

# Job Application Guide

The Orange County Sanitation District is committed to hiring the most qualified individuals in a manner that is fair, equitable and merit-based. The recruitment and selection process consists of a review of candidate's credentials beyond the minimum qualifications articulated within each job classification.



## READ

Read the job description and employment standards to become familiar with the expectations and requirements of the position.



## UNDERSTAND

Understand how your education and experience relate to the position requirements.



## DEMONSTRATE

Demonstrate through your job application (education, work experience, supplemental questions) that you meet the minimum requirements.



Meeting the minimum requirements does not guarantee an interview. All properly completed applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process.

A recruitment is a competition and it is your opportunity to market yourself and compete for the position you are interested in.

It is the basis for deciding whether you move forward in the recruitment and selection process.

## The Job Application



A job application is a **legal** document and applicants are expected to be honest, accurate and complete in the information provided to demonstrate why he/she is the best candidate for a position.

False statements may be cause for disqualification, removal from an eligible list, or discharge from employment. All statements made on applications are subject to investigation and verification.

### BE SPECIFIC

### BE COMPLETE

### BE ACCURATE

Be sure to include:

- + Where you worked.
- + When you worked there (start & end dates).
- + Relevant education/training. Some positions may allow "any combination of work experience and education" but this can only be considered if you list it on the application.

- + What your job duties & responsibilities were.
- + How you meet the minimum & desirable qualifications outlined in the job posting.
- + Knowledge, skills, and abilities gained through experience.

## Quick Tips

Fill out the application as if you are applying to an entirely new employer that does not know you as an employee or any of your work history. Be specific and break down the time you've held at one employer by position. Include all of the positions you have held, the dates in each position, and the duties/responsibilities for that position.

### Do

- + Follow directions. Pay attention to what is being asked.
- + Complete ALL sections (be specific in supplemental questions too).
- + Describe your duties. Make it obvious you meet minimum requirements (and more!).
- + List out all positions held in one employer (ex: Operator-in-Training, Plant Operator, Senior Plant Operator, etc.) and the duties for each position.

### Don't

- + Assume that the recruiter already knows anything about you or your job duties.
- + Leave any fields blank.
- + Say "See Resume".
- + List only your current position if you have held multiple positions with one employer.

# Frequently Asked Questions



## How do I apply to a promotional opportunity from my home computer?\*

You can access the promotional job posting via the [promotional opportunities page](https://www.governmentjobs.com/careers/ocsd/promotionaljobs) at <https://www.governmentjobs.com/careers/ocsd/promotionaljobs>. You can also start your application from an OCSD computer and save without submitting. You can then access your application by logging into your GovernmentJobs account from home.  
\*OCSD Employees Only



## What should I do if I need assistance submitting my application?

For step-by-step instructions on how to complete a job application, please review the [online employment application guide](#) found on the HR Sharepoint site and at <https://secure.governmentjobs.com/AgencyInstructions.cfm>.



## What should I do if I am experiencing technical difficulties while submitting or after submitting my application?

If you are receiving an error message or experiencing technical difficulties, please call toll free at (877) 204-4442, select Option 1 for further assistance.



## What happens after I submit my application?

You will receive an e-mail notification stating that your application has been received by OCSD. You should save the e-mail in the event that there are any issues with submission of your application. Each application received is given careful consideration. Recruitments that generate a large volume of applicants may take longer to process. Due to the volume of applications that are received, most general correspondence will come in the form of an e-mail notifying applicants of the next step in the process and/or dismissal from further consideration.



## How can I check the status of my application?

Please log in to your [GovernmentJobs account](#) to check the status of your application at <https://www.governmentjobs.com/Applications/submitted>.



## What should I do if I cannot access my account or forgot my password?

Please call toll free at (877) 204-4442, select option 1, for further assistance. OCSD cannot make changes to your applicant account information.

## Contact HR

If you have any other questions regarding the application process or what to include, please contact HR at 714-593-7141.