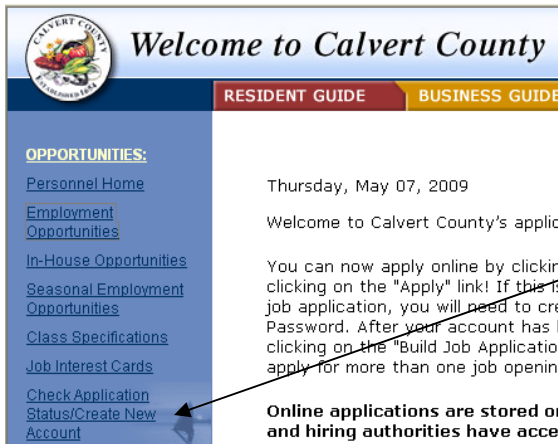


Applicant User Guide – First Time Users

Welcome to Calvert Online Recruitment and Employment (CORE). If this is your first time using our online application, you will need to create a GovernmentJobs.com account by following the steps below.

The Office of Personnel is available to assist you Monday through Friday, 8:30 a.m. to 4:30 p.m. EST. Please call 410-535-1600 ext. 2401 or 2359, or email PersonnelMail@co.cal.md.us.

1. To begin, go to www.co.cal.md.us and click on **EMPLOYMENT OPPORTUNITIES** in the lower-right-hand corner of the screen.



2. From the Office of Personnel homepage, click on the **Check Application Status/Create New Account** link on the left-hand side of the screen.

Are you registered?

To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#)

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

3. If this is the first time using our online application, you will need to create a GovernmentJobs.com account, by clicking on the **Create Your Account Here** link.

If you have already created an account, simply enter your Username and Password here to log in. You will not be able to enter another applicant using the same email address.

4. Create your account using a secret Username and Password. Choose something you can remember.

- Please do not share your email login or password with anyone; it will compromise your account.
- There are several places where you can get a free email account if you do not have one – yahoo.com, msn.com, etc.
- Click on the “SAVE” button.

5. Print this screen for your records. It contains the login information you will need to access your account.

Click on the **Login** button. Enter your Username and Password and click on the **Login** button.

Applicant User Guide – First Time Users

6. Click on the **CREATE APPLICATION** button to prepare and save an application to use for future openings. 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.

[Main Menu](#) | [Search Jobs](#) | [Application Status](#) | [My Account](#)

Thank you for registering with GovernmentJobs.com. Your account is now active.

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.

[Create Application](#)

Applications You've Created:

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

7. Input a title for your application for your reference.

8. Click on the **Create Application** button.

9. Fill in the **Personal Profile** information.

10. Click on the **Save & View Application** button.

11. Add Education and Work Experience by clicking on **Add Education** or **Add Work Experience** and complete these sections. You can also add **Certificates or Licenses, Skills, Additional Information, References** and attach a **Resume**, if desired. Click on the **Save** button at the bottom of each section.

12. Click on the **Logout** link in the upper-right-hand corner.

[Main Menu](#) | [Search Jobs](#) | [Application Status](#) | [My Account](#)

Job Application » Profile * Required Field

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

Contact Information

* First Name
Bob

Middle Initial
I

* Last Name
Wannajob

Primary Phone
301-123-4567

Alternate Phone
410-123-4567

* Email

Education [Add Education](#)

Work Experience [Add Work Experience](#)

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

Congratulations! You are now ready to apply for a position with Calvert County Government. Click [here](#) for the Online Application Guide

ADDITIONAL INFORMATION:

- Your created application will remain stored on the secure GovernmentJobs.com website for your use.
- If you will be applying for jobs in more than one field and want to tailor your application, you may create as many versions as you wish. They will reside in your account and you will be able to select the appropriate version when you apply for any job.
- Remember the Username and Password you created.

When you apply for a job at www.co.cal.md.us you will use the same name and password you created at www.GovernmentJobs.com. You will only need to review the application you created previously, make any corrections or additions, answer the agency and supplemental questions required for that particular position, and submit the application.