



Applicant User Guide – Job Interest Cards

Welcome to Calvert Online Recruitment and Employment (CORE). Follow the steps below to submit a **Job Interest Card** for a position that is currently not being advertised.

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. 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, select the **Job Interest Cards** link.

	Development	Maintenance
<input type="checkbox"/> Counseling	<input type="checkbox"/> Criminology	<input checked="" type="checkbox"/> Customer Service
<input type="checkbox"/>	<input checked="" type="checkbox"/> Dispatch	<input type="checkbox"/> Diversity
Development/Fundraising		
<input type="checkbox"/> Education	<input type="checkbox"/> Electronics	<input type="checkbox"/> EMS
<input type="checkbox"/> Forestry	<input type="checkbox"/> Geology/Hydrology	<input type="checkbox"/> Graphic Arts
<input type="checkbox"/> Health Education	<input type="checkbox"/> Health Sciences	<input type="checkbox"/> Health Services
<input type="checkbox"/> Hearing Examiner	<input type="checkbox"/> Higher Education	<input type="checkbox"/> Housing
<input type="checkbox"/> Human Services	<input type="checkbox"/> Humanities	<input type="checkbox"/> Hydrogeology
<input type="checkbox"/> Investigative	<input type="checkbox"/> Library	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Medical Billing & Coding	<input type="checkbox"/> Medical Examiner	<input type="checkbox"/> Medical/Dental

3. Place a check in the box next to each job category for which you would like to receive email notifications, and fill out the required information in the **Job Interest Card** section below, then click the **Submit Request** button at the bottom of the page.

For the next 12 months after you submit the form, you will receive an email notification each time a position opens with Calvert County Government whose category matches one of the categories chosen. We'll also send you a reminder email in 11 months to give you an opportunity to extend your notifications for another year.

- Should your email address change, you will need to repeat this process.
- Please note: Some categories may not be applicable for Calvert County Government.
- **The Office of Personnel recommends checking the website frequently, in addition to completing the Job Interest Card. The job interest card is a tool in your job search you are still responsible for checking our website and submitting an application.**

Job Interest Card

Fields marked with a "*" are required.

Last Name: * First Name: *

Address: *

City: *

State: == Select State == * Zip Code: *

Country: US *

Home Phone: Work Phone:

Email Address: *