

VALUABLE TIPS WHEN COMPLETING YOUR ONLINE APPLICATION

Visit www.fresno.gov/jobs to view application instructions, job specifications, frequently asked questions, and other important information. To apply, select the “[Job Postings](#)” link then “[Apply for a Job at the City of Fresno](#)”. First time applicants will need to register.

- Make one applicant profile. If you cannot remember your username or password, click “forgot username or password.” Do **not** create multiple usernames. If you have an old username, you will **not** be able to link previous application information or attachments to the new username.
- Ensure to include a valid phone number and email address in your profile (update as needed).
- READ THE ENTIRE JOB POSTING INCLUDING THE REQUIREMENTS BEFORE APPLYING.
 - Consider if you meet the minimum requirements before applying.
 - Deadline dates illustrate your application must be submitted by 11:59PM that day unless otherwise indicated (i.e., OPEN UNTIL FILLED).
- UPLOAD ALL APPLICABLE ATTACHMENTS BEFORE APPLYING.

Applicants lacking any required attachments as indicated on the job posting may be rejected.

 - On the Careers Home page, under the section “My Career Tools” (located towards the top right of the page), Select “[Cover Letters & Attachments](#)”, and then “[Add Attachments](#)”.
 - For Attachment Type, choose the best option (i.e. “[DIPLOMA/TRANSCRIPTS or DD214](#)”).
 - If you do not see a good choice, use “[Reference Attachments](#)”. Under Attachment Purpose, you can TYPE a description.
 - Select “[Add Attachment](#)” and hit the “[Browse](#)” button to locate your attachment.
 - After you select your attachment, select “[Open](#)”, click “[Upload](#)” and then “[Save & Return](#)”.
 - Confirm your attachment has been uploaded, then fill out your online application.
- Fill out ALL sections of your online application.
- Add ALL relevant experience in the work experience section of your application.
 - Provide exact dates and hours worked per week for each title held. You can reach out to your previous employer to obtain specific dates if needed. If you are currently employed, you may leave the end date blank.
 - Thoroughly illustrate the job duties in detail in the work experience section for all relevant experience and how it demonstrates you meet the minimum qualifications /requirements for that specific position you are applying for.
 - We do not accept resumes in lieu of the work experience section being complete. Resumes are viewed as additional information and will not be used to evaluate minimum requirements.
- Answer all Supplemental Questions at the bottom of the application completely.
- After you select “Submit”, you will receive a message prompt that indicates your application was saved and submitted successfully as well as a confirmation email. If you do not receive a confirmation email, then your application was not submitted successfully.
- Check your email and spam folder for updates at least twice a week after applying. All application updates will be sent through email. Often these emails may require action from you, so it is very important that you thoroughly read all correspondence and respond accordingly.
- You can also sign into your applicant profile for updates. Check in the “Correspondence History” section to see if an email has been sent to you.
- ONLY ONLINE APPLICATIONS AND MATERIALS ARE ACCEPTED. Computers are available at public libraries. You are also welcome to visit the City of Fresno Personnel Services Department lobby where we have workstations available. Our hours are Monday – Friday 8:00 am – 5:00 pm (PST) excluding official City holidays.