



## Steps for completing an on-line application for Manitowoc County.

You may wish to print this page for your reference while completing the application process.

1. Review the position(s) listed on the bottom of the “Job Opportunities” page. Click on the job title you are interested in.
2. Review the job description, benefits, supplemental questions and salary.
3. If you are interested in the position, click on the **APPLY** link to move to the application. This is when you will be directed to the Government Jobs website. **If you have previously set up an account with Government Jobs go to step 8.**
4. If you have never registered with Government Jobs you will need to set up an account. To do this just click on the “Create Your Account” link. **Remember to write down the user name and password you create for your account. You will need this information to access your application.**
5. Now you will need to complete the master application. To do this, click on “Create Application”. **If you are reusing a previous application, it is your responsibility to review responses previously supplied to ensure this information is still current.**
6. Complete the application form by filling in all of the required fields. Review your application carefully because an incomplete application may disqualify you from consideration. You may attach a resume to your application, if you wish.

### **Special Note to Sheriff's Department Applicants:**

When applying for a position within the Manitowoc County Sheriff's Department, you must provide a response to **ALL** fields on the application in order for your application to be considered complete (including complete address/telephone information for all employers, schools, and references). You may be disqualified from a recruitment process for leaving any field blank. If a question does not apply, complete the field with a N/A.

7. Scroll to the bottom of the application and click “Confirm Application”. Then click on “Accept” to certify the accuracy of your application. Once you submit your application you will receive an onscreen confirmation and an email confirmation. This is your indication that your application has been received by Manitowoc County. **If you do not receive the confirmation please contact the Manitowoc County Personnel Department at 920-683-4060.**
8. For those users you have an existing account with Government Jobs: All that is required is to click on the link “To apply for the position of (job title) click here”. You will be given an opportunity to update your information and modify it as needed specific to the job you are applying for.

Once your application is complete and submitted, you should visit the Manitowoc County website job opportunities page and click the “Applicant Login” link to check on the status of your application.

If you have any questions about this on-line process feel free to contact the Personnel Department by [Email](#) or calling (920)683-4060.