

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 Department of Human Resources 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 recruitment@calvertcountymd.gov.

Go to www.calvertcountymd.gov/employment

Human Resources Home Page

- Benefits
- Check Application Status/Create New Account
- Class Specifications
- Information Guides and Documents
- Job Interest Card**

Employment Opportunities

Calvert Online Recruitment & Employment (CORE)

Welcome to CORE, the online recruitment and employment system for the Calvert County Government. CORE will help you find the job that you are looking for, faster and easier. CORE is provided by Calvert County in partnership with [Government Jobs](#).

Paper applications are accepted but electronic applications are preferred.

Current Employment Opportunities

o [Employment Opportunities](#)

Applying Online has Benefits

From the Employment Opportunities homepage, select the **Job Interest Card** link.

Career Pages

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Place a check in the box next to each job category for which you would like to receive email notifications, click the 'Subscribe' button, fill out the information, and then click the 'Submit' button. For next 12 months after you submit this form, you will receive an email notification each time a position opens with Calvert County Government, MD whose category matches one of the categories you've chosen.

0 Job Categories selected
 Select All Clear All

| | |
|---|--|
| <input type="checkbox"/> 911 Telecommunications | <input type="checkbox"/> Accounting and Finance |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Administrative Assistant |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Animal Control |
| <input type="checkbox"/> Animal Services | <input type="checkbox"/> Architecture |
| <input type="checkbox"/> Athletics & Fitness | <input type="checkbox"/> Attorney |
| <input type="checkbox"/> Automotive | <input type="checkbox"/> Building & Grounds Cleaning and Maintenance |

Job Interest Card X

Fields marked with an asterisk (*) are required

| | |
|--|--|
| First Name * | Last Name * |
| <input type="text"/> | <input type="text"/> |
| Street Address * | |
| <input type="text"/> | |
| City * | Zip Code * |
| <input type="text"/> | <input type="text"/> |
| State * | Country * |
| <input type="text" value="Select or type State name"/> | <input type="text" value="Select or type Country name"/> |
| Home Phone Number | Work Phone Number |
| <input type="text"/> | <input type="text"/> |
| Email Address * | |
| <input type="text"/> | |
| <input type="button" value="Submit"/> | |

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 Department of Human Resources 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.**