

## **Steps to Apply**

1. Click 'apply' to download the General Employment Application. It will download as a fillable Adobe PDF.
2. Fill out each area accordingly.  
\*If you are a [Veteran](#), [Law Enforcement](#), [Correction](#), or [Disabled Veteran](#), please fill out a verification form to confirm your status by clicking one of the linked documents, or go to:  
<http://ongov.net/employment/document-center.html> for a complete list of documents.\* For more information on how to access Adobe Forms, please use one of the following: [Apple \(iOS\)](#) or [Other Desktops](#)
3. Once you have completed filling out your application, save the application to your computer. Please save the application as “Position Title-Last Name.”  
Example: “Account Clerk 1-Smith”
4. After you have saved your application, click the upload button to attach your application. At this time, you may also upload a resume or reference letter(s), but it is not a requirement.  
\*If you filled out a form to verify Veteran, Law Enforcement, Correction, or Disabled Veteran status, please upload and attach it during this step.\*
5. Once uploaded, you can submit your application and any other attached documents by filling out the contact information portion. Make sure to include an up to date phone number and email so that we are able to follow up with you. Both are required to correctly submit your application.