

Chesapeake
VIRGINIA

click

CAREER LINK IN THE CITY OF CHESAPEAKE

Applicant Tutorial

Section 1:

Getting Started

After reviewing this tutorial, you will be able to use the system to:

- 1) Learn about opportunities at the City of Chesapeake**
- 2) Complete an application for employment**
- 3) Apply for specific position(s)**
- 4) Attach a resume or other document to your application for each position**
- 5) Log in to the site to view your status for each position to which you have applied**



Items To Gather Before Beginning Your Application:

- 1) Your complete education, reference, employment, and driver's license information
- 2) An electronic (either Microsoft Word or PDF) copy of any document (such as a resume) you wish to attach to your application (if applicable).

Helpful Hints:

- 1) **Do not** use your browser's "**Back**", "**Forward**" or "**Refresh**" buttons to navigate the site. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.
- 2) To protect the security of your data, the system will log you out if it detects no activity for 60 minutes. Please do not leave your computer for more than 60 minutes while completing your application for employment.

Now, You're Ready To Begin The Tutorial!



Frequently Asked Questions

Q) Where do I begin?

A) To begin the application process, please select a user name and password that you will easily remember. You should write down your user name and password, as you will need it to apply for other positions or check the status of your application the next time you visit the site.

Q) What information will I be asked to provide?

A) You will be asked to provide personal information such as name, address, phone number, etc. You will also be asked to provide information about your driver's license, education and previous employment, as well as contact information regarding your employment history and references. Please gather this information before beginning the application.

Q) What if I want to submit a resume, cover letter, or other document?

A) You will be able to submit a unique resume, cover letter or other document each time you apply for a position, if you choose. You may attach a different resume for each applied to position. This process occurs AFTER you click the "apply to position" button and answer any position-specific questions.

**Note: Not all positions require or allow you to attach a resume, cover letter or other documents.*



STEP 1 – Creating Your Login ID

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameset/Frameset.jsp?time=1186517989718>

Chesapeake
VIRGINIA

www.jobs.CityofChesapeake.net

CAREER LINK IN THE CITY OF CHESAPEAKE

HOME
SEARCH POSTINGS
CREATE CHESAPEAKE
RETIRES ENCORE
PROGRAM PROFILE
CREATE APPLICATION
LOGIN

• BENEFITS AT A GLANCE
• REVISED 6/2007 CITY DRIVING STANDARDS
• 2006 PAY PLAN
• IMPORTANT INFO FOR FIRE/POLICE APPLICANTS
• VOLUNTEER INFORMATION
• CHESAPEAKE HUMAN RESOURCES DEPT
• CITY OF CHESAPEAKE HOMEPAGE

Click
CAREER LINK IN THE CITY OF CHESAPEAKE

The City of Chesapeake welcomes you! Our employment application system will allow you to fill out an employment application, apply to multiple positions and track the status of the positions for which you've applied 24-hours a day.

SPECIAL ANNOUNCEMENTS

Click the "Create Application" link to select a User Name and Password and to create your application.

POLICE
VA
Do you CARE enough?

Done Microsoft PowerPoint - [Applicant Powerpoint].net

Creating Your Login ID (cont.)

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Mail Print Taskbar

Address <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameset/frameset.jsp?time=1186517989718>

Chesapeake VIRGINIA www.jobs.CityofChesapeake.net

CAREER LINK IN THE CITY OF CHESAPEAKE

Choose Application

Please select the application you wish to complete.

The CLICK General Application has been designed to collect the information necessary for us to evaluate your credentials. Therefore, we refer only to the General Application in evaluating candidates for interview. This practice also insures that all candidates are considered on a consistent basis. Remember that you have the opportunity to "edit" your General Application to tailor it to specific requisitions.

Hiring supervisors may elect to allow candidates to attach a resume and/or cover letter for specific requisitions. In such instances, know that these documents are able to be viewed by the hiring supervisor but are not referenced in evaluating your credentials for interview.

Create New Application

- General Application
- Volunteer Application
- Fire Entrance Exam Application
- Police Entrance Exam Application
- Internship Application

GO >>

Done Internet

HOME
SEARCH POSTINGS
CREATE CHESAPEAKE
RETIREES ENCORE
PROGRAM PROFILE
CREATE APPLICATION
LOGIN

• BENEFITS AT A GLANCE
• REVISED 6/2007 CITY DRIVING STANDARDS
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• VOLUNTEER INFORMATION
• CHESAPEAKE HUMAN RESOURCES DEPT
• CITY OF CHESAPEAKE HOMEPAGE

Choose your Application type, then click "GO". For this example, we will complete a Regular Employment Application.

Creating Your Login ID (cont.)

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameset/Frameset.jsp?time=1186518952768>

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CAREER LINK IN THE CITY OF CHESAPEAKE

Please do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. Use the navigational buttons within the site.

If you have already created a user name for City of Chesapeake, please [login using your existing user name](#).

Select User Name and Password:

Social Security Number:
Please enter your Social Security Number for verification. No hyphens please (e.g. 123456789)

Select User Name:
Use between 6 and 20 letters or numbers.

Password:
Use between 6 and 20 letters or numbers.

Re-enter Password:

CONTINUE TO PAGE 1 OF GENERAL APPLICATION >>

[Security Information](#)

Social Security Number

Create a User Name

Create a password – you will type this word twice, but only *** will appear to protect your security

Or click here to cancel.

After typing your information, click the "continue" button to go to the next page.



Creating Your Login ID (cont.)

City of Chesapeake - CLICK - Microsoft Internet Explorer

Address: https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameset/frameset.jsp?time=1186519546979

Chesapeake VIRGINIA www.jobs.CityofChesapeake.net

CAREER LINK IN THE CITY OF CHESAPEAKE

View/Edit General Application

SAVE AND CONTINUE TO NEXT >>

Password Retrieval Setup

[Click here](#) to open a new window where you can print out, or record your user name and password. (Please note if you're using a public computer you may be unable to print.)

You will need your user name and password to check the status of positions applied for or to apply for other positions the next time you visit the site.

Before beginning your application, please enter a question and answer that only you know. If you forget your password when returning to the site, the system will reset it once you answer this question correctly.

This question and answer will not be part of your employment application.

The question and answer are **CaSe-SeNsItIvE**. (Example: If you enter your password as "WINDOW" you can't re-enter as "window" or "Window")

*Required information is denoted with an asterisk.

Your Question and Answer

- Please enter a question (e.g. What is my mother's maiden name?):
- Please enter the answer to your question:

*Required information is denoted with an asterisk.

SAVE AND CONTINUE TO NEXT >>

SAVE AND STAY ON THIS PAGE EXIT

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

Done Internet

Type a question to which you will easily remember the answer.

Type the answer here.

Click here to go to the next page.



Creating Your Application

This process consists of several separate "pages" (or web pages) of information. Each page will also have information that you may need to "scroll down" to access.

You may quit the application process at any time by clicking the "EXIT" button.

Once you have completed this section, click here to go to the next page.

City of Chesapeake - CLICK - Microsoft Internet Explorer

Please click one of the Save... buttons at the bottom of the screen every 60 minutes in order to avoid losing your data.

*Required information is denoted with an asterisk.

Personal Information

- First Name:
- Middle Name:
Please enter "NMN" if you do not have a middle name.
- Last Name:

Cell/Other Phone:
(Format: xxx-xxx-xxxx)

Email Address:

Additional Information

- Are you currently employed by the City of Chesapeake? Yes No No Response
If yes, please give dates of employment, position held, and the department:
- Do you have any relatives currently employed by the City of Chesapeake? Yes No No Response
If yes, please give name, relationship, department, and position:
- Are you legally eligible for employment in the U.S.? Yes No No Response
- Are you at least 18 years of age? (Certain work permit and background check requirements apply to workers under the age of 18.) Yes No No Response
- Have you ever been discharged, forced or requested to resign from any position? Yes No No Response
If yes, give the name and address of the employer and details of the discharge or resignation:

Education Information

Indicate highest grade level completed:

*Required information is denoted with an asterisk.

<< SAVE AND RETURN TO PREVIOUS SAVE AND CONTINUE TO NEXT >>

SAVE AND STAY ON THIS PAGE EXIT

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.



Creating Your Application (cont.)

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameset/frameset.jsp?time=1186577762606>

Chesapeake VIRGINIA www.jobs.CityofChesapeake.net

CAREER LINK IN THE CITY

Welcome. You are logged in.

Create General Application

Page 1 of 6

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click one of the **Save...** buttons at the bottom of the screen every 60 minutes in order to avoid losing your data.

*Required information is denoted with an asterisk.

Personal Information

* First Name:	<input type="text"/>
Middle Name: * Please enter "NMN" if you do not have a middle name.	<input type="text"/>
* Last Name:	<input type="text"/>
* Address:	<input type="text"/>
* City:	<input type="text"/>
* State (enter NA if a non U.S. address):	<input type="text"/>
* Zip Code:	<input type="text"/>

Done Internet

The first screen displays our Personal Information screen, where you enter your name, address, and other similar information.

Questions with asterisks next to them are required questions and must be answered to continue to the next screen.

Error Messages

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameset/frameset.jsp?time=1186577762606>

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CAREER LINK IN THE CITY OF CHESAPEAKE
Create General Application

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⚠ This page has errors that must be corrected before you may continue. Please correct these errors before proceeding.

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click one of the **Save...** buttons at the bottom of the screen every 60 minutes in order to avoid losing your data.

*Required information is denoted with an asterisk.

Personal Information

First Name:	<input type="text"/>
* This is a required field. Please complete field before continuing.	
Middle Name: Please enter "NMN" if you do not have a middle name.	<input type="text"/>
* This is a required field. Please complete field before continuing.	
Last Name:	<input type="text"/>
* This is a required field. Please complete field before continuing.	
* Address:	123 Sample Ave

Done Internet

If you've forgotten to complete any "required fields," you will get an error message at the top of the page.

The "required fields" that you need to complete will be highlighted in yellow.

Creating Your Application (cont.)

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameset/frameset.jsp?time=1186577762606>

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CAREER LINK IN THE CITY OF CHESAPEAKE

in the U.S.?

Are you at least 18 years of age?
(Certain work permit and background check requirements apply to workers under the age of 18.)

* Yes No No Response

* Have you ever been discharged, forced or requested to resign from any position?

Yes No No Response

If yes, give the name and address of the employer and details of the discharge or resignation:

Education Information

Indicate highest grade level completed

*Required information is denoted with an asterisk.

<< SAVE AND RETURN TO PREVIOUS

SAVE AND CONTINUE TO NEXT >>

SAVE AND STAY ON THIS PAGE

EXIT

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

Done Internet

To continue completing your application, click Save and Continue to Next >>



EDUCATION

Please enter your education history. Include Vocational School, College and Graduate School if applicable. When finished, click on the **Save and Continue to Next >>** button at the bottom of the screen.



CAREER LINK IN THE CITY OF CHESAPEAKE

Create General Application

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POST HIGH SCHOOL EDUCATION

To Add A New Entry: Click the **"Add New Entry"** button.
To Edit An Entry: Click the **"Edit"** link for the specific entry.
To View An Entry: Click the **"View"** link for the specific entry.
To Delete An Entry: Click the **"Delete"** link for the specific entry.

When you are finished adding your entries, you may go to the next page by clicking **"Save and Continue to Next"**.

To add a new Entry, click the **Add New Entry** Button Below.

Existing Entries

No Records Found

ADD NEW ENTRY

<< SAVE AND RETURN TO PREVIOUS

SAVE AND CONTINUE TO NEXT >>

EXIT



Creating Your Application – Education

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameset/frameset.jsp?time=1186577762606>

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CAREER LINK IN THE CITY OF CHESAPEAKE

Add New Entry

To add a new entry, complete the following fields and then click **Add Entry**. If you do not wish to add a new entry at this time, click **Cancel**.

* Required information is denoted with an asterisk.

Name of School:	<input type="text"/>
City:	<input type="text"/>
State (enter NA if a non U.S. address):	<input type="text"/>
Hours completed (if applicable):	<input type="text"/>
Degree Earned (if applicable):	<input type="text"/>
Major or Specialty:	<input type="text"/>
Did you graduate?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response
Current level of study (i.e. Junior; Senior or above)	<input type="text"/>
Dates attended (Month/Year)	<input type="text"/>

ADD ENTRY

CANCEL

Once you have entered your information, click the **Add Entry** button.

Done Internet



Creating Your Application - Employment

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1186577762606>

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CAREER LINK IN THE CITY OF CHESAPEAKE

Create General Application

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WORK EXPERIENCE

To Add A New Entry: Click the **"Add New Entry"** button.
To Edit An Entry: Click the **"Edit"** link for the specific entry.
To View An Entry: Click the **"View"** link for the specific entry.
To Delete An Entry: Click the **"Delete"** link for the specific entry.

When you are finished adding your entries, you may go to the next page by clicking **"Save and Continue to Next"**.

Existing Entries

No Records Found

ADD NEW ENTRY

<< SAVE AND RETURN TO PREVIOUS **SAVE AND CONTINUE TO NEXT >>**

EXIT

Done Internet

On this page you will list your work experience.

To add a new entry, click **Add New Entry**.



Creating Your Application - Employment

City of Chesapeake - CLICK - Microsoft Internet Explorer

Address: https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameset/Frameset.jsp?time=1186577762606

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CAREER LINK IN THE CITY OF CHESAPEAKE

Create General Application

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WORK EXPERIENCE

To add a new entry, complete the following fields and then click **Add Entry**. If you do not wish to add a new entry at this time, click **Cancel**.

Existing Entries
No Records Found

Add New Entry
To add a new entry, complete the following fields and then click **Add Entry**. If you do not wish to add a new entry at this time, click **Cancel**.
* Required information is denoted with an asterisk.

Employer Name:	<input type="text"/>
Street Address	<input type="text"/>
City:	<input type="text"/>
State (enter NA if a non U.S. address):	<input type="text"/>
Zip Code: (Format: xxx-xxx-xxxx)	<input type="text"/>
Job Title:	<input type="text"/>
Supervisor Name:	<input type="text"/>
Supervisor Title:	<input type="text"/>
Begin Date:	<input type="text"/> / <input type="text"/> (yyyy)
End Date (leave blank if still employed):	<input type="text"/> / <input type="text"/> (yyyy)
Number of employees you supervised:	<input type="text"/>
What type of employment was this position?	<input type="radio"/> Full-time <input type="radio"/> Part-time <input type="radio"/> Temporary <input type="radio"/> Volunteer <input checked="" type="radio"/> No Response
Hours per week:	<input type="text"/>
Most Recent/Ending Salary:	<input type="text"/>
Reason for Leaving:	<input type="text"/>
May we contact this employer?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response
Job Duties:	<input type="text"/>

ADD ENTRY

CANCEL

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

Once you have entered your information, click the **Add Entry** button.



Creating Your Application – Additional Information

City of Chesapeake - CLICK - Microsoft Internet Explorer

Address: https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1186577762606

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CAREER LINK IN THE CITY OF CHESAPEAKE

Create General Application

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Please answer the following questions and click **Save and Continue to Next Page** at the bottom of the screen.

*Required information is denoted with an asterisk.

Additional Information

List any licenses/certifications you possess associated with your trade or profession (CPA, CPR, LCSW, CDL, Lifeguard training, PE, etc.), including state and expiration date.

List your computer skills to include all hardware and software proficiencies.

List any training, special skills or qualifications not listed above:

Criminal History

The following requested criminal background information will remain confidential within the Department of Human Resources. You must disclose **ALL** felony and misdemeanor convictions (including driving offenses) **regardless of when they occurred**. The City conducts pre-offer background checks with Federal, State, Local authorities and the DMV as appropriate. Candidates who do not disclose all convictions or pending charges on their employment application will be disqualified from consideration.

* Have you ever been convicted of a felony? Yes No No Response

* If no, enter "NA". If yes, give date(s) of conviction, type of offense(s), and any details:

* Have you ever been convicted of a misdemeanor? Yes No No Response

* If no, enter "NA". If yes, give date(s) of conviction, type of offense(s), and any details:

* Do you have any pending criminal charges? Yes No No Response

* If no, enter "NA". If yes, give type of charge and court date.

*Required information is denoted with an asterisk.

<< SAVE AND RETURN TO PREVIOUS SAVE AND CONTINUE TO NEXT >>

SAVE AND STAY ON THIS PAGE EXIT

On this page you will list additional information related to licenses and other information.

***** When entering in Criminal History information, please be as DETAILED as possible, include dates, offenses, etc. *****



Creating Your Application – DMV Information

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address: https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1186577762606

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CAREER LINK IN THE CITY OF CHESAPEAKE

Create General Application

Page 5 of 6

Virginia Licensed Drivers:

If you are selected as a finalist for a position that requires driving, we must insure that your Driving Record is in compliance with City Driving Standards before scheduling an interview . The City of Chesapeake has the ability to electronically access Virginia DMV records. The Virginia Division of Motor Vehicles requires the following information in order for us to utilize this automated system.

Out-of-State Licensed Drivers:

The City of Chesapeake is unable to access driving records from states other than Virginia. If you possess a valid license from another state, in addition to completing the information requested below, you will be required to submit a current driving record to the Fire Department at the time of the interview.

If you are an unlicensed driver, please type **NA** in both the Driver's License Number and State Issuing License fields.

*Required information is denoted with an asterisk.

Driver's License Information

* Driver's License Number (Please only use numbers and/or letters. Do not use dashes)	<input type="text"/>
* State Issuing License	<input type="text"/>
I authorize the Division of Motor Vehicles to furnish a copy of my driving record to the City of Chesapeake.	<input checked="" type="radio"/> No Response <input type="radio"/> I agree <input type="radio"/> I do not agree

*Required information is denoted with an asterisk.

<< SAVE AND RETURN TO PREVIOUS SAVE AND CONTINUE TO NEXT >>

SAVE AND STAY ON THIS PAGE EXIT

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

Done Internet

On this page you will list driver's license information.
DO NOT USE DASHES

Voluntary Information

City of Chesapeake - CLICK - Microsoft Internet Explorer

Address: https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameSet/FrameSet.jsp?time=11865776

Chesapeake VIRGINIA www.jobs.Cityof

CAREER LINK IN THE CITY OF CHESAPEAKE
Create General Application

Page 6 of 6

The information requested below is used to assist us in our compliance with Federal/State equal employment opportunity record keeping and reporting. Your response is voluntary and will not be used in any way to determine your eligibility for employment.

*Required information is denoted with an asterisk.

Voluntary Demographic Data

Gender:	<input type="radio"/> Female <input type="radio"/> Male <input checked="" type="radio"/> Not Disclosed
What is your birthdate?	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
Are you disabled?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Disclosed
Select the racial or ethnic group with which you identify:	<input type="radio"/> American Indian or Alaskan Native <input type="radio"/> Asian/Pacific Islander/Indian <input type="radio"/> Black, African-American <input type="radio"/> Hispanic/Latino <input type="radio"/> White <input type="radio"/> Other <input checked="" type="radio"/> Not Disclosed
For purposes of compliance with Section 15.2-1509 of the Code of Virginia, are you a veteran who received an honorable discharge and has provided more than 180 consecutive days of full-time active duty in the armed forces of the United States or reserve components thereof, including the National Guard?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Disclosed
For purposes of compliance with Section 15.2-1509 of the Code of Virginia, are you a veteran who has a service-connected disability rating fixed by the United States Veterans Administration?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Disclosed
Note: If selected for hire, you will be required to provide proof of your veteran's status to the Department of Human Resources.	
What was the primary way that you heard about this opportunity?	<input type="text"/> No Response

*Required information is denoted with an asterisk.

<< SAVE AND RETURN TO PREVIOUS

SAVE AND CONTINUE TO NEXT >>

SAVE AND STAY ON THIS PAGE

EXIT

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

This screen displays our Voluntary Demographic Data screen. The information in this section is voluntary, but is greatly appreciated – your information will remain anonymous and is used for reporting purposes only.

The information you enter on this screen will have absolutely no bearing on any employment-related decision.

Click **Save and Continue to Next >>** to continue.



The Online 'Consent' Form

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1186577762606>

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CAREER LINK IN THE CITY OF CHESAPEAKE

Welcome. You are logged in. Wednesday, August 8, 2007

View General Application Summary

[Edit My Information](#) [View General Application](#)

Application Status

I certify that the answers given herein, and in the application supplement, are true and complete. I understand that false or misleading information given in my application, supplement or interview(s) may result in disqualification from consideration for employment or discharge from employment if I am hired. I also understand that an offer of employment by any representative of a City department is not a formal or binding offer until approved by the Department of Human Resources and that I have no grounds for relying upon such an offer until it is approved. If employed, I understand that I am required to abide by all rules and regulations of the City of Chesapeake. I consent to any post-conditional offer screenings that may be required for this position, including drug and alcohol screenings and physical examination.

If I apply for a position which involves the operation of a motor vehicle, I authorize the Division of Motor Vehicles to furnish a copy of my driving record to the City of Chesapeake in accordance with § 46.2-208 of the Code of Virginia. Out-of-state driver's license holders will be required to submit a recent DMV driving record if selected for interview.

Certify changes and save application

Done Internet

You will electronically "sign" your application by clicking here.

Then click here to continue.



Certifying Your Application

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameset/frameset.jsp?time=1186577762606>

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CAREER LINK IN THE CITY OF CHESAPEAKE

Welcome. You are logged in. Wednesday, August 8, 2007

Confirm Change Application Status

Confirm edits.

Application Status

Certify changes and save application

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

Done Internet

Click **Confirm** to certify that your answers are correct.

←



Search Postings

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites RSS Print Mail Stop

Address <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1186583749934>

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CAREER LINK IN THE CITY OF CHESAPEAKE

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FIRE/POLICE
APPLICANTS
• VOLUNTEER
INFORMATION

• CHESAPEAKE HUMAN
RESOURCES DEPT
• CITY OF CHESAPEAKE
HOMEPAGE

Welcome **Testing, Latrice**. You are logged in. Wednesday, August 8, 2007

Position Status

Login Successful!

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the **Withdraw Application** link for that position. **(Note: If you withdraw your application, you will NOT be able to apply for the same position again).**

You have not applied to any positions. Please apply for a specific posting by clicking Search Postings, viewing the Job Details for a specific position, and applying for that position.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

Done Internet

After finishing your application, you will automatically be taken to the home page.

Section 2:

Applying for a Position

**Step-by-step instructions
on how to apply for positions**

Now that you have completed your application, it's time to begin applying for position(s).



Applying For A Position

The screenshot shows a Microsoft Internet Explorer browser window displaying the City of Chesapeake job application website. The address bar shows the URL: <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameset/Frameset.jsp?time=1186583749934>. The website header includes the Chesapeake Virginia logo and the URL www.jobs.CityofChesapeake.net. The main navigation menu on the left includes: HOME, SEARCH POSTINGS, POSITION STATUS, CREATE CHESAPEAKE RETIREES ENCORE PROGRAM PROFILE, EDIT / VIEW APPLICATION, CHANGE PASSWORD, LOGOUT, BENEFITS AT A GLANCE, REVISED 6/2007 CITY DRIVING STANDARDS, 2006 PAY PLAN, IMPORTANT INFO FOR FIRE/POLICE APPLICANTS, VOLUNTEER INFORMATION, CHESAPEAKE HUMAN RESOURCES DEPT, and CITY OF CHESAPEAKE HOMEPAGE. The main content area is titled "CAREER LINK IN THE CITY OF CHESAPEAKE" and "Search Postings". It contains the following text: "You may view all open postings by not specifying any search criteria and clicking on the **Search** button. To view specific postings, please enter your search criteria below." Below this text is a search form with a "Job Title" dropdown menu set to "Any". There are two buttons: "SEARCH" and "CLEAR RESULTS". A red box highlights the "SEARCH" button, and a black arrow points from a text box to it. Below the search form is a note: "NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished." The browser's status bar at the bottom shows "Done" and "Internet".

You begin the process by searching for a posting.

Click **SEARCH** to bring up a list of all open positions.



Applying For A Position (cont.)

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameset/frameset.jsp?time=1186583749934>

Chesapeake VIRGINIA www.jobs.City

CAREER LINK IN THE CITY OF CHESAPEAKE

Search Results

RETURNING USERS (Please read important message!)

 If you need to **edit your application information** before applying for a position, please click on the 'Manage Applications' link on the left hand side of the margin after you have logged in. You will not be allowed to change your application information after you have applied for a position.

To view the position details, click on "View" under the Job Title. To sort, click on the arrow next to the column title.

Search Results

42 Records

<input checked="" type="checkbox"/> Position Title	<input type="checkbox"/> Job Open Date	<input checked="" type="checkbox"/> Job Close Date 11:59pm EST	<input checked="" type="checkbox"/> Job Type	<input type="checkbox"/> Posting Type	<input checked="" type="checkbox"/> Category	<input checked="" type="checkbox"/> Department
Business Tax Specialist III View	08-01-2007	08-10-2007	Full-Time	City Employees Only	Professional	Business Tax
Encore Program View	09-01-2006	08-31-2007	Temporary/Seasonal	Public	No Reponse	Varies
Housing Program Coordinator View	07-13-2007	08-14-2007	Full-Time	Public	No Reponse	Neighborhood Services/Office of Housing
Dispatcher Trainee View	10-11-2006	08-15-2007	Full-Time	Public	Technician	Police Department/Emergency Dispatch-Communications

Done 

Click **VIEW** to see the Position details.

Applying For A Position (cont.)

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address www.jobs.CityofChesapeake.net time=1186587219668

Chesapeake VIRGINIA www.jobs.CityofChesapeake.net

CAREER LINK IN THE CITY OF CHESAPEAKE
Job Details

[Return to Search Results](#) [Printer-Friendly Version](#)

RETURNING USERS (Please read important message!)

 If you need to **edit your application information** before applying for a position, please click on the 'Manage Applications' link on the left hand side of the margin after you have logged in. You will not be allowed to change your application information after you have applied for a position.

APPLY FOR THIS POSTING

Position Information

Title of Vacant Position	Water/Wastewater Administrator
Job Type	Full-Time
Posting Type	Public
Department/Division	Public Utilities (Water/Wastewater Maintenance & Operations)
Requisition Number	20070138

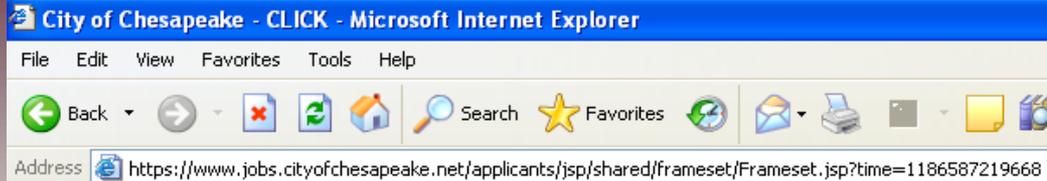
Done Internet

To apply for this position, click here.

The Position details are listed here.



Answering Supplemental Questions



Answer any supplemental questions here.

Note: not every position will have supplemental questions.



CAREER LINK IN THE CITY OF CHESAPEAKE

Supplemental Questions - Water/Wastewater Administrator

You have not completed applying for this position -- Your application is not eligible for review until you receive a confirmation number.

In order for your application to be reviewed for this position, please answer the following supplemental questions, check the certify statement, then click the **Submit Answers to Supplemental Questions...** button.

If you do not wish to be considered for this specific position, click the **Cancel Applying to this Posting** button.

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

*Required information is denoted with an asterisk.

Supplemental Questions

* Do you possess a Virginia Professional Engineer's License or have the ability to obtain a Virginia PE within 6 months of hire?	<input checked="" type="radio"/> No Response <input type="radio"/> Yes <input type="radio"/> No
* Do you possess a Bachelor's degree in Civil Engineering or closely related field?	<input checked="" type="radio"/> Not Disclosed <input type="radio"/> Yes <input type="radio"/> No
* Do you possess at least six years experience in a Municipality Water/Wastewater environment?	<input checked="" type="radio"/> No Response <input type="radio"/> Yes <input type="radio"/> No



Answering Supplemental Questions (cont.)

HOME
SEARCH POSTINGS
POSITION STATUS
CREATE CHESAPEAKE
RETIREES ENCORE
PROGRAM PROFILE
EDIT / VIEW
APPLICATION
CHANGE PASSWORD
LOGOUT

• BENEFITS AT
A GLANCE
• REVISED 6/2007
CITY DRIVING
STANDARDS
• 2006 PAY PLAN
• IMPORTANT INFO FOR
FIRE/POLICE
APPLICANTS
• VOLUNTEER
INFORMATION
• CHESAPEAKE HUMAN
RESOURCES DEPT
• CITY OF CHESAPEAKE
HOMEPAGE

Certify Application

The City of Chesapeake is committed to the highest standards of ethical conduct. These standards are: Responsibility; Honesty; Respect; Fairness; Compassion; Integrity and Accountability.

I certify that the answers given herein and the application supplement are true and correct to the best of my knowledge. I understand that false or misleading information given in my application may result in disqualification from consideration for employment or discharge from employment if I am hired. I also understand that an offer of employment by any representative of a City department is not a formal or binding offer until approved by the Department of Human Resources and that I have no grounds for relying upon such an offer until it is approved. If employed, I understand that I am required to abide by all rules and regulations of the City of Chesapeake. I consent to any post-conditional offer screenings that may be required for this position, including drug and alcohol and physical examination.

If I apply this application to a position which involves the operation of a motor vehicle, I will request the Division of Motor Vehicles to furnish a copy of my driving record to the City of Chesapeake in accordance with § 46.2-208 of the Code of Virginia.

* In order for your application to be reviewed for this position, please answer the supplemental questions and check the certify statement above.

SUBMIT ANSWERS TO SUPPLEMENTAL QUESTIONS WITH MY APPLICATION >>

CANCEL APPLYING TO THIS POSTING

Just as when you initially created your application, you will electronically "sign" your application by clicking here.

Then click here to submit your answers to the supplemental questions with your application.

Or click here to cancel applying to this position.

Done Internet



Attaching Your Document

The screenshot shows a Microsoft Internet Explorer browser window displaying the City of Chesapeake job application portal. The address bar shows the URL: <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1186587219668>. The page title is "City of Chesapeake - CLICK - Microsoft Internet Explorer". The main content area is titled "Attach Documents - Water/Wastewater Administration".

The page includes a navigation menu on the left with links such as HOME, SEARCH POSTINGS, POSITION STATUS, CREATE CHESAPEAKE RETIREES ENCORE PROGRAM PROFILE, EDIT / VIEW APPLICATION, CHANGE PASSWORD, LOGOUT, BENEFITS AT A GLANCE, REVISED 6/2007 CITY DRIVING STANDARDS, 2006 PAY PLAN, IMPORTANT INFO FOR FIRE/POLICE APPLICANTS, VOLUNTEER INFORMATION, CHESAPEAKE HUMAN RESOURCES DEPT, CITY OF CHESAPEAKE HOMEPAGE, CHESAPEAKE HUMAN RESOURCES DEPT, and CITY OF CHESAPEAKE HOMEPAGE.

The main content area contains the following text:

Attach Documents - Water/Wastewater Administration

You have not completed applying for this position until you receive a confirmation number.

To **attach** a document to your application for this position, click the **Attach** link next to the document you wish to upload. It is strongly recommended that you **include your name** on the document that you attach. These documents should be black and white only, should not include graphics, and should not be password-protected. Please limit the size of your document to less than 1 MB. To **remove** a document from your application for this position, click the **Remove** link next to the document you wish to remove.

If you do not wish to attach documents or are finished attaching documents, click **Finished Documents**.

NOTE: Most documents will retain their original formatting when uploaded. If you are uploading a Microsoft Word document, the following are steps you can take to help ensure that it will convert to PDF format properly:

- Please use "standard" fonts, such as Times New Roman, Arial and other common fonts.
- Avoid the use of complex tables and shading.
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics.

Once you have attached your document, please click the **View** link to verify that it uploaded correctly. If your document appears to have formatting problems, please click the **Remove** link to remove the document, then adjust your document as needed by following the tips above and reattaching it.

3 Records

Required	Attach / Remove	Document Type	Attached Document ('Type'_'Date'_'Time')	View Document
	Attach	Resume		
	Attach	Cover Letter		
	Attach	Other Document		

FINISHED

Some positions will ask for you to attach a resume, cover letter, or other document to your application. If you wish to do so, click **Attach** next to the relevant Document Type.

In order to attach a document, you will need to have saved it in an electronic format such as a Word document or a PDF file (see next slide).



Attaching Your Document (cont.)

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1186587219668>

Chesapeake VIRGINIA www.jobs.CityofChesapeake.net

CAREER LINK IN THE CITY OF CHESAPEAKE

- HOME
- SEARCH POSTINGS
- POSITION STATUS
- CREATE CHESAPEAKE RETIREES ENCORE PROGRAM PROFILE
- EDIT / VIEW APPLICATION
- CHANGE PASSWORD
- LOGOUT

- BENEFITS AT A GLANCE
- REVISED 6/2007 CITY DRIVING STANDARDS
- 2006 PAY PLAN
- IMPORTANT INFO FOR FIRE/POLICE APPLICANTS
- VOLUNTEER INFORMATION
- CHESAPEAKE HUMAN RESOURCES DEPT
- CITY OF CHESAPEAKE HOMEPAGE

Upload a new Resume:

To upload a **Microsoft Word** or **PDF** document, click **Browse**, then select the file you wish to upload and click **Open**. Your document must be less than 2 MB in size. Click **Attach** when you are finished. **Note: If your document is NOT in Microsoft Word or PDF format, please copy and paste the text of your document below.**

File:

Paste a new Resume:

Enter (or copy and paste) the text of the document in the text area below. Click **Attach** when you are finished.

Text:

Click here to search your computer's hard drive or a floppy disc.

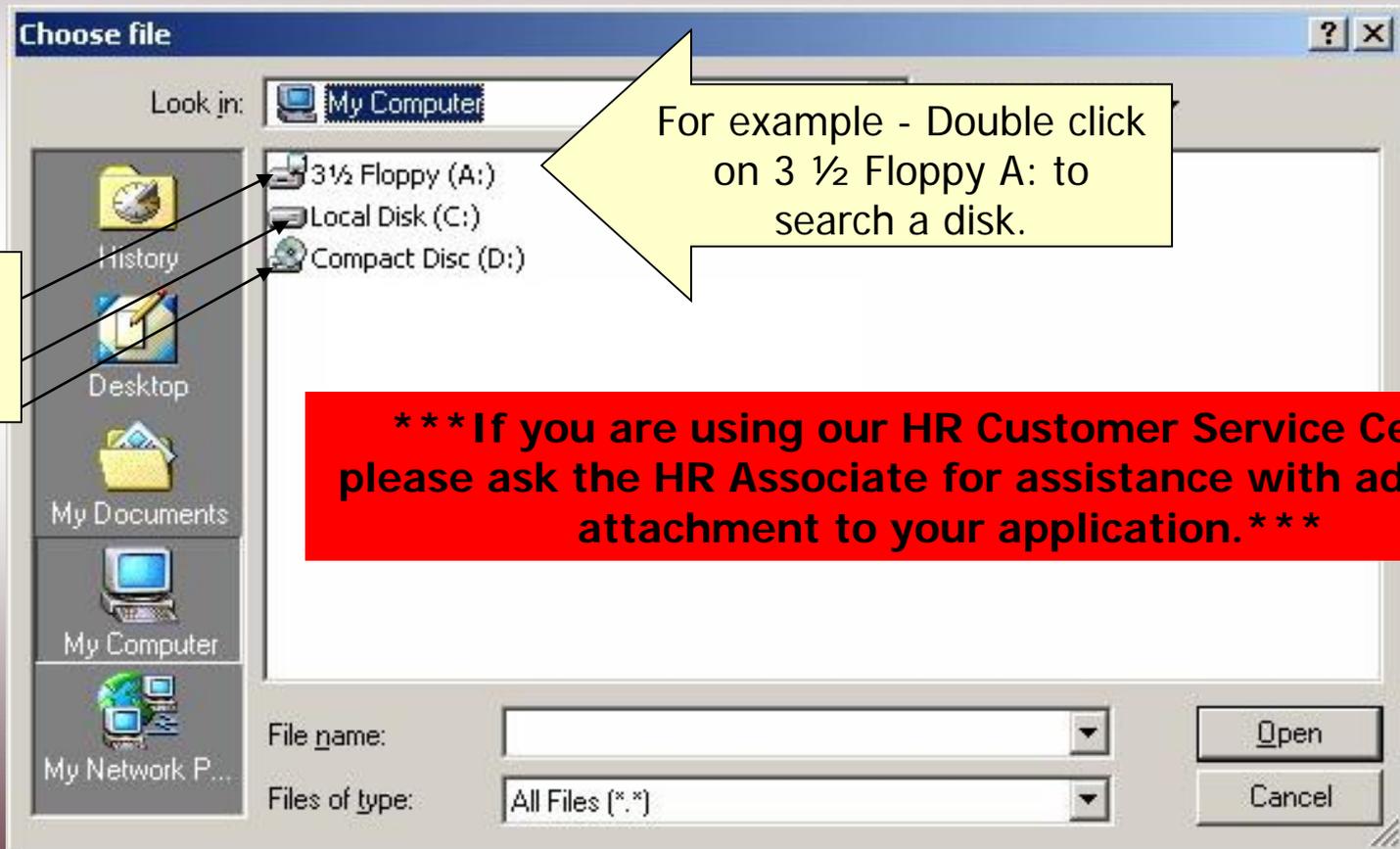
Or, copy and paste the text of your document here. Note that using this Paste box will not preserve the formatting of your documents (fonts, etc.)

Internet



Attaching Your Document (cont.)

A pop-up screen will open and you can search for your resume.

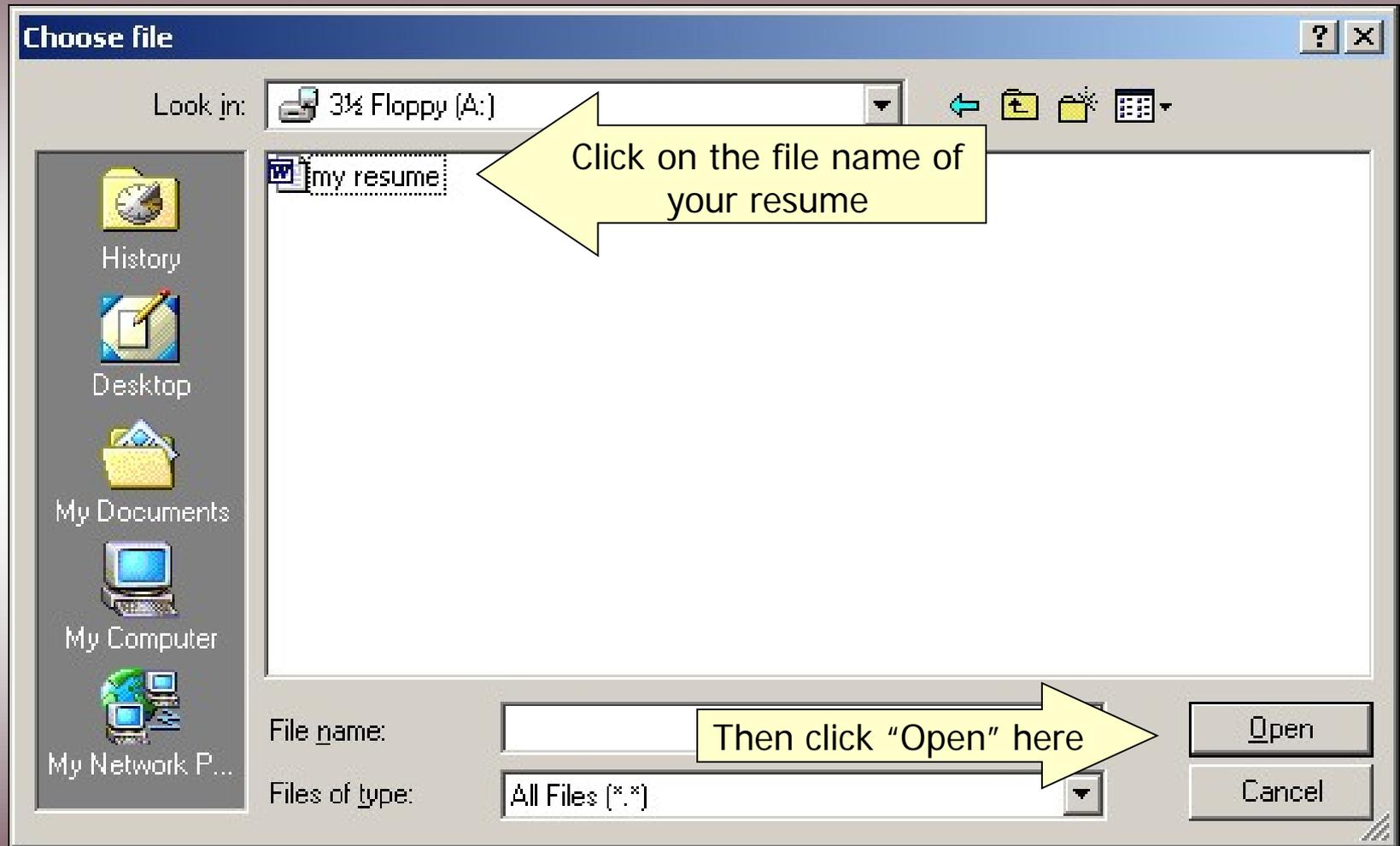


Select the location of your file

For example - Double click on 3 1/2 Floppy A: to search a disk.

***** If you are using our HR Customer Service Center, please ask the HR Associate for assistance with adding an attachment to your application. *****

Attaching Your Document (cont.)



Attaching Your Document (cont.)

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Mail Print Taskbar Start Menu Help

Address <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1186587219668>

Chesapeake VIRGINIA www.jobs.CityofChesapeake.net

CAREER LINK IN THE CITY OF CHESAPEAKE

HOME
SEARCH POSTINGS
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• 2006 PAY PLAN
• IMPORTANT INFO FOR FIRE/POLICE APPLICANTS
• VOLUNTEER INFORMATION
• CHESAPEAKE HUMAN RESOURCES DEPT
• CITY OF CHESAPEAKE HOMEPAGE

Upload a new Resume:

To upload a **Microsoft Word** or **PDF** document, click **Browse**, then select the file you wish to upload and click **Open**. Your document must be less than 2 MB in size. Click **Attach** when you are finished. **Note: If your document is NOT in Microsoft Word or PDF format, please copy and paste the text of your document below.**

File: C:\DocumentandSe

Paste a new Resume:

Enter (or copy and paste) the text of the document in the text area below. Click **Attach** when you are finished.

Text:

Confirm your attachment by clicking **Attach** here.

Internet



Attaching Your Document (cont.)

The screenshot shows a Microsoft Internet Explorer browser window displaying the City of Chesapeake job portal. The address bar shows the URL: <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1186587219668>. The page header includes the Chesapeake Virginia logo and the website URL www.jobs.CityofChesapeake.net. A purple banner reads "CAREER LINK IN THE CITY OF CHESAPEAKE".

The main content area is titled "Attach Documents - Water/Wastewater Administrator" and "Confirm". It contains the following text:

[Return to Previous](#)

You have not completed applying for this position!

Your application is not complete until you receive a confirmation number.

To permanently submit this document to your application for this position, click the **Confirm...** button at the bottom of the screen.

To cancel attaching this document, please click the **Return to Previous** link on this screen.

Once you click **Confirm and Finish Attaching Documents**, you will not be able to attach any further documents to your application for THIS position.

Job Title	Document Type	Date & Time Submitted
Water/Wastewater Administrator	Resume	Resume_08-08-07_10-53-27CT

At the bottom of the page is a button labeled "CONFIRM ATTACHING DOCUMENTS". A yellow callout box with a black border points to this button, containing the text: "Click **Confirm Attaching Document** here."

The left sidebar contains navigation links: HOME, SEARCH POSTINGS, POSITION STATUS, CREATE CHESAPEAKE RETIREES ENCORE PROGRAM PROFILE, EDIT / VIEW APPLICATION, CHANGE PASSWORD, LOGOUT, BENEFITS AT A GLANCE, REVISED 6/2007 CITY DRIVING STANDARDS, 2006 PAY PLAN, IMPORTANT INFO FOR FIRE/POLICE APPLICANTS, VOLUNTEER INFORMATION, CHESAPEAKE HUMAN RESOURCES DEPT, and CITY OF CHESAPEAKE HOMEPAGE.



Attaching Your Document (cont.)

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameset/Frameset.jsp?time=1186587219668>

Chesapeake VIRGINIA www.jobs.CityofChesapeake.net

CAREER LINK IN THE CITY OF CHESAPEAKE

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· REVISED 6/2007 CITY DRIVING STANDARDS
· 2006 PAY PLAN
· IMPORTANT INFO FOR FIRE/POLICE APPLICANTS
· VOLUNTEER INFORMATION
· CHESAPEAKE HUMAN RESOURCES DEPT
· CITY OF CHESAPEAKE HOMEPAGE

NOTE: Most documents will retain their original formatting when uploaded. If you upload a Microsoft Word document, the following are steps you can take to help ensure your document is in PDF format properly:

- Please use "standard" fonts, such as Times New Roman, Arial and other common fonts.
- Avoid the use of complex tables and shading.
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics.

Once you have attached your document, please click the **View** link to verify that your document appears correctly. If your document appears to have formatting problems, please click the **Remove** link to delete the document, then adjust your document as needed by following the tips above and re-attach the document.

3 Records

Required	Attach / Remove	Document Type	Attached Document ('Type'_'Date'_'Time')	Document
	Remove	Resume	Resume_08-08-07_10-53-27CT	View
	Attach	Cover Letter		
	Attach	Other Document		

FINISHED

CANCEL APPLYING TO THIS POSTING

Done Internet

To attach additional documents, click another Attach link for the relevant document. In order to complete applying, you must attach all required documents.

In this example, we will go ahead and attach all necessary documents.



Completing Your Application

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameset/Frameset.jsp?time=1186587219668>

Chesapeake
VIRGINIA

www.jobs.CityofChesapeake.net

CAREER LINK IN THE CITY OF CHESAPEAKE

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· BENEFITS AT
A GLANCE
· REVISED 6/2007
CITY DRIVING
STANDARDS
· 2006 PAY PLAN
· IMPORTANT INFO FOR
FIRE/POLICE
APPLICANTS
· VOLUNTEER
INFORMATION
· CHESAPEAKE HUMAN
RESOURCES DEPT
· CITY
HOME

Your Application Has Been Submitted
Water/Wastewater Administrator

The following is your confirmation number. Please save this number for future reference **00000000**

Your response to one or more of the supplemental questions indicates that you do not meet the minimum standards for this position or that you do not possess the preferred skills and experiences. Thank you for your interest in this position. We encourage you to continue to check for positions of interest through the City's CLICK system.

OK

NOTE: To protect the security of your information, please logout of the site and close your browser window when you are finished.

CONGRATULATIONS!
You've just applied for a position. Please write down your confirmation number and click "OK".

Internet



Section 2:

Checking the Status of Positions

**Step-by-step instructions
on how to check position status**



Managing Your Positions

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print

Address <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameSet/FrameSet.jsp?time=118658>

Chesapeake VIRGINIA www.jobs.City

CAREER LINK IN THE CITY OF CHESAPEAKE

Position Status

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the **Withdraw Application** link for that position. (Note: If you withdraw your application, you will NOT be able to apply for the same position again).

Position Status

1 Record

<input checked="" type="checkbox"/> Position Title	<input checked="" type="checkbox"/> Confirmation Nbr	<input checked="" type="checkbox"/> Department	<input checked="" type="checkbox"/> Application	<input type="checkbox"/> Application Date	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Attached Documents	<input checked="" type="checkbox"/> View Documents
Water/Wastewater Administrator	628391	PUB UTIL (WATER) (60022)	View General Application	08-08-2007	In Progress	Resume	Res

NOTE: To protect the security of your application information, please log out of the site and close your browser window when you are finished.

Done Internet

You can see your status and review your application to each position on this screen.



Managing Your Positions (cont.)

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameSet/FrameSet.jsp?time=118>

Chesapeake VIRGINIA www.jobs.ci

CAREER LINK IN THE CITY OF CHESAPEAKE

Position Status

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the **Withdraw Application** link for that position. (Note: If you withdraw your application, you will NOT be able to apply for the same position again).

Position Status

1 Record

<input checked="" type="checkbox"/> Position Title	<input checked="" type="checkbox"/> Confirmation Nbr	<input checked="" type="checkbox"/> Department	<input checked="" type="checkbox"/> Application	<input type="checkbox"/> Application Date	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Attached Documents	<input checked="" type="checkbox"/> View Documents
Water/Wastewater Administrator	628391	PUB UTIL (WATER) (60022)	View General Application	08-08-2007	In Progress	Resume	Res

NOTE: To protect the security of your application information, please log out of the site and close your browser window when you are finished.

Done Internet

You can view the status of all applications by clicking the **Position Status** link any time you login.



Managing Your Positions (cont.)

City of Chesapeake - CLICK - Microsoft Internet Explorer

Address: <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1186587219668>

Chesapeake VIRGINIA www.jobs.CityofChesapeake.net

CAREER LINK IN THE CITY OF CHESAPEAKE

Position Status

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the [Withdraw Application](#) link. (Note: If you withdraw your application, you will NOT be able to apply for the same position again).

Position Status

1 Record

<input checked="" type="checkbox"/> Position Title	<input checked="" type="checkbox"/> Confirmation Nbr	<input checked="" type="checkbox"/> Department	<input checked="" type="checkbox"/> Application	<input type="checkbox"/> Application Date	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Attached Documents	<input checked="" type="checkbox"/> View Documents
View Water/Wastewater Administrator	628391	PUB UTIL (WATER) (60022)	View General Application	08-08-2007	In Progress	Resume	Res

NOTE: To protect the security of your application information, please log out of the site and close your browser window when you are finished.

To apply for additional positions, click **Search Postings** and follow the exact same process as before.

You will NOT have to reenter your entire application information. You will only need to answer any questions associated with that position, and/or attach another document (resume, cover letter, etc.).





CAREER LINK IN THE CITY OF CHESAPEAKE

Whenever you return to the Online Employment System, just login using your User Name and Password.

- HOME
- SEARCH POSTINGS
- CREATE CHESAPEAKE RETIREES ENCORE PROGRAM PROFILE
- CREATE APPLICATION LOGIN

· BENEFITS AT A GLANCE

· REVISED 6/2007 CITY DRIVING STANDARDS

· 2006 PAY PLAN

· IMPORTANT INFO FOR FIRE/POLICE APPLICANTS

· VOLUNTEER INFORMATION

· CHESAPEAKE HUMAN RESOURCES DEPT

· CITY OF CHESAPEAKE HOMEPAGE



Returning User

If you already have an electronic application on file with this City, please login using your User Name and Password.

****Important Update (7/15/2007)****

If you have **ALREADY CREATED** a General Application in CLICK, you must **Edit General Application** to provide certain Division of Motor Vehicle information. Specifically, you will be asked to provide:

- * Your driver's license identification number
- * Name of the state that issued your current license
- * Approve the City's access to your current driving record if you are a Virginia-licensed driver.

The driving records of finalists for routine and occasional driving positions are pre-screened to determine compliance with the City's Driving Standards and, thereby, insure the safety of our workforce and our citizens.

If you need to Edit your Application Information you **MUST** do so before applying for a position. You will not be allowed to change your application information after you have applied for a position.

User Name:

Password:

LOGIN

You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view your information.

[? I Forgot My Password](#)

If you forget your PASSWORD, click here. Your secret question will be displayed for you to answer.

City of Chesapeake - CLICK - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print

Address <https://www.jobs.cityofchesapeake.net/applicants/jsp/shared/frameset/frameset.jsp?time=1186589238934>

Chesapeake VIRGINIA www.jobs.CityofChesapeake.net

CAREER LINK IN THE CITY OF CHESAPEAKE

HOME
SEARCH POSTINGS
CREATE CHESAPEAKE
RETIREES ENCORE
PROGRAM PROFILE
CREATE APPLICATION
LOGIN

· BENEFITS AT A GLANCE
· REVISED 6/2007 CITY DRIVING STANDARDS
· 2006 PAY PLAN
· IMPORTANT INFO FOR FIRE/POLICE APPLICANTS
· VOLUNTEER INFORMATION
· CHESAPEAKE HUMAN RESOURCES DEPT
· CITY OF CHESAPEAKE

Returning User

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If you need to Edit your Application Information you **MUST** do so before applying for a position. You will not be allowed to change your application information after you have applied for a position.

User Name:

Password:

LOGIN

You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view your information.

[? I Forgot My Password](#)

If you forget your USER NAME or need additional assistance, please contact the Human Resources Office.

Phone: 757-382-6492

E-mail: selection@cityofchesapeake.net



*Thank you for viewing this presentation &
Best wishes in your job search!*