

## **Tips**

! Have all your application information, including education and employment history, available before starting your online application.

! Returning users must not re-register each time they apply for a position. Contact [careers@washoecounty.us](mailto:careers@washoecounty.us) if you have forgotten your logon information.

! Open, review, and keep available any job information associated to the job posting. It will be helpful when you apply.

! Make note of your password; the e-mail confirmation does not list your password.

! Confirmation of your successful registration and application will be sent to the email address you provide.

! All correspondence regarding your application and your status in the recruitment process will be sent to the email address you provide.

! Provide specific details of previous job experience as it relates to the position you are applying for.

! You must complete and submit your application in the same session. The system will not allow you to save a partial application for completion at a later date; and will time-out after 45 minutes of inactivity.

! If you are using a public access computer, be sure to Log out of your application and close out of the web browser to ensure ending your user session.

## **Applicant Responsibilities**

- You are required to provide a valid email address to register as an online applicant with Washoe County. You will receive an email confirmation that you are registered to use Washoe County's online application system once you submit your registration. Please retain your registration confirmation for future reference regarding your registration as an online user with Washoe County.
- Before submitting your application, it is your responsibility to ensure that the information you provide is true, accurate and complete.
- Applications are only considered complete if all areas are filled in. This includes the education and experience categories, if applicable.
- After submitting your online employment application you will receive confirmation that your application was successfully submitted. You are advised to make note of your "Applicant ID" number. This is your identification for the purpose of tracking your application for employment with Washoe County. We recommend that you print a copy of your application after submitting.
- If you do not receive a confirmation that your application was successfully submitted, check your spam folder. If you do not locate an email in your spam folder, it is your responsibility to contact Washoe County Human Resources. If you do not do so, you may not be considered for the position(s) you applied for.
- Cookies must be enabled as they are used to track a user's session ID. Find out [How to Enable Cookies](#).

## **Washoe County Employees Only**

- Do NOT go to 'New Applicant Registration': Washoe County employees do not need to register. Employees should use their ESS user name and password to log on to the online application. However, for those employees that do not have an ESS user name and password, you will need to register as a first time user.
- The online application will automatically populate an employee's work/County email address in the 'Email Address' field. To have electronic communications sent to a different email address, simply enter another email address in the 'Email Address' field.
- Use of Washoe County Employee Number: If you are a current Washoe County employee you will be asked to provide your employee number when submitting your application online. If you do not know your employee number (personnel number), you can find it on the top of your salary statement under your name or in your Employee Self Service (ESS) "Time Recording" screen. Your employee number is NOT your badge number.
- Washoe County De Minimus Use policy applies to use of the online application system when using a Washoe County computer.