HOW TO APPLY

A GUIDE TO LBCC'S APPLICATION PROCESS

STEP 1

APPLY

- To view all of Long Beach City College's open positions, visit: **www.lbcc.edu/careers**
- Click Explore Available Jobs, and select the position you are interested in to view the job description.
- Click on the **APPLY** button to begin the application process.

STEP 2

Sign in to apply — Create an account

All fields are required

Username or Email

Password

Sign In

- The **APPLY** button will direct you to the Government Jobs sign in portal.
- If you already have an account, you can sign in with your account information.
- If this is your first time applying through Government Jobs, you will need to create a new account.

STEP 3

Import Your Résumé

Upload from Computer

Supported file types: .pdf, .doc, .docx, .txt

To manually fill in your information, you can   Skip this step

- Once logged in, you have the option to import your resume or enter information manually into your application.
- If you choose to import your resume, be sure to confirm that all of your information has been imported to the correct fields on your application.

STEP 4

General Information

- Info ✓
- Work ✓
- Education
- Next

- You are now in the application portal.
- Please provide detailed information on each application tab.
- Required attachments are listed on the Job Details link in the top left corner.

STEP 5

Certify

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of Long Beach City College and will not be returned. I understand Long Beach City College may contact prior employers and other references. I understand that I must notify the Human Resources Department of any changes in my name, address, phone number or other personal information.

Decline   Accept & Submit

- Once you have completed all of the application tabs, you will be asked to review and certify that your application is accurate and complete.
- If your application is incomplete, it will not be considered for employment.

STEP 6

Application Submitted!

Successfully submitted on 1/15/2019 at 10:58 AM Pacific

You can check the status of this application by visiting "Applications" in the main menu bar.

SUBMITTED   INCOMPLETE

- **Congratulations!** You have successfully submitted your application.
- To view your application status, click the Applications Link in the drop down menu found in the right-hand corner.