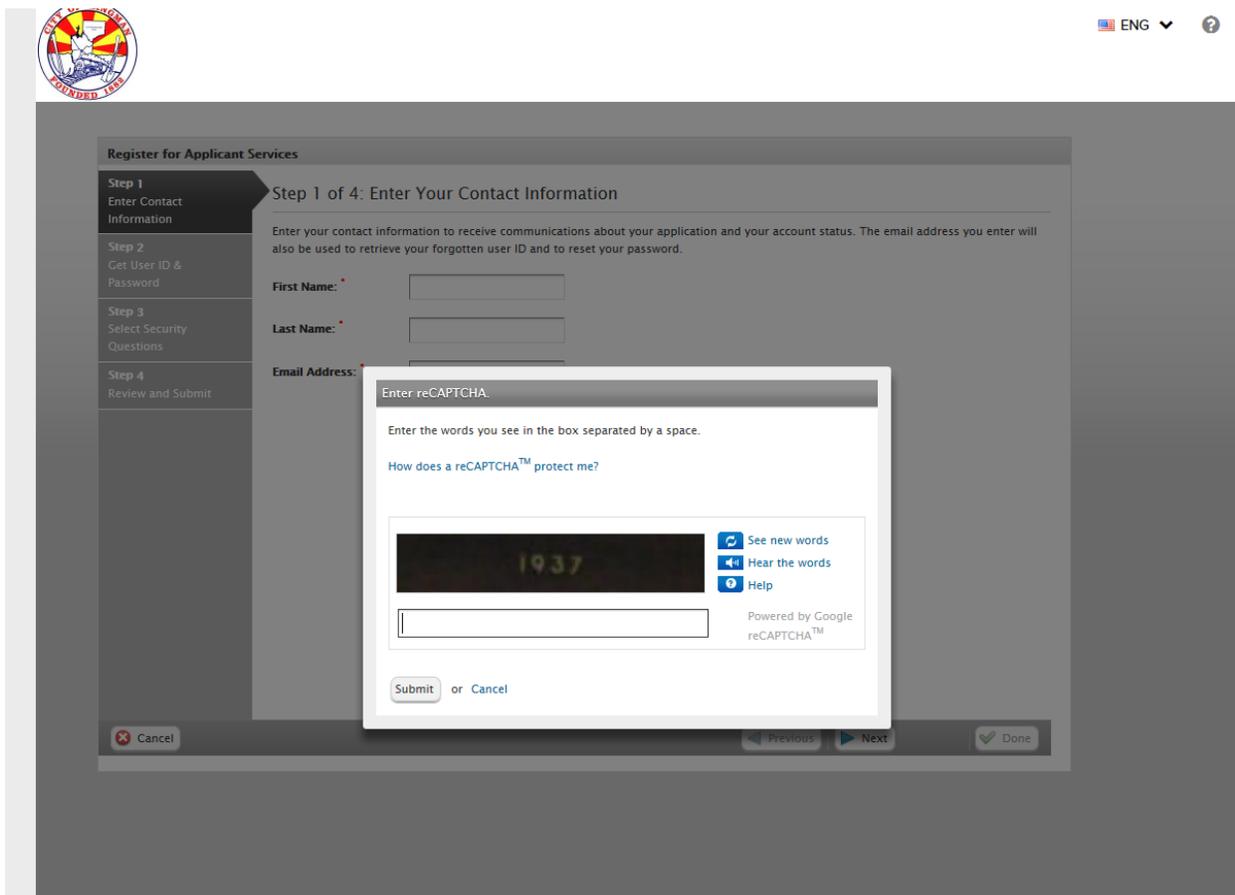
Question Responses

In addition to the applicant profile, each application contains job specific questions that will assist our managers in evaluating a candidate's qualifications with the job requirements. We encourage you to answer all questions and provide details of your job-related experience and understanding of the position.

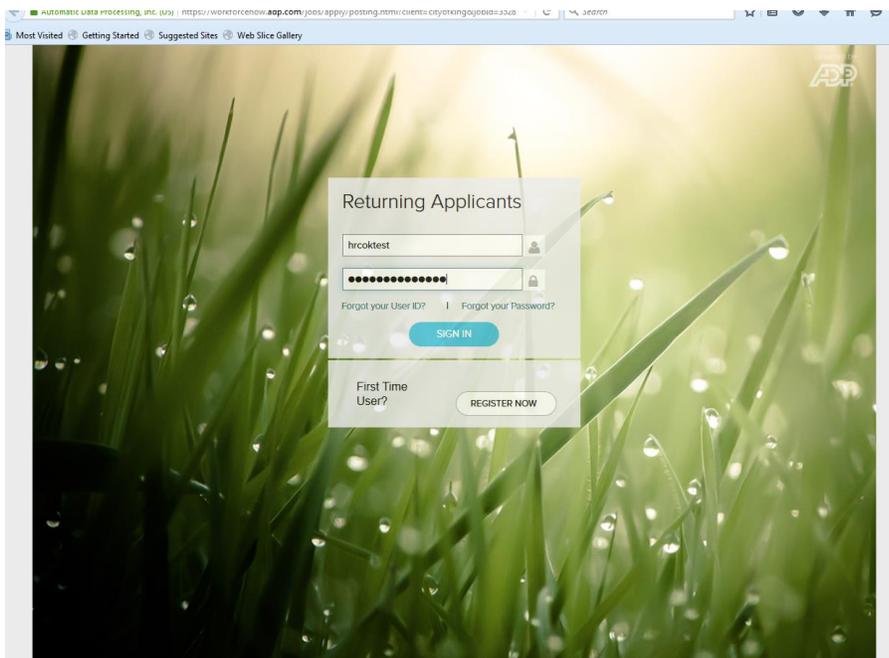
If you have any questions or need assistance, please contact the City of Kingman Human Resources Department, 928-753-5561.

Enter your user ID and password or click REGISTER NOW if you are a first time user.

For first time users: You must register by setting up a user name and password. Just follow the prompts...



For returning applicants: Sign in by entering your user name and password.



The system will allow you to update your applicant profile information.

Automatic Data Processing, Inc. (US) | https://workforcenow.adp.com/jobs/applicant/home?clients:cityofking&lang=en_US&... WELCOME, JOBSEEKER APPLICANT ENG

Most Visited Getting Started Suggested Sites Web Slice Gallery

WELCOME, JOBSEEKER APPLICANT ENG

Add Application for Court Clerk

1. Personal Information 2. Additional Information 3. Questions 4. Review and Submit

The information on this step is saved as part of your profile, and can be updated after you complete this application.

Resumé

Attach Resumé Enter Text Resumé

File formats: DOC, DOCX, PDF, and TXT only

UPLOAD RESUME

Contact Information

First Name* JobSeeker Middle Name* Last Name* Applicant

Generation Suffix

Preferred Language English (United States)

Country* USA - United States

Address Line 1* 310 n 4th st

Address Line 2*

Address Line 3*

City* kingman

County*

State* AZ - Arizona

Zip Code* 86401

Notice of Rights

View "EEO to the Law" poster ENGLISH
View "EEO to the Law" Supplement ENGLISH
View "PRY TRANSPARENCY POLICY STATEMENT"

Voluntary Self-Identification Information

WHY ARE WE ASKING? About ethnicity*

Gender: Female White

I decline to identify my race and ethnicity.

Protected Veteran Status

WHY ARE WE ASKING? WHY IS A PROTECTED VETERAN? Please Select*

Identify myself as one or more of the classifications of protected veterans.
 I am not a protected veteran.
 I decline to self identify.

Section 503 Disability Status

If this employer is a federal contractor, and you are unable to complete this application due to a disability, contact this employer to ask for an accommodation or an alternative application process.

Invitation to self identify as an individual with a disability: ENGLISH

You must complete an application for each job you wish to apply.

Most Visited Getting Started Suggested Sites Web Slice Gallery WELCOME, JOBSEEKER APPLICANT ENG

Add Application for Court Clerk

1. Personal Information 2. Additional Information 3. Questions 4. Review and Submit

Attach other documents

You may upload up to 10 documents including cover letters, writing samples, or other documents.

ATTACH FILE REMOVE FILE ALLOWED FILE TYPES

FILE NAME	FILE SIZE	UPLOADED BY	UPLOADED
There are currently no entries.			

Professional Background

You can create or edit your professional background as part of your account. Use it to apply to other jobs and to update it later as your information changes.

Education

ADD ENTRY DELETE ENTRY

DEGREE	INSTITUTION NAME	DATES
NI - Not Indicated	none	-

Employment History

ADD ENTRY DELETE ENTRY

JOB TITLE	EMPLOYER NAME	CITY	STATE	DATES
HR Generalist	MCC			03/01/2013 - 03/01/2015

Skills

ADD ENTRY DELETE ENTRY

SKILL	DATE ATTAINED	PROFICIENCY LEVEL
MPW		ADV - Advanced

Licenses & Certifications

Please complete the application with as much detail as you can provide and answer all questions.

WELCOME, JOBSEEKER APPLICANT ENG

Add Application for Court Clerk

1. Personal Information 2. Additional Information 3. Questions 4. Review and Submit

Indicates required fields

1. **IMPORTANT NOTE:** In the questions that follow, you'll be asked for further information about your qualifications for the position you are applying for and about your related education, training and experience. Please provide thorough answers even though you have completed the Professional Background and you may have attached or completed a resume. Be aware that submitting a resume in lieu of completing the questions below and/or failing to provide all of the information requested in the Professional Background and the Questions below may disqualify you from further consideration. Please indicate whether or not you accept these terms.

Yes No

2. Check each type of work you will accept. To select more than one response, use the "Ctrl" key with your mouse pointer to click on or check each applicable response.

Shiftwork / Weekends
Seasonal
Temporary
Intermittent or On Call
Part Time
Full Time

3. Are you legally eligible for employment in the United States? Proof required at hire in accordance w/ I 9 & E-Verify.

Yes No

4. If NO, do you possess permanent resident status? Proof required at hire in accordance with I 9 & E-Verify.

Yes No

5. Are you under 18 years of age?

Yes No

6. If under 18, check your age:

7. Do you have a valid Driver's License?

Yes No

8. Driver's License # and State

9. Enter the class you hold. Check all that apply. To select more than one response, use the "Ctrl" key with your mouse pointer to click on or check each applicable response.

Class M - Motorcycle
Class B - CDL
Class A - CDL
Class D - General

Review and submit your application. The system will generate an email to you confirming your application was received.

Automatic Data Processing, Inc. (US) | https://workforcenow.adp.com/jobs/applicant/home?client=cityofking&lang=en_US&... Search

Most Visited Getting Started Suggested Sites Web Site Gallery

WELCOME, JOBSEEKER APPLICANT ENG

Add Application for Court Clerk

1. Personal Information 2. Additional Information 3. Questions 4. Review and Submit

Click a step name above to change the information in your application.

Personal Information Additional Information Questions

Contact Information
JobSeeker Applicant
310 n 4th st
Kingman, AZ 86401
United States
Email Address: hrcokester@gmail.com
Personal Cell
Home Phone

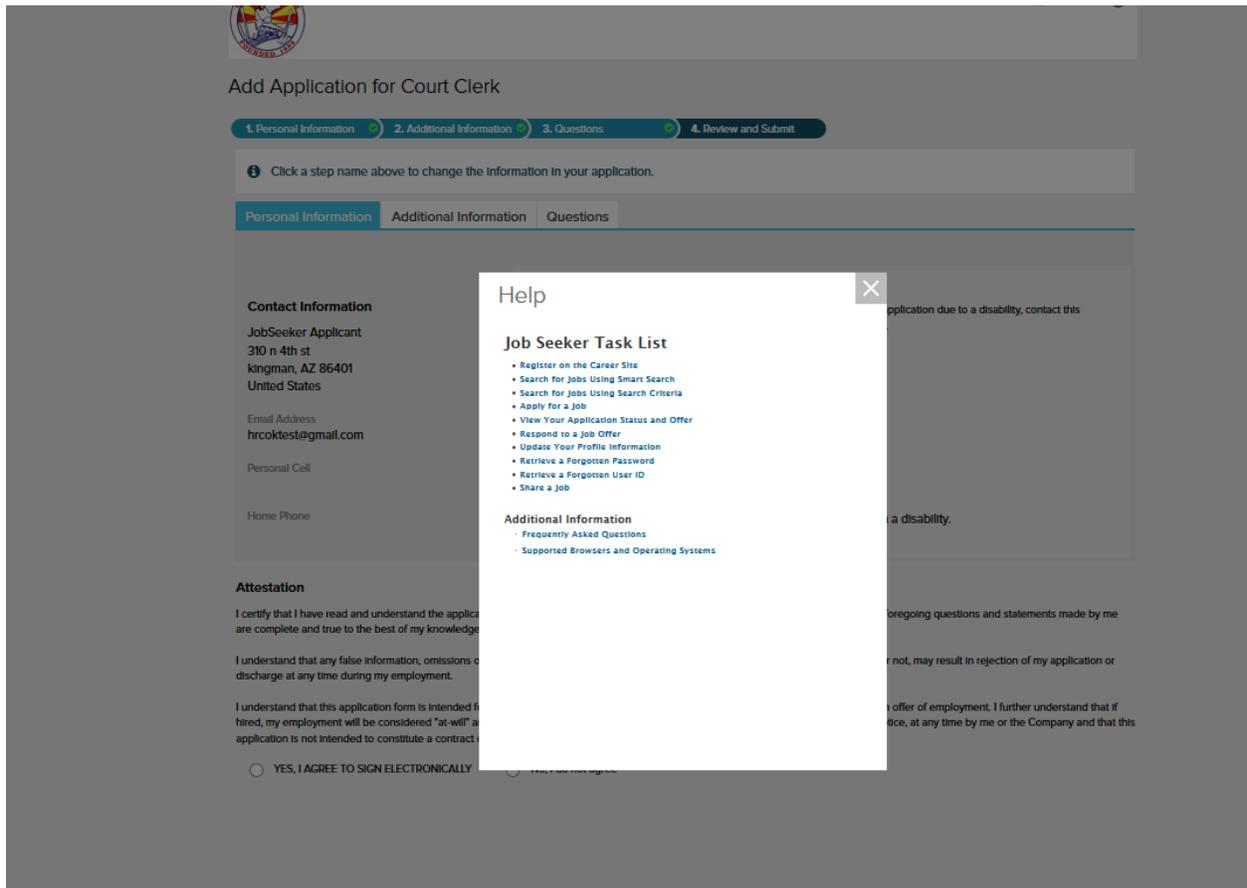
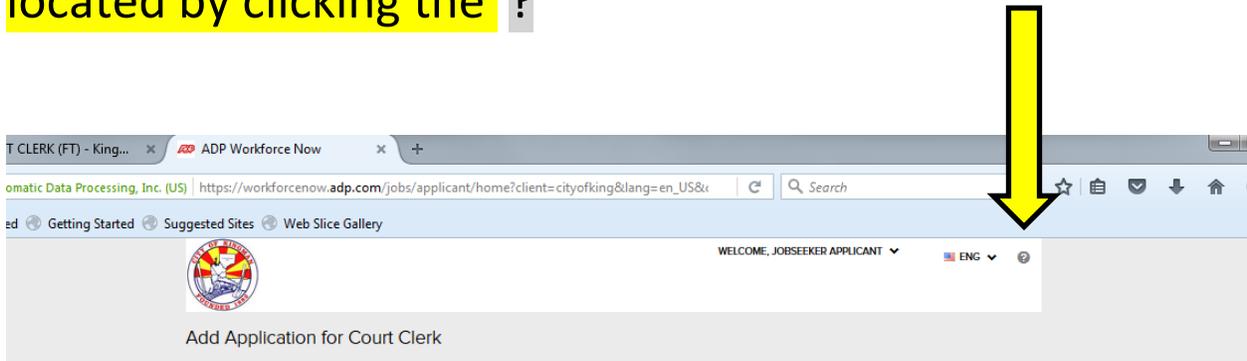
Voluntary Self-Identification Information
If this employer is a federal contractor, and you are unable to complete this application due to a disability, contact this employer to ask for an accommodation or an alternative application process.

Gender: Female
Race/Ethnicity: White
Veteran Status: I am not a protected veteran.
Section 503 Disability Status: I have read the above invitation to self-identify as an individual with a disability. No, I don't have a disability.

Attestation
I certify that I have read and understand the applicant instructions included with this application and that the answers given by me to the foregoing questions and statements made by me are complete and true to the best of my knowledge and belief.
I understand that any false information, omissions or misrepresentations of facts called for in this application, whether on this document or not, may result in rejection of my application or discharge at any time during my employment.
I understand that this application form is intended for use in evaluating my qualifications for employment and that this application is not an offer of employment. I further understand that if hired, my employment will be considered "at will" and that my employment may be terminated for any reason, with or without cause or notice, at any time by me or the Company and that this application is not intended to constitute a contract of continued employment.

YES, I AGREE TO SIGN ELECTRONICALLY No, I do not agree

If you get stuck – see the frequently asked questions, located by clicking the ?





Frequently Asked Questions for Job Seekers

Here are answers to frequently asked questions (FAQ) about the Careers site. For more information, refer to the online Help.

- How can I register on the Careers site?
- How can I search for jobs?
- How can I view job details?
- How can I apply for a job?
- How can I create my profile?
- How can I view my job application status?
- How can I apply for a job?
- How can I respond to a job offer?
- How can I save or download the offer letter or additional attachments?
- How can I share a job opening through email and social media sites?
- How can I retrieve my forgotten password and user ID?
- How can I change my language settings?
- How can I apply for a job without registering on the Careers site?
- How long will my profile remain active on the Careers site?
- Will my information be saved if I time out?
- What is the page time-out duration? Can I change it?
- What are the supported browsers and operating systems for this site?
- What is the size limit of the attachments?
- What are the supported file types for attachments?
- How many documents can I attach with my profile?
- How can I withdraw my application I already submitted?
- How can I edit my application I already submitted?