



Applicant

User Manual

Your ultimate resource for
public employment opportunities.



This manual contains information to guide you in the use of the CalOpps.org employment locator website. The content of this manual is divided into sections that correspond to the separate areas of the CalOpps website. Use this manual to learn how to: create a personal profile, search our vast collection of job postings, email search results to others, save job listings, and much more. CalOpps.org is your ultimate resource for finding public employment.

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1

Government
Employment

2

Search Jobs Now

3

Member Agencies

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Create A
Personal Profile

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FAQ

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LOGIN

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Welcome to CalOpps.org

Your ultimate resource for public employment opportunities.



CalOpps is a public employment job board owned and operated by public agencies. Here, you can learn about CalOpps and the unique benefits of working for a public agency. You can also search current public agency career opportunities based on your specific search criteria. You can also create a CalOpps personal profile so that we can inform you of upcoming jobs that fit your requirements. It's all right here on CalOpps.org.

Welcome to CalOpps

A Brief History

A small group of cities worked together to develop www.CalOpps.org, the first web-based job board for people like you (those interested in working for cities and other public employers in California). CalOpps was created to make it easier for applicants to receive notices of job opportunities and to search and apply for public agency jobs without cost. CalOpps allows you to post your own job profile with a resume and be notified automatically when a job is posted that matches your profile. You can browse and apply for employment with any participating agency at the click of a mouse.

CalOpps has six parts:

- 1 Home:** Main page. You can always access it by clicking on the CalOpps logo (Map of California and CalOpps name).
- 2 Government Employment:** This section will describe the many advantages of working in a government agency, the benefits of working for a community, and the opportunity of interacting with the public.
- 3 Search Jobs Now:** A way to find current job openings at the click of your mouse.
- 4 Member Agencies:** List of all the cities and other government agencies that belong to and post their jobs on CalOpps.
- 5 Create a Personal Profile:** A quick and easy way to use CalOpps. Once entered, this information is stored and will automatically populate the application when you apply for a job.

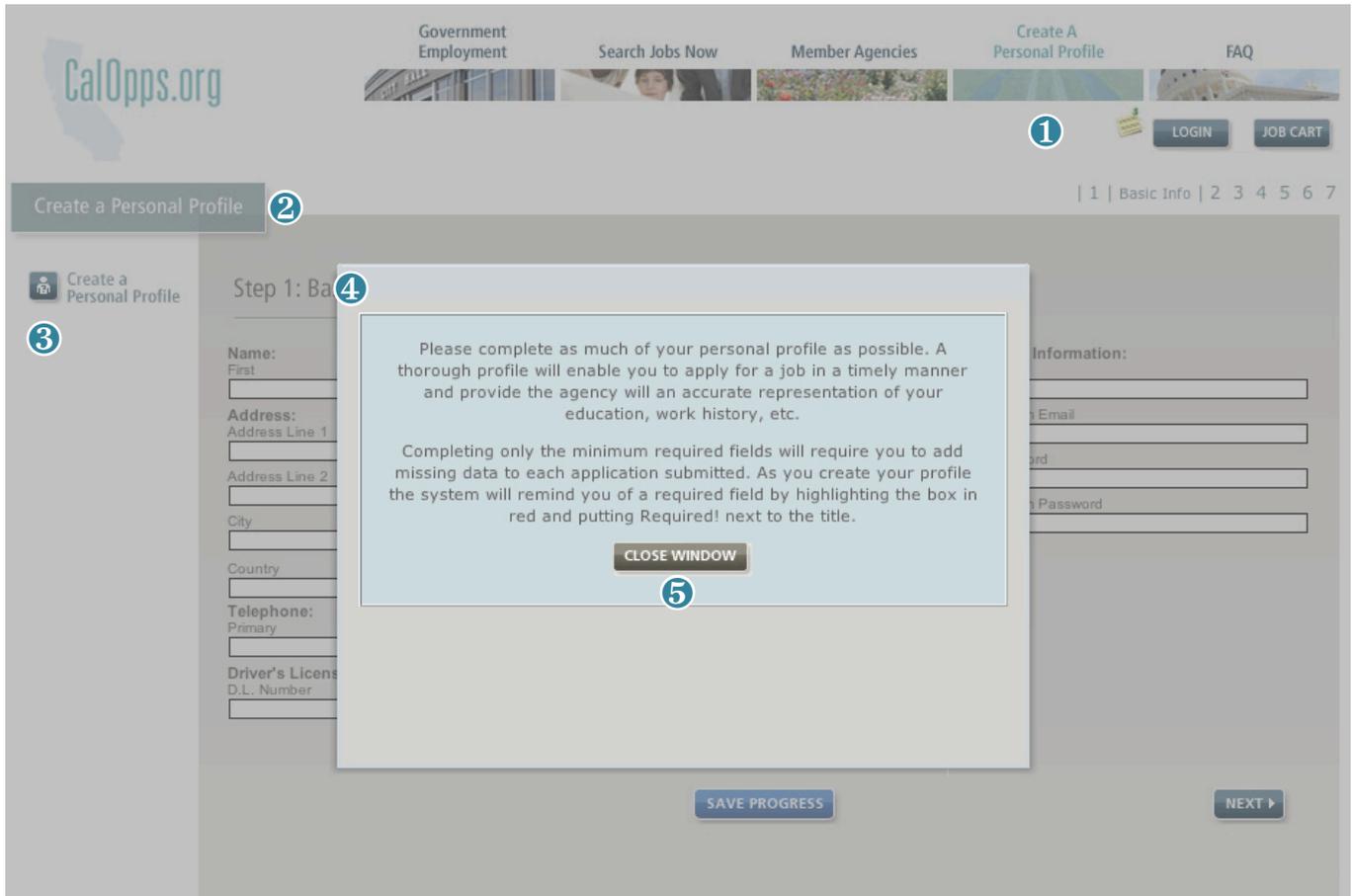
- 6 FAQ:** A place to get help and questions answered. A searchable PDF manual is also available.

Overview of the CalOpps Process

You can begin exploring the system by clicking on the **Search Jobs Now** button and typing in the location and type of job for which you are looking. After you've found a job posting you're interested in, click the **Create a Personal Profile** button and enter your information. Once you've created a personal profile, you can log in by clicking the **Login** **7** button. You'll see Welcome and your name. Click the **Search Jobs Now** button. After you found some jobs you're interested in, you can store them in your Job Cart. Then, one by one, you can apply for them. The information in your profile is automatically added to your application and you only answer any additional questions the agency may have for that particular recruitment. The CalOpps system will continually notify you when jobs matching your skills and interest are posted. You then can log in to review the position and apply.

How To Use this Manual

This manual walks you step-by-step through the process of creating a profile and applying for jobs. Each step is illustrated with an image of a page on the site that shows you just what to do. You will also notice that each section of the site has a different navigation button and tab. You can tell where you are on the site by the fact that the navigation button is highlighted and in a different color.



Create a Personal Profile

Overview

When you click the **Create a Personal Profile** tab on the navigation bar ①, you'll be taken to the above page. You'll see the Create a Personal Profile banner ② and link ③ which lets you know where you are on the site and gives you ways to navigate quickly.

Modal Window

The first thing you will see is a special window called a Modal Window ④ (a window that appears in front of and partially covers the page you had been working with). You need to read and follow its instructions. The message of this window is simply a suggestion that you be as complete as you can when you enter your information. The more complete you are, the more the system can help you.

When you're done reading, click the Close Window button ⑤ and you will be returned to the normal page to begin entering your information. If for some reason it does not operate correctly, hit the refresh button on your browser.

Advantages of a Personal Profile

There are many advantage to creating a personal profile. Doing so allows you to create a Job Cart and save a list of jobs for which you're applying. More importantly, once you've entered the profile information, when you apply for a job, CalOpps auto-fills the application with your personal profile information. If the agency has additional questions, you will only have to answer those.

Keeping Your Profile Up To Date

Over time your contact information and work history may change. It is important to log into the system to update your profile. Your resume is also part of your profile. If that changes, you should log in and update it as well. **Note:** If you created a personal profile prior to February 7, 2009, and have not updated it, you should go through the update profile steps.

What Information Is Required

A personal profile contains basic information about you such as: name, address, email, education, job history and training. This information is required for **every** job for which you apply, so without a profile, you will have to enter this information each and every time you fill out an online job application.



Step 1: Basic Information

1 **Name:**
First M Last

2 **Address:**
Address Line 1
Address Line 2

3 **City** **State/Province/Region** **Postal/Zip Code**

Country **Are you eligible to work in the U.S.?** Yes No 6

Telephone:
Primary Secondary

5 **Driver's License:**
D.L. Number D.L. State D.L. Class

4 **Login Information:**
Email
Confirm Email
Password
Confirm Password

7 **SAVE PROGRESS** 8 **NEXT**

You must enter a real email address that you use regularly. This email is used by the CalOpps to notify you of job openings. In addition this is the email that any agency will use to communicate and notify you. Ensure that you use a legitimate address and one that you check regularly.

9 **Name:** Required!
First Last

Login Information:
Email

Step #1 Basic Information

Enter the information shown above:

- 1 First Name, Middle Initial and Last Name
- 2 Address Line 1 (Address Line 2 is optional)
- 3 City, State, Zip Code and Country

You will notice that as you type the city name, the CalOpps system will try to figure out (autocomplete) what you're typing and complete the name. For example, if you type a "P" you might see Palo Alto appear in a drop down list. If the correct one appears, hit the down arrow on your keyboard to select it and then hit Enter/Return. You also can ignore the drop down list and just keep typing.

State, zip code and country: Use the two letter state abbreviation (for example, CA for California) and your zip code (both state and county have the same autocomplete feature).

- 4 Email and Password

Type the email address and then type (or copy and paste) it again to confirm. Next, create and enter a Password and confirm it. You may choose your own password, but it must be at least 6 characters long.

You must enter a real email address that you use regularly. This email is used by CalOpps to notify you of job openings. In addition, this is the email that any agency will use to communicate with and notify you. Ensure that you use a legitimate address and one that you check regularly.

- 5 Telephone numbers are optional but useful as an alternative method for agencies to contact you. Your driver's license number is also optional; but you may need to show you have a license in order to apply for certain jobs, so we suggest you include it as well.

- 6 Are you eligible to work in the U.S.? Click the **Yes** button if you are. If not, you cannot apply for any CalOpps jobs.

After you've entered all your information, click the **Save Progress** button 7 to save your work. Then click the **Next** button 8 to continue to Step #2.

- 9 This is an example of how the site will let you know you have not completed a required field. If you have not completed a required field, the site will highlight it in red and you will need to fill in the missing information before you can move on to the next step.



Step 2: Email Notification

1 **Email Frequency:** Please select... **Email Format Preference:** HTML Plain text

3 **Employment Location:** Central Coast Central Valley East Bay Eastern Sierra

4 **Job Category:** Agriculture Animal Control Aquatics Building

5 **Job Type:** All Types **Salary:** All Salaries \$ Hourly

6 **Keywords:**

7 **PREVIOUS** **8 SAVE PROGRESS** **9 NEXT**

2 When job openings are posted, we can email them directly to you.

To receive job announcements in your area(s) of interest, use the Employment locations, Job category, Job type, Salary, and Keywords options when setting up a profile. CalOpps will target those areas to customize the emails sent to you for open positions.

Step #2 Email Notification

On this page, you tell CalOpps what kinds of jobs you're looking for and how often you want CalOpps to tell you when there's a job matching your choices 2.

Email Frequency: 1 Permits you to select the frequency of the updates you receive alerting you of new job postings that match your ideal job criteria. From the drop down menu choose: **Monthly, Weekly, or Daily**

Remember, If your email address is incorrect, information and notices will not be received.

If you don't want to be contacted by email, choose **Never**. Skip the rest of the page. Click Next to go to Step #3. Otherwise, fill in the rest of the requested information.

Type of Email: gives you the choice of Plain Text or HTML. If you're not sure, select Plain Text.

Location and Job Category

Location: 3 Agencies are organized by location. Choose your desired work locations.

Job Category: 4 Types of jobs for which you're interested.

Job Type, Salary and How Paid

Job Type: 5 What kind of work are you looking for? Choices are: **Full Time, Part Time, Temporary, Internship, Seasonal**. If you're willing to accept all kinds, then leave **All types** selected.

For the Salary: Specify the salary range for which you are interested. Choose **Greater than** or **Less Than**. Use the box to the right to enter a dollar amount. Do **not** enter decimal points.

Key Words

Key Word: 6 This is a great feature that lets you enter up to 25 words to describe your skills and interests. If you use this feature, put a space between each word (but don't use commas or other punctuation). Any job posting with details that match your keywords will be sent to you.

When you are finished, click the **Save Progress** button 8. This button allows you to save your work as you go along. If you are interrupted or the system logs you out due to inactivity, everything you have entered up to that point will be still be there when you log back in. Click the **Next** button 9 to continue to Step #3. If for some reason, you need to go back to Step #1, click the **Previous** button 7.



Step 3: Education

Highest year completed: Did you graduate from High School or receive a GED? Yes No

High School Attended: Location of HS/GED:

List any degrees received or in progress:

School Name	Location (City & State/Region)	Major	Degree	Units completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	Not Completed	Sem

Additional educational information:

List any degrees received or in progress:

School Name	Location (City & State/Region)	Major	Degree	Units completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	Not Completed	Sem
<input type="text"/>	<input type="text"/>	<input type="text"/>	Not Completed	Sem

Additional educational information:

Step #3 Education

Use this section to enter information related to your education. All your information must be accurate.

- Highest grade completed: From the drop down menu, enter the highest grade completed.
- Click the **Yes** radio (round) button if you graduated high school or have a GED; otherwise click **No**. (Required field)
- If you answered Yes to Question #2 (Required), type the name and location (city and state/region) where you received your diploma or GED.
- Higher Education: If you've attended college, enter the information in the proper place. Use the drop down menus to select Completed or Not Completed and whether you college units are Semester or Quarter. For completed degrees, you do not need to enter the units. If you have not finished your degree, enter the number of units you have completed to date.

- Additional entry: If you have more than one place you attended school, click the **Save Progress** button **7** then click the + button to make another entry. You can click on this button as many times as needed. Each time, a new row of boxes will appear **9**.
- Additional Educational Information: Use this box to list any other education that is not related to your degree and/or anything about your education that you would like agencies to know (for example, you graduated with honors or after only 3 years).

When you are finished, click the **Save Progress** button **7**, then click the **Next** button **8** to continue to Step #4



Step 4: Specialized Training

List any specialized training which yielded certification, accreditation or license etc.

4 Add another training (save progress first)

1 Type of Training	2 Institution	3 Certification, Accreditation, or License
<input type="text"/>	<input type="text"/>	<input type="text"/>

List special skills, other relevant information, or provide clarification:

5

9 [← PREVIOUS](#) [SAVE PROGRESS](#) [NEXT ▶](#) 7

Step 4: Specialized Training

List any specialized training which yielded certification, accreditation or license etc.

+ Add another training

8 Type of Training	Institution	Certification, Accreditation, or License
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Step #4 Specialized Training

On this page, you can list any type of specialized training, certification and license you hold. If you have more than one, click the + button and another row of boxes will appear. All your information must be accurate.

- 1 First list the type of training you have. For example, if you are an electrician and went through an apprenticeship program, enter that here.
- 2 Indicate where you received the training.
- 3 If you have a license (such as an electrical contractor's license or are Microsoft Office Certified), enter it here.
- 4 If you have more than one type of license, training or skill, click the **Save Progress** button 6 then click the + button and another line for typing will open 8.
- 5 If you have any other special skills or want to explain your skills and abilities more fully, you can do so here.

When you're finished with this page, click the **Save Progress** button 6, then click the **Next** button 7 to continue to Step #5.



Step 5: Work Experience

1 May we contact your current or most recent employer? Yes No I have no previous work experience 2

Begin with your current or most recent experience
List work record history and include any other pertinent experience. Failure to list work experience or stating 'see resume' will be considered an incomplete application and subject to rejection. 3 + Add another work experience (save progress first)

4 Company name: Address: Telephone:

5 Job title: Start date: Jan 2009 End date: Present Reason for leaving:

Hours/wk.: Mo. salary: \$ Supervisor: # of employees you supervised: 0

Describe this work experience: Do not place resume in this field or type "See Resume".

7

PREVIOUS 8 SAVE PROGRESS 9 NEXT

Step #5 Work Experience

No Job Experience

If you have no job experience, check the check box 2. (On the next step, you'll find a place to put internship and volunteer work.)

Contacting Your Employer

If you are willing to have the agencies you'll be applying to contact you current employer, click on the **Yes** radio (round) button 1; otherwise, click the **No** button.

Listing your work experience

Begin with your most current job and then work backwards (next most current and ending with your earliest job). As indicated on the page, if you just put "see resume" or don't list your experience, your application will be incomplete and may be rejected by the agency for which you are submitting it.

Job Information 4

Enter the name, address and telephone number of your supervisor or the person at the company who should be contacted. Be sure to fill in all the boxes in this section 5. Use the drop down menus for beginning and ending dates. If you are still working, leave **Present** selected in the drop down menu 6.

Description of work experience

In this box 7 describe your work in detail. Use it to highlight your strengths and what makes you a valuable employee. Don't attach your resume here. If you have a resume you want to attach, you'll be able to do so on the next step.

More than one job 3

To list your next previous job, click the **Save Progress** button 8, then click the + and a second set of boxes will appear. Continue using the + to add more sets of boxes until you've entered all your experience.

When you're finished with this page, click the **Save Progress** button 8, then click the **Next** button 9 to continue to Step #6.



Step 6: Additional Experience

List any additional experience (volunteering, internship, etc.):

1

You may copy and paste your resume here:

2

◀ PREVIOUS

3 SAVE PROGRESS

4 NEXT ▶

Step #6 Additional Experience

Internships and Volunteering 1

Use this field to include any volunteer or internship experience. Highlight your strengths. Explain anything in your internship or volunteer work that is relevant to jobs you are looking for and how what you've done has prepared you for these types of jobs.

Resume 2

Copy and paste the text of your resume here. The text of your resume will appear, but it will not have any formatting.

When you're finished with this page, click the **Save Progress** button 3, then click the **Next** button 4 to continue to Step #7.



Step 7: Work Qualifications

1 Are you over 18 years of age? Yes No (Employment is subject to verification that you meet any legal age requirements for any jobs for which you may apply)

2 Have you ever been convicted for a violation of the law, excluding minor traffic violations? Yes No

For each offense please list: the violation; the court (including military); the place and date of conviction; the penalty (fine, sentence, date(s) of probation), and the name under which convicted. Exclude traffic violations under \$150 and convictions more than two years old for violation of Health and Safety Code Sections 11357 (b or c), 11360(b), 11364, 11365, and 11550, as it relates to marijuana. Each case will be given individual consideration.

3 Failure to list all convictions other than those excluded above will be considered fraud in securing appointment and will be grounds for termination.

4 Note that conviction is not necessarily a bar to employment. Each case is given individual consideration based on the job-relatedness of the offense.

5 Have you ever been discharged or requested to resign from any position for misconduct or unsatisfactory service? Yes No

If "yes", please explain fully in the space provided on the next page.

6 [← PREVIOUS](#) [SAVE PROGRESS](#) [NEXT ▶](#) **7**

Step #7 Work Qualifications

Each agency will have its own wording, but they will all ask the following three questions about: age, convictions and discharges. They may also have other work qualifications questions.

Age requirement **1**

If you are over 18, click the **Yes** radio (round) button; otherwise click **No**.

Conviction **2**

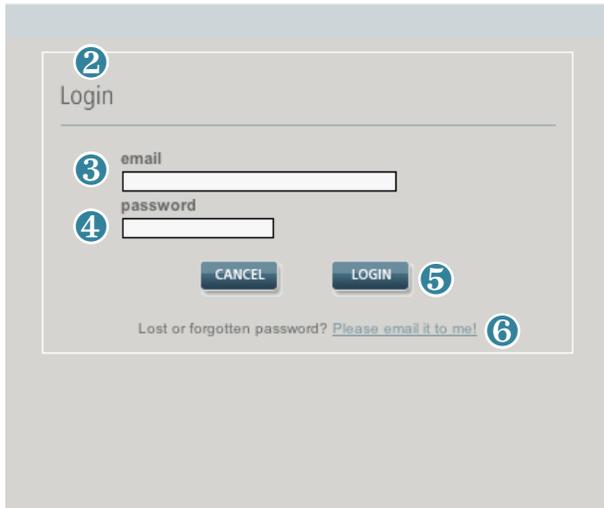
Please answer the questions about convictions. Read carefully the consequences of a false answer **3**. Please note, that having a conviction will not necessarily prevent you from applying for a job or being hired **4**, but lying will. If you click **Yes** to this question, a text box will appear below the question. Please use this space to explain. This information is considered confidential and an agency controls who will see it.

Discharge **5**

If you have been discharged from a job or requested to resign for misconduct or unsatisfactory conduct, you must click the **Yes** radio button; otherwise, click **No**. If you click **Yes**, as with convictions, a text box will appear. This information is also confidential.

When you're finished with this page, click the **Save Progress** button **6**, then click the **Next** button **7**. You will see a Modal Window with the following message, "Thank you for completing your Personal Profile. You can now begin to search for your next job faster and easier." When you click the **Continue** button you will be taken to the **Search Jobs Now** page.

1



2 Login

3 email

4 password

CANCEL LOGIN 5

Lost or forgotten password? [Please email it to me!](#) 6

Logging In and Out

Logging In

After you have created your Personal Profile, click the **Login** button 1 on the navigation bar. The Login Modal Window will appear 2. Type in the email address 3 and password 4 from your Personal Profile, then click the **Login** button 5. Once logged in, you will automatically be taken your **Personal Profile** page where you can edit your profile, review applications, etc.

Forgotten Password

If you do not remember your password, simply click on the "Please email it to me!" link 6. The system will then request the email address you used to set up your profile. If the system finds a match, it will email your password to that address.

Logging Out

When you are done working in the CalOpps system, please click on the Logout button to end your session 7.

Note: After four hours of inactivity the CalOpps system will log you out.

Using the Footer Links 8

At the bottom of most pages in CalOpps, you find links to each section of the site. In addition, there's a link to our privacy policy and one for contacting us.

[Search Jobs Now](#)

Profile Options

 Welcome,
Chris

1

Search now for your next great career.

3 Employment Location:

- All Locations
- Central Coast
- Central Valley
- East Bay
- Eastern Sierra
- Los Angeles Area

Job Category:

- All Categories
- Agriculture
- Animal Control
- Aquatics
- Building
- Child Care Services

4

Keyword:

5

Salary:

All Salaries

Hourly

6

Job Type:

All Types

7

8

SEARCH

Search Jobs Now

Welcome

After your profile is complete, login using the login and password you created in Step #2. You will see Welcome and your name 1. Whenever you see Welcome and your name, you'll know that you are logged in and can access any of your personal and job information. You'll notice that you're in the Personal Profile Options section. Click the **Search Jobs Now** section button 2.

Search Options

Employment Location check boxes: 3 allow you to choose where you want to work. To view all jobs listed, check the **All Locations** option.

Job Category: 4 You can choose as many categories as you'd like. To view all categories, check the **All Categories** option.

Salary: 6. You have three options: **All Salaries, Greater Than, and Less Than**. When you use the **Greater Than** or **Less Than** options, the middle field is labeled with a \$ and you must type in a desired salary amount. The third field has a drop down menu that allows you to specify whether the amount entered in the second field is based on an **Hourly, Monthly, or Annual salary**.

Job Type: 7 select whether you want **Full Time, Part Time, Temporary, Seasonal, Internship or All types**.

Keywords 5: You can also put in keywords to help in your search. Keywords are words that best describe the position for which you are looking. Most agencies use job descriptions to expand and explain the requirements for the position. The job description may include specific skill sets (e.g. an Information Technology Position may list CISCO or Microsoft Certification requirements). Entering CISCO as a keyword allows you to find those results. Using words such as admin may not provide targeted results since Administration is a common word that crosses many job descriptions.

Now, click the **Search** button 8.

[Search Jobs Now](#)
[Profile Options](#)

Welcome, Chris

[Search Again](#)
[Sort results](#)

3

1 21 Employment Opportunities
1 thru 8 displayed

2 Next 8 →

4 Job Title	5 Job Category	6 Location	7 Job Type	8 Close Date	9
City Clerk City of Dublin	City Administration	East Bay Directions	Full-Time	01/31/2009	Apply Add to Cart
Secretary Fire Prevention Office City of Petaluma	Clerical/Administrative Support	Northern Bay Area Directions	Full-Time	01/08/2009	Apply Add to Cart
Administrative Assistant - Chief's Office City of Citrus Heights	Clerical/Administrative Support	Sacramento/Metro Area Directions	Full-Time	01/09/2009	Apply Add to Cart
Network Analyst City of San Rafael	Information Technology	Northern Bay Area Directions	Full-Time	Until Filled	Apply Add to Cart
Deputy Director - Facilities Management Division City of San Jose	City Administration	South Bay Directions	Full-Time	01/02/2009	Add to Cart

[Profile Options](#)

10 Your search did not return any job opportunities.

[Search Again](#)

Job Listings

This page tells how many job opportunities matched your search choices 1 and displays a list of them. Each page will show up to 8 jobs listings. Use the **Next** arrow to see other opportunities. 2 You can click on the column headings to change the sort order. 3 If there are more than 8 jobs matching your choices, you'll see the Next with an arrow.

Links and Sorts

You can sort your job list by clicking on any of the column headings or by using the Sort Results drop down menu. 3

Job Title: 4 The title of each job listing is a link to the position's full job announcement. When you mouse over the title, a modal window will appear with basic information about the position. If you click on the title, the job announcement (with detailed information) will appear on a separate page.

Job Category: 5 Identifies how the agency categorized this job.

Location: 6 Where you will actually work. There is also a link to Google Maps where you can get directions and a map.

Job Type: 7 Indicates whether the job is full time, part time, temporary, seasonal or internship.

Close Date: 8 indicates the last day you can apply for the job. You must complete and submit your application by 5:00 p.m. Pacific Time on the close date in order for it to be accepted by the CalOpps system. **This means the application must be completed and the Submit button pressed by 5:00 p.m.** If you attempt to submit your application at 5:01 PM on the closing date, it will not be accepted by the CalOpps system.

Apply or Add to Cart

If you see a job that interests you, you can either click on the **Apply** or **Add to Cart** buttons 9. If you choose **Apply**, you'll be asked to complete the application for that agency. If you choose **Add to Cart**, the job is added to a cart (a place where you can store job listings to review and apply for later).

No Results

If no jobs are currently posted on CalOpps that match your choices, you will get the following message, "Your search did not return any job opportunities." 10 You will also get a link to Search Again which will take you to the Search Jobs Now page so you can make different choices and search again.

2

Search Jobs Now

1

Profile Options

Welcome, Chris

Search Again

Sort results

Please select...

21 Employment Opportunities
1 thru 8 displayed

Next 8

Job Title	Job Category	Location	Job Type	Close Date	
City Clerk City of Dublin	City Administration	East Bay Directions	Full-Time	01/31/2009	Apply In Cart
Secretary Fire Prevention Office City of Petaluma	Clerical/Administrative Support	Northern Bay Area Directions	Full-Time	01/08/2009	Apply In Cart
Administrative Assistant - Chief's Office City of Citrus Heights	Clerical/Administrative Support	Sacramento/Metro Area Directions	Full-Time	01/09/2009	Apply In Cart
Network Analyst	Information Technology	Northern Bay Area	Full-Time	Until Filled	Apply



City Clerk
City of Dublin

City Administration

East Bay Directions

Full-Time

01/31/2009

[Apply](#)
[In Cart](#)

3



Secretary Fire Prevention Office
City of Petaluma

Clerical/Administrative Support

Northern Bay Area Directions

Full-Time

01/08/2009

[Apply](#)
[In Cart](#)



Administrative Assistant - Chief's Office
City of Citrus Heights

Clerical/Administrative Support

Sacramento/Metro Area Directions

Full-Time

01/09/2009

[Apply](#)
[In Cart](#)



Network Analyst

Information Technology

Northern Bay Area

Full-Time

Until Filled

[Apply](#)

Job Cart

4

Profile Options

Welcome, Chris

Job Title	Job Category	Location	Job Type	Close Date	
City Clerk City of Dublin	City Administration	East Bay Directions	Full-Time	01/31/2009	Apply Remove



City Clerk
City of Dublin

City Administration

East Bay Directions

Full-Time

01/31/2009

[Apply](#)
[Remove](#)

5
6

After Adding Jobs to Cart

- 1 After you have selected all the jobs you're interested in by using the **Add to Cart** button next to each one, you will still be on the Search Jobs Now page
- 3 The jobs you've chosen will have an **In Cart** button as shown.
- 2 Click on the **Job Cart** button to go to the Job Cart page 4.

Job Cart Page

- 4 On this page, all the jobs you selected to be added to your job cart will be shown.
- They will now have an **Apply** 5 and **Remove** 6 buttons.
- 5 If you decide to apply for one of these jobs, just click the **Apply** button.

[Search Jobs Now](#)

[Profile Options](#)

Welcome,
Chris

- [← Search Again](#)
- [← Back to List](#)


1

Police Officer - Lateral / Academy Graduate #1895B
City of Redwood City, San Francisco/Peninsula

2

For more info contact:
CalOpps@redwoodcity.org
650 780-7281

4
[Apply](#)
5
[Add to Cart](#)

Law Enforcement

Close Date: Continuous
Salary: \$7,375.00 - \$8,964.00 Monthly

3

The City of Redwood City invites applications for the position of Police Officer. The Redwood City Police Department offers many opportunities for learning and growth in a diverse community, while working under a community policing philosophy.

Mission Statement:

The Redwood City Police Department is an organization of professionals who are dedicated to integrity, customer service, the rights of individuals and the needs of a constantly changing society. We are a progressive Police Department which recognizes that by working in a partnership with our community, we can best meet our goals of protecting life and property, improving the quality of life, reducing crime and the fear of crime and maintaining a safe community.

Vision for the Future

The Redwood City Police Department strives to be a model law enforcement agency.

We will utilize the members of our organization to their fullest potential and encourage their personal growth. As a California Police Department, we value the diversity of our members and our community. We will conduct ourselves in a professional manner at all times.

We are an organization made up of people who believe we can and continually aspire to provide the best police services in a community that trusts us to do so.

We recognize that excellent customer service, a partnership with the community and responsiveness to the community are the foundation of superior police service.

The Redwood City Police Department acknowledges that our members are our greatest resource and our community trust is our greatest asset.

6

Supplemental
Questionnaire
Required ▶

7
[Agency Information](#)
8
[Email to Friend](#)
9
[PRINT](#)

Sample Job Announcement

- 1** Job Title
- 2** Lists phone number and email address of a person at the agency you can contact if you have any questions regarding this recruitment.
- 3** Full Job Announcement (contains some or all of the following: qualifications, duties, requirements, salary, benefits, selection procedure and ideal candidate)
- 4** Click **Apply** to complete the application steps for this agency (your Personal Profile data will automatically be sent with it)
- 5** Click **Add to Cart** to put it in your job cart
- 6** Indicates whether there is a supplemental questionnaire (in this example there is).
- 7** To find out more about the agency, click this button.
- 8** You can email this job listing to a friend (or yourself) by clicking this button.
- 9** Clicking the print button takes you to a page with just the job announcement (printer-friendly). Click the print button on that page to print it.



Applying for a Job

If you have completed a personal profile, before you begin completing the agency section, you will see this modal window ①. It's just a reminder that the information in your Personal Profile has already been added to this application and will be sent along with the agency-specific portion. Click on the **Continue** button ② and you will begin the agency-specific portion of your application (see next page for details).

Apply for A Job



Reserve Officer II
City of Palo Alto, San Francisco/Peninsula

Law Enforcement

Step 6: Work Qualifications

1 2 3 4 5 | 6 | Work Qualifications |

1 Are you over 18 years of age? Yes No (Employment is subject to verification that you meet any legal age requirements for any jobs for which you may apply)

2 Have you ever been convicted for a violation of the law, excluding minor traffic violations? Yes No
 For each offense please list: the violation; the court (including military); the place and date of conviction; the penalty (fine, sentence, date(s) of probation), and the name under which convicted. Exclude traffic violations under \$150 and convictions more than two years old for violation of Health and Safety Code Sections 11357 (b or c), 11360(b), 11364, 11365, and 11550, as it relates to marijuana. Each case will be given individual consideration.

3 Failure to list all convictions other than those excluded above will be considered fraud in securing appointment and will be grounds for termination.

4 Note that conviction is not necessarily a bar to employment. Each case is given individual consideration based on the job-relatedness of the offense.

5 Have you ever been discharged or requested to resign from any position for misconduct or unsatisfactory service? Yes No
 If "yes", please explain fully in the space provided on the next page.

← PREVIOUS **6** SAVE PROGRESS **7** NEXT →

Work Qualifications

When you filled out your personal profile, you were asked the three questions shown above. Since each agency has its own wording (which may vary slightly from the wording used when you created your personal profile), it is important that you read (and answer) these questions each time you apply to a different agency. Agencies may also have other work qualifications questions.

Age requirement **1**

If you are over 18, click the **Yes** radio (round) button; otherwise click **No**.

Conviction **2**

Please answer the questions about convictions. Read carefully the consequences of a false answer **3**. Please note, that having a conviction will not necessarily prevent you from applying for a job or being hired **4**, but lying will. If you click **Yes** to this question, a text box will appear below the question. Please use this space to explain. This information is considered confidential and an agency controls who will see it.

Discharge **5**

If you have been discharged from a job or requested to resign for misconduct or unsatisfactory conduct, you must click the **Yes** radio button; otherwise, click **No**. If you click **Yes**, as with convictions, a text box will appear. This information is also confidential.

When you're finished with this page, click the **Save Progress** button **6**, then click the **Next** button **7**. You will see a Modal Window with the following message, "Thank you for completing your Personal Profile. You can now begin to search for your next job faster and easier." When you click the **Continue** button you will be taken to the **Search Jobs Now** page.

Apply for A Job 1


Reserve Police Officer

City of Redwood City, San Francisco/Peninsula

Law Enforcement

Step 8: Additional Questions 2

7 | 8 | [Additional Questions](#) | 9 10 11
3 **Are you related to anyone employed by the City of Redwood City?**

 Yes No

If yes, please provide name and relationship:

4
[PREVIOUS](#)
[SAVE PROGRESS](#)
[NEXT](#)
7
5
6

Additional Questions

Note: These questions will vary from agency to agency.

- 1 Indicates that this is the Apply for A Job section
- 2 Bread crumbs. This menu will show you where you are in the process. You can also click on the numbers to navigate to that section of the application.
- 3 Agencies often ask if you are related to someone who already works there.
- 4 An agency may request that you include a digital copy of a certificate necessary for this position. The only acceptable file types are PDF and JPEG. Scan all the necessary documents into one file and attach.

When you are done with this page, click the **Save Progress** button 5, then the **Next** button 6 to continue.

- 7 The previous button can be used to go back through Steps 1 to 7 (your personal profile information). If you need to update any of this information, you can use this button.

If at any time you need to stop, but are not finished, you can click the **Save Progress** button 5 to save everything you've done up to that point. Then click the **Exit Application** link 8 to return to the Personal Profile Options page, or click the **Logout** button 9 to leave CalOpps.

[Search Jobs Now](#)
[Profile Options](#)

Welcome, Chris

[Exit Application](#)

Apply for A Job


Reserve Police Officer

City of Redwood City, San Francisco/Peninsula

Law Enforcement

1 Step 9: Equal Employment Opportunity Questionnaire

7 8 | 9 | EEO | 10 11

2 **APPLICANT:** Please complete both parts of this form. This information is voluntary and is gathered in accordance with State and Federal laws for the purpose of evaluating the effectiveness of our Equal Employment Opportunity policy and recruitment efforts. This information will not be used for employment discussions.

3 **Ethnicity:**
Please Choose From Below

4 **Gender:**
Please Choose From Below

5 **Disabilities: (Check all that apply)**

 None

 Hearing

 Sight

 Speech

 Other

[← PREVIOUS](#)
[6 SAVE PROGRESS](#)
[7 NEXT →](#)

EEO Questions 1

This information is voluntary. Some public agencies have to make reports to the federal and state governments about whom they hire. Please read the statement carefully 2. It explains what an agency may ask about.

- 3 Ethnicity
- 4 Gender
- 5 Disabilities

To go on to Step #10, click the **Save Progress** button 6, then the **Next** button 7.

Search Jobs Now

Profile Options

Welcome,
Chris

Exit Application

Apply for A Job



Reserve Police Officer

City of Redwood City, San Francisco/Peninsula

Law Enforcement

Step 10: Job Origin 1

7 8 9 | 10 | Job Origin | 11

2 I first learned of this job opening through (please check one):

City of Redwood City Related:

- Human Resources Dept.
- City Employee
- City Job Bulletin
- City Website
- City Job Hotline
- Direct Mailer
- Job Fair

Public Sector Publications:

- Jobs Available
- Western City
- ICMA Newsletter
- City&State

Local Media:

- San Francisco Chronicle
- Oakland Tribune
- San Jose Mercury News
- Contra Costa Times
- Sacramento Bee

Specialized Publications:

- The Recorder
- Daily Journal
- Planners Network
- A.P.A.

Internet:

- CalOpps.org
- Craigslist.org
- Monster.com
- GovJobs.com
- HotJobs.com

Other:

- CA Job Journal
-

PREVIOUS

SAVE PROGRESS 3

NEXT 4

Job Origins 1

Please tell CalOpps where you heard about this job 2. Then click the **Save Progress** 3 and **Next** buttons 4.

[Search Jobs Now](#)
[Profile Options](#)

Welcome, Chris

[Exit Application](#)

Apply for A Job


Reserve Police Officer

City of Redwood City, San Francisco/Peninsula

Law Enforcement

1 Step 11: Finish Application

[7](#) [8](#) [9](#) [10](#) | [11](#) | [Finish](#) |

2 **PLEASE REVIEW YOUR APPLICATION CAREFULLY!**
All submissions are final when you click 'Agree/Submit'

3 I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material fact will cause forfeiture on my part of all rights of employment with the City of Redwood City. I authorize investigation of all matters contained in this application. If offered a position, I further agree to submit to a complete medical examination by a City physician as a condition of employment. I further agree to be fingerprinted, to sign an oath of office, and to furnish proof of age, education, and either citizenship or the legal right to work in the United States of America upon appointment.

4 [EDIT APPLICATION](#)

5 [AGREE/SUBMIT](#)

6 [VIEW APPLICATION](#)

Finish Application

This is the most important page 1. From here you have the ability to view and edit the application. Please review all information carefully and edit as necessary 2.

The attest statement 3 is something you agree to when you submit your application. This is a legally binding statement. If you have entered inaccurate information, you may be disqualified from the process. Please be sure you read and understand it before you submit your application.

Click on the **View Application** button 6 to see what your application looks like (see next page). If you are satisfied, close the window; and you'll be returned to this page.

If you have made any errors or want to change something, click on the **Edit Application** button 4. Use this opportunity to review the information entered. This will take you to a page with links to each section of your application.

When everything is correct, click on the **Agree/Submit** button 5. Your application (along with the personal profile information) will be sent to the agency.



City Clerk
City of Dublin, East Bay City Administration

2 Step 1: Basic Information

Name:	Chris Lee
Address:	123 Main Street Palo Alto CA, 94303 USA
Are you eligible to work in the U.S.?	Yes
Primary Telephone:	650 111-1234
Secondary Telephone:	650 111-1111
Driver's License:	DL 12345678
Driver's License State:	CA
Driver's License Class:	Not Specified
Email:	chrislee@calopps.org

Step 2: Education

Highest year completed :	BA/BS
Did you graduate from High School or receive a GED? :	Yes
High School Attended	Palo Alto
Location of HS/GED :	Palo Alto CA

Step 10: Job Origin

I first learned of this job opening through : CalOpps.org

3 CLOSE WINDOW

Preview Application

This is a preview of the application **1**. You will see each step **2** and all the information you have entered. If you are satisfied with it, click the **Close Window** button **3**. You will be returned to the Finish Application page.

[Search Jobs Now](#)
 Profile Options

 Welcome,
Chris

[Exit Application](#)

Apply for A Job


Police Officer - Lateral / Academy Graduate #1895B
 City of Redwood City, San Francisco/Peninsula

Law Enforcement

1
TO EDIT YOUR APPLICATION:

Below are links to every step of completed information for your application. Select the step that you wish to edit to go there. Once revised, you may return here to choose another section to edit, or Finish Editing the application in order to submit it.

3
FINISH
[1](#) | [Basic Info](#) | [2](#) | [Education](#) | [3](#) | [Special Training](#) | [4](#) | [Work Experience](#) | [5](#) | [More Experience](#)
2
[6](#) | [Qualifications](#) | [7](#) | [Supplemental Q's](#) | [8](#) | [Additional Q's](#) | [9](#) | [EEO](#) | [10](#) | [Job Origin](#)

Edit Application

Read the instructions about how **To Edit Your Application** **1**.

If there is anything you want to change, click on the appropriate link which will take you to the correct page **2**. To edit your application, use the links on the bottom of this page to navigate to the specific sections. Once you click into a section, you will need to use the **Next** button or the bread crumbs to go to a different page.

Basic information includes your name, address, phone number and email. The remaining sections (2 through 6) should be reviewed as necessary.

When you have completed your review, click the **Finish** button **3**.

[Search Jobs Now](#)[Profile Options](#)Welcome,
Chris

Apply for a Job

Police Officer - Lateral / Academy Graduate #1895BCity of Redwood City, San Francisco/Peninsula
Law Enforcement

1 Thank you for applying for a job with CalOpps.
Your application has been sent to City of Redwood City for review.

[2 SEARCH AGAIN](#)[HOME](#)

DISABLED APPLICANTS: The City of Redwood City will make reasonable accommodations in the exam process to accommodate disabled applicants. If you are invited to participate in any test process and have a disability for which you require an accommodation, please contact us at 650 780-7281 no later than seven (7) calendar days prior to that date.

Application Sent

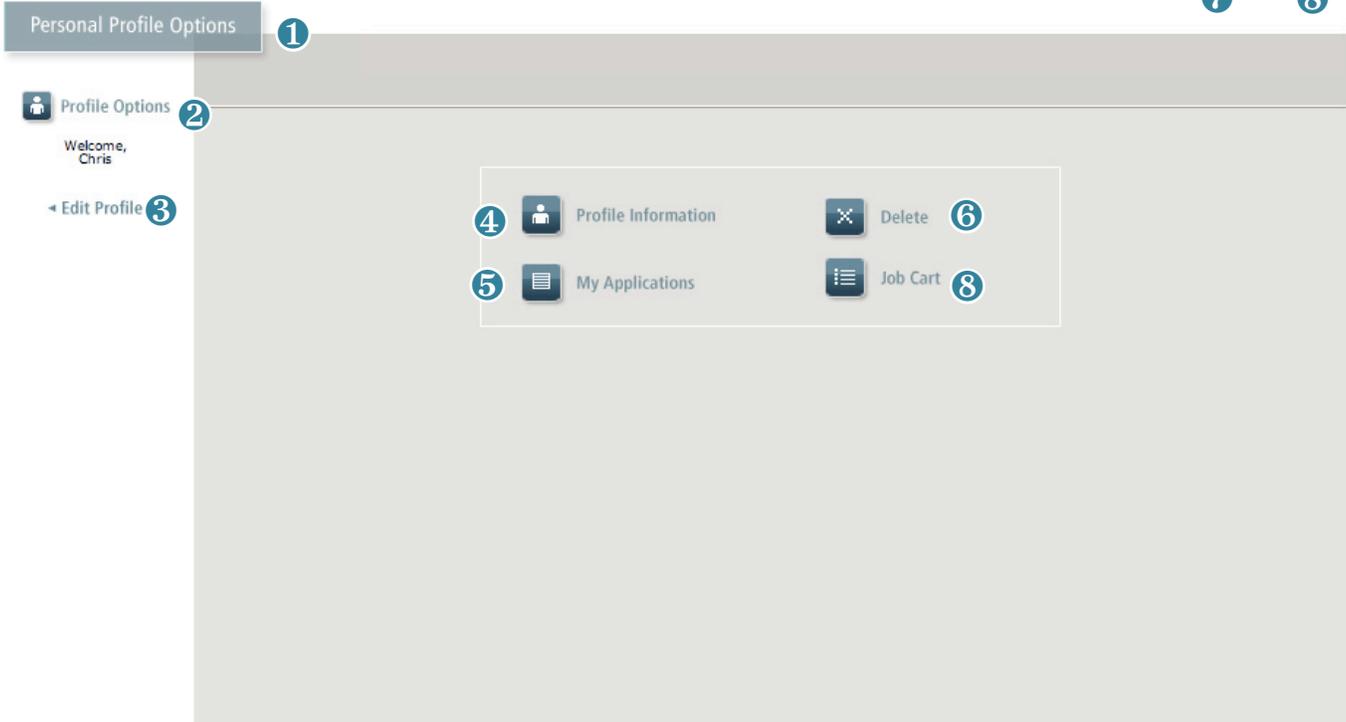
When your application has been successfully sent, the CalOpps system will deliver a "Thank You" response 1, which is confirmation that your application has been received.

Once you submit an application for a job through CalOpps, it goes to the agency to which you have applied (City of Redwood City, for example). If you have questions regarding the application or testing process, you need to contact the agency to which you have applied. See **Member Agencies** section for contact information.

If you want to apply for another job, you can click on the:

- **Job Cart** button 4 to take you back to your cart; or
- **Search Again** button 2 to do a new search. You'll be taken to the main Search Jobs Now page with your search choices still entered.

If you are done, click the **Logout** button 3; and you'll be returned to the CalOpps homepage.



Personal Profile Options 1

After you have logged in, the Profile Option link is available from any page except the CalOpps home page. You have several options:

- 2 **Profile Options link:** Returns you to this page.
- 3 **Edit Profile Information:** Takes you back to Step #1 of your personal profile (Basic Information), giving you the opportunity to edit any of the information. You can use the bread crumbs to go to any step that needs editing, or you can go from step to step using the **Next** button.
- 4 **Profile Information:** Allows you to view your personal profile.
- 5 **My Applications:** Will take you to a page listing all the applications you have submitted to an agency or an application you have started but not completed. The status column will indicate submitted or incomplete. This page includes contact information for that agency.
- 6 **Delete:** Takes you to a page where you can delete your profile and information from CalOpps.
- 8 **Job Cart:** Either of these two buttons will take you to the page with the list of jobs in your cart.
- 7 **Logout:** When you're done, click the **Logout** button.



The screenshot shows the CalOpps.org website interface. At the top, there are navigation links: "Government Employment", "Search Jobs Now", "Member Agencies", "Edit Your Personal Profile", and "FAQ". Below these are small thumbnail images. On the right side, there are "LOGOUT" and "JOB CART" buttons. The main content area is titled "Personal Profile Options". On the left sidebar, there is a "Profile Options" section with a user icon, "Welcome, Chris", and a "← Edit Profile" link. The central focus is a light blue dialog box with the following text: "1 Are you sure you want to end your relationship with CalOpps? If so, you will no longer receive any information from CalOpps that may help you in your search for the ideal public employment opportunity." Below the text are two buttons: "2 CANCEL" and "CONTINUE 3".

Remove Yourself from CalOpps

If you found a job or for some other reason you no longer want your information in the CalOpps system, you can delete it. After clicking **Delete** on the Profile Options page, you will be taken here.

Read the notice **1**.

If you click the **Cancel** button **2**, you will be taken back to the Profile Options page.

if you click the **Continue** button **3** you'll be removed from the CalOpps system.

1

Search Jobs Now

2

Create a Personal Profile

9

Search now for your next great career.

3 Employment Location:

- All Locations
- Central Coast
- Central Valley
- East Bay
- Eastern Sierra
- Los Angeles Area

4 Job Category:

- All Categories
- Agriculture
- Animal Control
- Aquatics
- Building
- Child Care Services

5 Keyword:

Salary:

All Salaries

Hourly

6

7 Job Type:

Full-Time

8

SEARCH

Applying for a Job Without a Personal Profile

Important Note: The CalOpps system allows you to apply directly without logging in or filing out a CalOpps profile. However, if you do not create a profile, you will need to enter your personal information (name, address, education, experience, training, etc.) every time you apply for job you because your information is not saved in the system.

To begin, click on the **Search Job Now** navigation button 1. You'll be taken to this Search Job Now web page 2.

Search Options

Employment Location check boxes: 3 allow you to choose where you want to work. To view all jobs listed, check the **All Locations** option.

Job Category: 4 You can choose as many categories as you'd like. To view all categories, check the **All Categories** option.

Salary: 6. You have three options: **All Salaries, Greater Than, and Less Than**. When you use the **Greater Than** or **Less Than** options, the middle field is labeled with a \$ and you must type in a desired salary amount. The third field has a drop down menu that allows you to specify whether the amount entered in the second field is based on an **Hourly, Monthly, or Annual salary**.

Job Type: 7 select whether you want **Full Time, Part Time, Temporary, Seasonal, Internship or All types**.

Keywords 5: You can also put in keywords to help in your search. Keywords are words that best describe the position for which you are looking. Most agencies use job descriptions to expand and explain the requirements for the position. The job description may include specific skill sets (e.g. an Information Technology Position may list CISCO or Microsoft Certification requirements). Entering CISCO as a keyword allows you to find those results. Using words such as admin may not provide targeted results since Administration is a common word that crosses many job descriptions.

Now, click the **Search** button 8.

[Search Jobs Now](#)

[Create a Personal Profile](#)
[Search Again](#)

Sort results
 Please select...

3

1 36 Employment Opportunities
 1 thru 8 displayed

2 Next 8

4 Job Title	5 Job Category	6 Location	7 Job Type	8 Close Date	9
Police Officer City of Chico	Law Enforcement	Northern California Inland Directions	Full-Time	02/06/2009	Apply Add to Cart
Police Chief City of Dixon	Law Enforcement	Sacramento/Metro Area Directions	Full-Time	02/20/2009	Apply Add to Cart
Lateral Police Officer City of Menlo Park	Law Enforcement	San Francisco/Peninsula Directions	Full-Time	Continuous	Apply Add to Cart
Community Service Officer I City of San Bruno	Law Enforcement	San Francisco/Peninsula Directions	Full-Time	Continuous	Apply Add to Cart
Police Officer/Lateral/Academy Graduate/Enrollee City of San Mateo	Law Enforcement	San Francisco/Peninsula Directions	Full-Time	Continuous	Apply Add to Cart

[Profile Options](#)

10 Your search did not return any job opportunities.

[Search Again](#)

Job Listings

This page tells how many job opportunities matched your search choices 1 and displays list of them. Each page will show up to 8 jobs listings. Use the **Next** arrow to see other opportunities. 2 You can click on the column headings to change the sort order. If there are more than 8 jobs matching your choices, you'll see the Next with an arrow.

Links and Sorts

You can sort your job list by clicking on any of the column headings or by using the Sort Results drop down menu. 3

Job Title: 4 The title of each job listing is a link to the position's full job announcement. When you mouse over the title, a modal window will appear with basic information about the position. If you click on the title, the job announcement (with detailed information) will appear on a separate page.

Job Category: 5 Identifies how the agency categorized this job.

Location: 6 Where you will actually work. There is also a link to Google Maps where you can get directions and a map.

Job Type: 7 Indicates whether the job is full time, part time, temporary, seasonal or internship.

Close Date: 8 indicates the last day you can apply for the job. You must complete and submit your application by 5:00 p.m. Pacific Time on the close date in order for it to be accepted by the CalOpps system. **This means the application must be completed and the Submit button pressed by 5:00 p.m.** If you attempt to submit your application at 5:01 PM on the closing date, it will not be accepted by the CalOpps system.

Apply or Add to Cart

If you see a job that interests you, you can either click on the **Apply** button 9. You cannot use the job cart feature unless you have created a personal profile and then logged in.

No Results

If no jobs are currently posted on CalOpps that match your choices, you will get the following message, "Your search did not return any job opportunities." 10 You will also get a link to Search Again which will take you to the Search Jobs Now page so you can make different choices and search again.

The screenshot shows the CalOpps.org website interface. At the top, there are navigation links: Government Employment, Search Jobs Now, Member Agencies, Create A Personal Profile, and FAQ. There are also LOGIN and JOB CART buttons. A search bar is visible with the text 'Search Jobs Now'. Below the search bar, there are options to 'Create a Personal Profile' and 'Search Again'. A table of job listings is displayed, with columns for Job Title, Agency, Location, Type, and Close Date. A modal window is overlaid on the job listings, containing the following text:

1 You are not currently logged in. If you have already created a Personal Profile, login to complete your application.

If you haven't created a Personal Profile, the application process begins with entering this information. Should you not want a profile created, your information will be deleted after submitting the application, and future submissions will require re-entry of this content.

By creating a Personal Profile this repetition is unnecessary and future application submissions will proceed much faster.

2 LOGIN 3 CREATE A PROFILE 4 APPLY ANYWAY 5 CLOSE WINDOW

6

7 You must have a personal profile to use this feature.

Applying for a Job Without Logging In

If you decide to apply for a job without logging in or creating a personal profile, you'll get this modal window 1. From here, you have four choices. You can click the:

- 2 **Login** button. (If you already have a Personal Profile, but didn't login, you can log in now and be taken to your Personal Profile Options page).
- 3 **Create a Personal Profile** button. This will take you to Step #1 Basic Information in the Personal Profile section. If you created a personal profile prior to February 7, 2009, and have not updated it, you should go through the update profile steps.
- 4 **Apply Anyway** button. This will close the window and take you to Step #1 Basic Information (see next page of this manual).
- 5 **Close Window** button. This will return you to the page with the results of your search (the page that you can see underneath the modal window).

If you try to click on the **Add to Cart** button 6, you'll see this warning 7 because you need to have a Personal Profile and be logged in to have a Job Cart.

Apply for A Job

Create a
Personal Profile

Exit Application

Reserve Police
OfficerCity of Redwood
City, San
Francisco/Peninsula

Law Enforcement

Step 1: Basic Information

| 1 | Basic Info | 2 3 4 5 6

1 **Name:**
First M Last

2 **Address:**
Address Line 1
Address Line 2

3 **City:** **State/Province/Region:** **Postal/Zip Code:**

Country **Are you eligible to work in the U.S.?** Yes No 4

5 **Telephone:** Primary Secondary **Driver's License:** D.L. Number D.L. State D.L. Class

6 **Email:** **Confirm Email:**

7 Application Instructions

In order to be considered, applicants must have completed the **Basic Academy Level II Modules**. For more information, please visit the South Bay Regional Academy website at www.theacademy.ca.gov.

8 NEXT ▶

9 **Name:** Required!
First Last

Login Information:
Email

Step #1 Basic Information

Enter the information shown above:

- 1 First Name, Middle Initial and Last Name
- 2 Address Line 1 (Address Line 2 is optional)
- 3 City, State, Zip Code and Country

You will notice that as you type the city name, the CalOpps system will try to figure out (autocomplete) what you're typing and complete the name. For example, if you type a "P" you might see Palo Alto appear in a drop down list. If the correct one appears, hit the down arrow on your keyboard to select it and then hit Enter/Return. You also can ignore the drop down list and just keep typing.

State, zip code and country: Use the two letter state abbreviation (for example, CA for California) and your zip code (both state and county have the same autocomplete feature).

- 4 Are you eligible to work in the U.S.? Click the Yes button if you are. If not, you cannot apply for any CalOpps jobs.
- 5 Telephone numbers are optional but useful as an alternative method for agencies to contact you. Your driver's license number is also optional; but you may need to show you have a license in order to apply for certain jobs, so we suggest you include it as well.

6 Email and Confirm Email

Type the email address and then type (or copy and paste) it again to confirm. **You must enter a real email address** that you use regularly. This email is used by CalOpps to notify you of job openings. In addition, this is the email that any agency will use to communicate and notify you. Ensure that you use a legitimate address and one that you check regularly.

7 Any additional application instructions will appear here.

8 After you've entered all your information, click the **Next** button to continue to Step #2.

9 This is an example of how the site will let you know you have not completed a required field. If you have not completed a required field, the site will highlight it in red and you will need to fill in the missing information before you can move on to the next step.

Apply for A Job



Reserve Police Officer
City of Redwood
City, San
Francisco/Peninsula

Law Enforcement

Step 2: Education

1 | 2 | Education | 3 4 5 6

1 Highest year completed: Did you graduate from High School or receive a GED? 2 Yes No

3 High School Attended: Location of HS/GED:

List any degrees received or in progress: 5 + Add an additional entry (save progress first)

4 School Name	Location (City & State/Region)	Major	Degree	Units completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Not Completed <input type="text"/> Sem <input type="text"/>

Additional educational information:

6

7 SAVE PROGRESS 8 NEXT

Step #2 Education

Use this section to enter information related to your education. All your information must be accurate.

- 1 Highest grade completed: From the drop down menu, enter the highest grade completed.
- 2 Click the **Yes** radio (round) button if you graduated high school or have a GED; otherwise click **No**. (Required field)
- 3 If you answered Yes to Question #2 (Required), type the name and location (city and state/region) where you received your diploma or GED.
- 4 Higher Education: If you've attended college, enter the information in the proper place. Use the drop down menus to select Completed or Not Completed and whether you college units are Semester or Quarter. For completed degrees, you do not need to enter the units. If you have not finished your degree, enter the number of units you have completed to date.

- 5 Additional entry: If you have more than one place you attended school, click the **Save Progress** button 7 then click the + button to make another entry. You can click on this button as many times as needed. Each time, a new row of boxes will appear 9.
- 6 Additional Educational Information: Use this box to list any other education that is not related to your degree and/or anything about your education that you would like agencies to know (for example, you graduated with honors or after only 3 years).

When you are finished, click the **Save Progress** button 7, then click the **Next** button 8 to continue to Step #3

 Create a
Personal Profile

 Exit Application

Apply for A Job



**Reserve Police
Officer**
City of Redwood
City, San
Francisco/Peninsula

Law Enforcement

Step 3: Specialized Training

1 2 | 3 | Special Training | 4 5 6

List any specialized training which yielded certification, accreditation or license etc.

 Add another training (save progress first)

1 Type of Training

2 Institution

3 Certification, Accreditation, or License

--	--	--

List special skills, other relevant information, or provide clarification:

5

 PREVIOUS

 SAVE PROGRESS

 NEXT

List any specialized training which yielded certification, accreditation or license etc.

 Add another training (save progress first)

Type of Training

Institution

Certification, Accreditation, or License

8

Step #3 Specialized Training

On this page, you can list any type of specialized training, certification and license you hold. If you have more than one, click the + button and another row of boxes will appear. All your information must be accurate.

- 1 First list the type of training you have. For example, if you are an electrician and went through an apprenticeship program, enter that here.
- 2 Indicate where you received the training.
- 3 If you have a license (such as an electrical contractor's license or are Microsoft Office Certified), enter it here.
- 4 If you have more than one type of license, training or skill, click the **Save Progress** button 6 then click the + button and another line for typing will open 8.
- 5 If you have any other special skills or want to explain your skills and abilities more fully, you can do so here.

When you're finished with this page, click the **Save Progress** button 6, then click the **Next** button 7 to continue to Step ##4.

Apply for A Job



**Reserve Police
Officer**
City of Redwood
City, San
Francisco/Peninsula

Law Enforcement

Step 4: Work Experience

1 2 3 | 4 | Work Experience | 5 6

1 May we contact your current or most recent employer? Yes No I have no previous work experience 2

List work record history and include any other pertinent experience. Failure to list work experience or stating 'see resume' will be considered an incomplete application and subject to rejection. Begin with your current or most recent experience

3 + Add another work experience (save progress first)

4 Company name: Address: Telephone:

5 Job title: Start date: Jan 2009 End date: Present Reason for leaving:

Hours/wk.: Mo. salary: \$ Supervisor: # of employees you supervised:

Describe this work experience: Do not place resume in this field or type "See Resume".

7

8 SAVE PROGRESS

9 NEXT

Step #4 Work Experience

No Job Experience

If you have no job experience, check the check box 2. (On the next step, you'll find a place to put internship and volunteer work.)

Contacting Your Employer

If you are willing to have the agencies you'll be applying to contact your current employer, click on the **Yes** radio (round) button 1; otherwise, click the **No** button.

Listing your work experience

Begin with your most current job and then work backwards (next most current and ending with your earliest job). As indicated on the page, if you just put "see resume" or don't list your experience, your application will be incomplete and may be rejected by the agency for which you are submitting it.

Job Information 4

Enter the name, address and telephone number of your supervisor or the person at the company who should be contacted. Be sure to fill in all the boxes in this section 5. Use the drop down menus for beginning and ending dates. If you are still working, leave **Present** selected in the drop down menu 6.

Description of work experience

In this box 7 describe your work in detail. Use it to highlight your strengths and what makes you a valuable employee. Don't attach your resume here. If you have a resume you want to attach, you'll be able to do so on the next step.

More than one job 3

To list your next previous job, click the **Save Progress** button 8, then click the + and a second set of boxes will appear. Continue using the + to add more sets of boxes until you've entered all your experience.

When you're finished with this page, click the **Save Progress** button 8, then click the **Next** button 9 to continue to Step #5.



Search Jobs Now

Apply for A Job

Create a Personal Profile

Exit Application



Reserve Police Officer
City of Redwood City, San Francisco/Peninsula
Law Enforcement

Step 5: Additional Experience

1 2 3 4 | 5 | Additional Experience | 6

List any additional experience (volunteering, internship, etc.):

1

You may copy and paste your resume here:

2

PREVIOUS

3 SAVE PROGRESS

4 NEXT

Step #5 Additional Experience

Internships and Volunteering 1

Use this field to include any volunteer or internship experience. Highlight your strengths. Explain anything in your internship or volunteer work that is relevant to jobs you are looking for and how what you've done has prepared you for these types of jobs.

Resume 2

Copy and paste the text of your resume here. The text of your resume will appear, but it will not have any formatting.

When you're finished with this page, click the **Save Progress** button 3, then click the **Next** button 4 to continue to Step #6.



Search Jobs Now

Create a Personal Profile

Exit Application

Apply for A Job



Reserve Police Officer
City of Redwood City, San Francisco/Peninsula
Law Enforcement

Step 6: Work Qualifications

1 2 3 4 5 | 6 | Work Qualifications |

1 Are you over 18 years of age? Yes No (Employment is subject to verification that you meet any legal age requirements for any jobs for which you may apply)

2 Have you ever been convicted for a violation of the law, excluding minor traffic violations? Yes No
 For each offense please list: the violation; the court (including military); the place and date of conviction; the penalty (fine, sentence, date(s) of probation), and the name under which convicted. Exclude traffic violations under \$150 and convictions more than two years old for violation of Health and Safety Code Sections 11357 (b or c), 11360(b), 11364, 11365, and 11550, as it relates to marijuana. Each case will be given individual consideration.

3 Failure to list all convictions other than those excluded above will be considered fraud in securing appointment and will be grounds for termination.

4 Note that conviction is not necessarily a bar to employment. Each case is given individual consideration based on the job-relatedness of the offense.

5 Have you ever been discharged or requested to resign from any position for misconduct or unsatisfactory service? Yes No
 If "yes", please explain fully in the space provided on the next page.

6 **7**

Step #6 Work Qualifications

Age requirement 1

If you are over 18, click the **Yes** radio (round) button; otherwise click **No**.

Conviction 2

Please answer the questions about convictions. Read carefully the consequences of a false answer 3. Please note, that having a conviction will not necessarily prevent you from applying for a job or being hired 4, but lying will. If you click **Yes** to this question, a text box will appear below the question. Please use this space to explain. This information is considered confidential and an agency controls who will see it.

Discharge 5

If you have been discharged from a job or requested to resign for misconduct or unsatisfactory conduct, you must click the **Yes** radio button; otherwise, click **No**. If you click **Yes**, as with convictions, a text box will appear. This information is also confidential.

When you're finished with this page, click the **Save Progress** button 6, then click the **Next** button 7.



Apply for A Job

 **Network Analyst**
City of San Rafael, Northern Bay Area Information Technology

Create a Profile

Login Information:

1 Email Confirm Email

2 Password Confirm Password

3 Email Frequency: HTML Plain text

4 Employment Location: Central Coast Central Valley East Bay Eastern Sierra Los Angeles Area Northern Bay Area

Job Category: Agriculture Animal Control Aquatics Building Child Care Services City Administration

Job Type: Salary: \$

Keywords:

You've just completed the personal Information portion of this application. Would you like to save this information as a Personal Profile or continue with the application?

Creating a Personal Profile would greatly speed up future application submissions as well as provide you the ability to save job announcements and completed applications. Additionally, you can receive email notifications of future employment openings.

All it takes is for: you to create a password.

Opportunity to create a Personal Profile

After you have completed the basic application, you are given a chance to create a profile from that information without having to enter it again.

If decide to create one, click on the **Create a Profile** button 5. You'll be asked to provide **Login Information**:

- 1 Current email address;
- 2 Password;
- 3 You'll also be asked how often (if ever) you want CalOpps to contact you about jobs that match your profile (see page 3 for details).
- 4 Location, Job Category, Job Type, Salary and Keywords (see page 3 for details).

If you don't want to create a profile, click the **Continue** 6 button.

**1**[LOGIN](#)[JOB CART](#)[Member Agencies](#)**2**[Create a Personal Profile](#)

An exciting career in public employment may be closer than you think!

By working for a public agency, you may be able to work where you live and take great pride in the fact that you are helping to enhance your own community--no matter what role you play.

There's a CalOpps member near you with a wide range of opportunities. Simply click on a location below for more information about a specific CalOpps member, including current opportunities. Or, if you prefer, you can search the entire CalOpps database for all available jobs.

3

- | | |
|----------------------------------|---|
| City of Adelanto | Marin Municipal Water District |
| City of American Canyon | City of Menlo Park |
| City of Antioch | Menlo Park Fire Protection District |
| Town of Atherton | Midpeninsula Regional Open Space District |
| City of Barstow | City of Millbrae |
| City of Belmont | City of Moreno Valley |
| City of Brisbane | City of Mountain View |
| City of Burlingame | City of Oxnard |
| City of Campbell | City of Pacifica |
| Central County Fire Department | City of Palo Alto |
| City of Ceres | City of Petaluma |
| City of Chico | City of Pittsburg |
| City of Citrus Heights | City of Rancho Cucamonga |
| City of Covina | City of Redwood City |
| City of Cupertino | City of Roseville |
| City of Daly City | City of Salinas |
| Delta Diablo Sanitation District | City of San Bruno |
| City of Dixon | City of San Carlos |
| City of Dublin | City of San Jose |
| East Bay Regional Park District | City of San Leandro |
| City of Emeryville | City of San Mateo |
| City of Fairfield | San Mateo County Office of Education |

Member Agencies

Agency Listing Page

From the CalOpps home page, click on the Member Agencies link **1**. This takes you to a complete listing of all participating CalOpps member agencies **2**. The member agencies are listed alphabetically. To learn more about a particular CalOpps agency, click on its name **3**. This will take you to a page with the agency profile and any open positions will also be listed.



Member Agencies

[Create a Personal Profile](#)

8

1

3 CalOpps welcomes you to the City of Foster City

5 Agency Website

Population	Employees	Job Classifications
30,000	220	86

2 Contact: hr@fostercity.org 650 286-3221

About the City of Foster City

Driven by the idea of a planned community on the San Francisco peninsula, T. Jack Foster placed a \$200,000 bet on Brewer's Island to build a thriving new city in 1958. The rest is history, and the City of Foster City is now home to 30,000 citizens and a wide array of industry--including some of the bay area's elite businesses. Conveniently located between San Francisco and San Jose, the City of Foster City prides itself on its well-planned neighborhoods, shopping centers, and most importantly a supreme quality of life.

The home of so many great careers.

To fulfill public services for our community, the City of Foster City is continually seeking qualified candidates to join our staff--currently 240 employees covering 86 job classifications. We offer a wide range of positions, including police and fire, with potential for growth and advancement. We also offer highly competitive benefits, including alternative work schedules (9/80), a retirement plan, and generous vacation and paid holidays.

4

City of Foster City Job Openings

Close Date	Job Title	Category
Continuous	Reserve Police Officer	Law Enforcement

9

[← BACK](#)

Agency Profile Page

Each CalOpps agency profile (for example, the City of Foster City 1) contains a brief description of the agency 2, the agency's population, number of employees, and job classifications 3. Any current vacancies in the CalOpps system are listed 4. If you mouse over a job title, you'll get a modal window with a brief job description. If you click on the title, you'll get the entire job announcement on a separate page (which you can download and print). The job title is also a link to the job announcement page. Additionally, a link to the agency's homepage is located in the top right-hand corner labeled **Agency Website** 5.

If one of these jobs listed interests you, you have several options:

- If you already have a job cart, click the Job Cart button 6 to add this job.
- If you already have a personal profile, but have not logged in, click the Login button 7.
- If you have not yet created a personal profile (see page 1 for an explanation of personal profile), you can create one by clicking the Create Personal Profile link 8.

If you want to return to the Agency Listing Page, click the Back button 9.



Frequently Asked Questions about our new site

Listed below are the most common questions asked.



A PDF Manual is also available



- How do I apply for a job?
- Do I have to create a personal profile to apply for a job?
- How can I find out the status of my application?
- How long will my profile be active?
- Can I print my application?
- Can I see how many different positions I have applied for in CalOpps?
- What is the typical process of recruitments in the public sector?
- Who do I contact if I want to withdraw an application I submitted?
- Is online the only way I can apply for a job?
- How long does it take to complete an application?
- How do I complete an online application?
- Why is the system returning me to the application instead of permitting me to send my application?
- How do I post my resume without the font and format changing so it looks the same as in MS Word?
- I made an error when filling out the application. Should I re-apply or who do I contact to correct the mistake?
- Can you send me employment information to my email?
- How do I attach my resume to my application?
- I have an issue or question, who do I contact?
- How can I save my application if I can't finish it right now?
- How can I be automatically notified of Job Postings?
- What are supplemental questionnaires?
- What is the Close Date?



FAQ

Frequently Asked Questions (FAQ)

The FAQ page, which you can access from the FAQ link **1**, is a list of commonly asked questions. This list of questions **2** is updated as new questions are asked. If you click on the question, it will take you to the answer.

Also on the page is a link to the PDF manual **3** to assist you in navigating the site.

Privacy and Contact

At the bottom of every page on the site there's menu of links to all section of the site **4**, including Contact Us and Privacy.

Contact Us **5**

This link is located in the footer. When you select **Contact Us**, you'll be taken to a page with an email address link to the site administrator.

Privacy **6**

The Privacy link is also located in the footer. When selected, this link provides information regarding: General Policy, Privacy Policy, Minor's Privacy Policy and Security.