

# Step-by-Step Instructions for Completing Application Materials

This is a guideline of all the fields in Lane County's employment application, pre-qualifying questionnaire, and supplemental Questionnaire. If you have a question not covered in this guide, please contact Human Resources at 541-682-3665, Monday through Friday between 10:00am and 5:00pm.

Your session will be timed out after 180 minutes. We highly recommended you save your application every 10 minutes. Any data entered but not saved will be lost if you are timed out.

If this is your **first time** applying for a Lane County position using this E-Recruit system, you will be prompted to register. All of the prompts in the column under **New User** are for you to set up your user account. No one sees this information except for you. You must click the **submit** button to proceed.

If you are a **returning user**, use the column on the left to enter your User Name and Password. You must click the **login** button to proceed. If you have forgotten your password, please click "Forgot Password" and follow the prompts to receive a new one from the automated system.

**Existing User**  
(Your user name is your first initial followed by your last name and the last 4 digits of your SSN, no punctuation, i.e. BJones1234. Please note that the password is case-sensitive)  
User Name:   
Password:   
**login**  
[Forgot Password?](#)

**New User**  
First Name:   
Last Name:   
Last 4 digits of SSN:   
Password:   
Verify Password:   
City of Birth:   
(Please note that City of birth is only used for password retrieval and will not be used in consideration of your application.)  
Projected User Name:   
**submit**

If you need to resume the application process at a later time, you should close your browser. When you are ready to continue your application, you can log back in by using your User Name and Password. You can then click on the "Edit Your Application in Progress"

[Edit Your Application In Progress](#)

## Notes and Recommendations:

- All fields with an **asterisk are required**, and some fields require specific formatting.
- Use the **tab** button instead of the **enter** button to move from field to field.
- Save your application materials every 10 minutes. The save button is near the bottom of your screen.

## STEP 1 - LANE COUNTY EMPLOYMENT APPLICATION

Field Name:	Description:
* Last 4 digits of Social Security Number:	Input the last four digits of your SSN. This will help in assigning you a unique identifier.
*Last Name:	Enter last name.
First Name:	Enter first name.
Middle Name: (Optional)	Enter entire middle name. This will help us identify your application if someone has a similar name or 4 digit SSN.
*Mailing Address:	Enter mailing address. This is the address where correspondence may be sent.
*City:	Enter city where the above mailing address is located.
*State: The default option is OR (Oregon)	If the address is in a State other than Oregon, please select the State from the dropdown menu. If this address is international, please select OT. If this address is with the armed forces, please choose AA=Armed Forces Americas, AE=Armed Forces Europe, AP=Armed Forces Pacific
*Zip:	Enter five digit zip code. The four-digit extension is optional (-####).
Email Address: (Optional)	Enter your home email address. We will use this email address to send you the status of your employment application.
*Main Phone:	Enter the main phone number to reach you regarding your employment application.
Alternate Phone: (Optional)	Enter an alternate phone number, where you may be reached. Check off whether this phone number is work, cell, or other.
*Will you accept the salary range of the position for which you are applying?	Review the salary/wage range presented for the posting, and check <b>YES</b> or <b>NO</b> .
*Are you at least 18 yrs of age?	Please select <b>YES</b> or <b>NO</b> . Some jobs may require that you be of a certain age in order to perform some duties.
*Availability for work?	Check the box that applies. If you choose negotiable, describe the timeframes when you would be available to work.

*Are you available to work: days, evenings, nights, weekends, shiftwork	Check <b>YES</b> or <b>NO</b> for each option. Some jobs may require that you work alternative schedules.
*Are You Now or Have You Ever Been Employed By Lane County?	Check <b>YES</b> or <b>NO</b> . If you select YES, please enter when you were previously employed by Lane County. If currently employed in Lane County, you may enter "currently".
*Do you want full-time or part-time work?	Check one box, either full-time, part-time or both. Enter the <b>MINIMUM</b> number of hours per week you are willing and able to work. If you enter more than 39 hours per week, please select full-time instead.

## EDUCATION

*Do you have a High School Diploma or GED Certificate?	Check <b>YES</b> or <b>NO</b> .
*Do you have post-High School education?	Check <b>YES</b> or <b>NO</b> . If you took classes that were beyond high-school or GED level, check <b>YES</b> and <b>complete</b> the fields below. Please complete this section thoroughly.
<b><i>If you have post-High School education, complete the columns. (Please note that some of the fields below may be optional, depending on the level of education you have attained)</i></b>	
Name of School, College or University:	Do not abbreviate institution name (OSU may mean Oregon State University, Ohio State University, Oklahoma State University, etc.).
Course of Study:	List Major and Minor if Applicable.
Credits Earned:	Please list if your college credits were earned on a quarter or semester basis.
Did you Graduate?	Please select <b>YES</b> or <b>NO</b> .
Credits Earned*: <small>*Lane county calculates credits as follows: 45 quarter credits = 1 college year 30 semester credits = 1 college year</small>	If you selected <b>NO</b> on the previous field, please enter the number of credit hours you earned. If no credit hours were earned, you may enter none or 0 (zero).
Degree/Certificate (AA, BA ,BS, MA, MS, PHD):	Enter the type of degree or certificate earned. If no degree was earned enter "None".

## Licenses, Certifications, Credentials & Skills and Trainings

*Licenses, Certifications, Credentials	List licenses, certifications, credentials or other qualifications which have a bearing on your fitness for this position.
*Skills and Trainings	List skills, school courses or any additional training, scholastic honors, or other qualifications which have a bearing on your fitness for this position.
Typing Speed:	If the position for which you are applying has a minimum typing speed, please enter your typing speed. <b>If you do not know it, please leave this field blank.</b>

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## EMPLOYMENT HISTORY

Beginning with the MOST RECENT, list the jobs you have held in the last 10 years. Include any other experience related to the position for which you are applying, and any volunteer work, even if that experience occurred longer than 10 years ago. **DO NOT SUBSTITUTE A RESUME OR INDICATE "SEE RESUME" IN LIEU OF LISTING WORK EXPERIENCE.**

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*Employer:	Enter Business/Company name where you currently work or where you previously worked.
Address:	Include complete address for business or company.
*Supervisor's Name:	Enter Supervisor's Name.
*Supervisor's Title:	Enter Supervisor's Title.
Supervisor's Phone:	Enter Supervisor's Phone Number, where he or she may be reached.
*Dates Employed (month/year)	Enter numerical values for month and year (i.e. 06/2006 for June 2006). You must follow this format (MM/YYYY) or you will receive error messages.
*Full-Time (Paid or Unpaid) or Part-Time (Paid or Unpaid) or Seasonal/Temporary	Please enter the number of hours per week worked, <b>on average</b> . If you worked more than 39 hours per week, please select full time.  If you averaged 39 hours per week or less, please select part-time, <b>AND</b> include the average number of hours per week.  If your employment was seasonal/temporary, please enter the number of hours worked per week and total number of months worked in this job.
*Position Held:	Enter the position/title you held in the company.
*Reason for Leaving:	Enter the reason you left this position. If you are still currently there, please enter: <b>current</b> .
*Describe in detail work performed, equipment operated, skills employed, supervision exercised:	Enter information pertaining to the position you held at this company. Be as descriptive as possible. Specifically include duties that would pertain to the position for which you are applying at Lane County.

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If more Employment boxes are needed, Click the "Show Additional Employment" button. This will open an additional 5 boxes for employment history will be displayed.

***If your work history began less than 10 years ago, please state so by writing **No Previous Work History** in the employer box following the last job you list. You must enter this phrase exactly or you will be prompted to complete the rest of the fields.***

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## Cover Letter, Résumé and Additional Required Documentation

**Unless specifically requested and/or required** by the job announcement, **you won't be able to** attach/upload any other documentation with your application materials.

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If the job for which you are applying requires a license, certificate or other documentation, you

must submit it with your application materials. Please be sure that the extension in your file matches one that is acceptable or the attachment will not upload. Your file name must have **less than 50** characters. Acceptable formats: .pdf, .doc, .rtf, .gif, .jpg, .jpeg, .docx, and .txt

\*Signature:

Type your FULL name in the box.

\*Date:

Current date. Please make sure the date format is MM/DD/YY or MM/DD/YYYY.

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## **STEP 2 – LANE COUNTY PRE-QUALIFYING QUESTIONNAIRE**

If the job requires certain licenses, credentials, abilities, etc. either at the time of application or at the time of hire, you will find the questions in this section. For example, if the question asks if you are bilingual in English and Spanish and you respond **NO**, your application will be disqualified.

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## **STEP 3 – LANE COUNTY APPLICANT DATA RECORD**

Lane County is required under State and Federal guidelines to identify job applicants by ethnicity, race, gender, and age.

Supplying this information will also assist Lane County in evaluating its Diversity Implementation Plan to achieve a more diverse work force. Providing this information will not adversely affect your opportunities for employment. Completion of this section is entirely voluntary and remains confidential. This information is processed separately from the application.

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## **STEP 4 – LANE COUNTY APPLICANT REFERRAL SOURCE**

Completing this information is voluntary and will not adversely affect your opportunities for employment. Please assist us in evaluating how effectively our advertising dollars are spent. Let us know where you **FIRST** heard about this job.

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## **STEP 5 – LANE COUNTY SUPPLEMENTAL QUESTIONNAIRE**

This section of the employment application will allow us to rank those employment applications we receive that meet the minimum qualifications for this job. We receive MANY employment applications and yours will be compared and ranked with other very highly qualified applications as well. **Please be sure to answer ALL of the questions thoroughly.**

## **BUTTONS USED IN E RECRUIT**

### **SAVE MY PROGRESS**

- Clicking on this button will enable you to save your application in case you need to resume your work later. Please click it as you go or you may lose the information

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### **NEXT ->**

- Clicking on this button will move you to the next step in the application process. Note, that if there is missing or incomplete information on the document, you will receive an error message highlighting in red where the missing or incomplete application may be.

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### **PRINT**

- When you are on the final page, just prior to submission, you may print all of your application materials (employment application, EEO data, referral source, pre-qualifying questionnaire, and supplemental questionnaire). We strongly suggest that you print your application materials, for your records as supporting documentation. Should there be problems with the transmission of your application, your printed employment materials are the only way to verify that you attempted to submit your application materials before the closing date. Furthermore, this is the only supporting documentation Lane County will accept as proof that you tried to submit your application materials on time.

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### **<-PREVIOUS**

- Clicking on this button will take you back to the previous section of the employment application.

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### **CLOSE**

- Clicking on this button will close your browser. You may then resume the application process at another time.

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### **CANCEL**

- Clicking on this button will erase all of the information you have submitted and the application process will be terminated. None of the information will be saved. You will need to start the process over in order to be considered for a position with Lane County.

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### **REVIEW APPLICATION**

- Clicking on this button will take you back to the beginning of your employment application so you can review and edit as necessary. We encourage you to review your application prior to submission; otherwise your application may not be altered after you click on the submit button.

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### **SUBMIT**

- Clicking on this button will submit your employment application materials. Please note that your application **may not be altered** after you click on the submit button. You will receive an email confirming receipt of your employment application.

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