



MARYLAND-NATIONAL CAPITAL PARK & PLANNING
COMMISSION

Recruitment & Selection Services

APPLICANT USER GUIDE

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Use this step-by-step guide to help you fill out the online job application. You must start the application by selecting "Apply" on the top of the Job Announcement for which you are interested.

Online Application Help

Go to www.mncppc.org/jobs/ and click on Applicant Login.

To Create Your Applicant Profile Before Applying for a Job

1. If you have already created a user account, login using the previously created username and password. Please enter it and click 'Login' button to proceed.
2. If you do not have a user account already Click on 'Create Your Account Here!' **Note: You will not be able to create another applicant account using the same e-mail address**

Login

Are you registered?

To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#)

Username:

Password:

Not Registered Yet? [Create Your Account Here!](#)
[I Forgot My Password](#)

To access the personalization features of GovernmentJobs.com you must first be a registered user. Registration is completely free and takes only a few seconds. We don't share your information with anyone and we're not going to send you an unsolicited e-mail. For more information about privacy at GovernmentJobs.com, please read our [Privacy Policy](#).

Create Account

Username **Hollywood** you've chosen is already in use.
Please choose a different Username.

Request New Job Seeker Account

Enter your account information:

Username

Tip: Your usernames must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". Example: john_doe25

Email Address

Create a Password:

Password

Confirm Password

Password Hint

Tip: If you forget your password, you can click on [Lost Password](#) and it will be emailed to you.

3. Enter your new account information (you MUST remember this information). Click on the 'Save' button. A page is displayed with your login information. Click on the 'Login' button
4. Enter your username and password and click 'Login'
5. Click on the 'Create Application' button

Note: You do not need to create a separate application for every job that you apply for. Each applicant must have his/her own account. You cannot share accounts.

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In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.

[Create Application](#) ←

Applications You've Created:

Name	Date Created	Modify
<small>Tip: You do NOT need to recreate a new application every time you're applying for a position.</small>		

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Employment Application

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Build New Application

To create an application, enter the name of the application in the box below and click the 'Create Application' button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

Application Name (for your own reference):

Hollywood Diva application

[Create Application](#)

Tip: You can reuse this application to apply for as many positions as you'd like. You do **NOT** need to recreate a new application every time you're applying for a position.

6. Input a title for your application for your future reference
7. Click on the 'Create Application' button

Job Application » Review * Required Field

Personal Profile		Edit Personal Profile
Name:	Hollywood I Diva	Address: #1 Star Road Malibu, California 12345
		Email: Hollywod09@yahoo.com
Home Phone: (123) 456-7890	Notification Preference: Paper	Alternate Phone: (123) 456-7890
Other Personal Information		
Driver's License:	Yes, Maryland MD123459789 Class C	
Can you, after employment, submit proof of your legal right to work in the United States?	Yes	
What is your highest level of education?	Bachelor's Degree	
Preferences		
Preferred Salary:	\$500,000.00 per year	
Are you willing to relocate?	Yes	
Types of positions you will accept:	Regular	
Types of work you will accept:	Full Time	
Types of shifts you will accept:	Day , Evening , Night , Weekends , On Call (as needed)	
Objective		
To become rich and famous and win an Oscar.		
Education	Add Education	
Work Experience	Add Work Experience	
Certificates and Licenses	Add Certificates or Licenses	

8. Fill in the 'Personal Profile' information
9. If you want to add education or work experience, click on the links for 'Add Education' or 'Add Work Experience' and complete these sections. You can also add Certificates or Licenses, Skills, Additional Information, References, and a Resume, if desired. Click the 'save' button at the bottom of each section.

10. Once you have completed and saved your application, Click on the 'Logout' link in the upper-right-hand corner.

To Apply for a Specific Job Opening

1. From our employment opportunity website www.mncppc.org/jobs/, click on the job opportunities button.
2. Search for a job position. Click on the job position title and click on apply to continue.

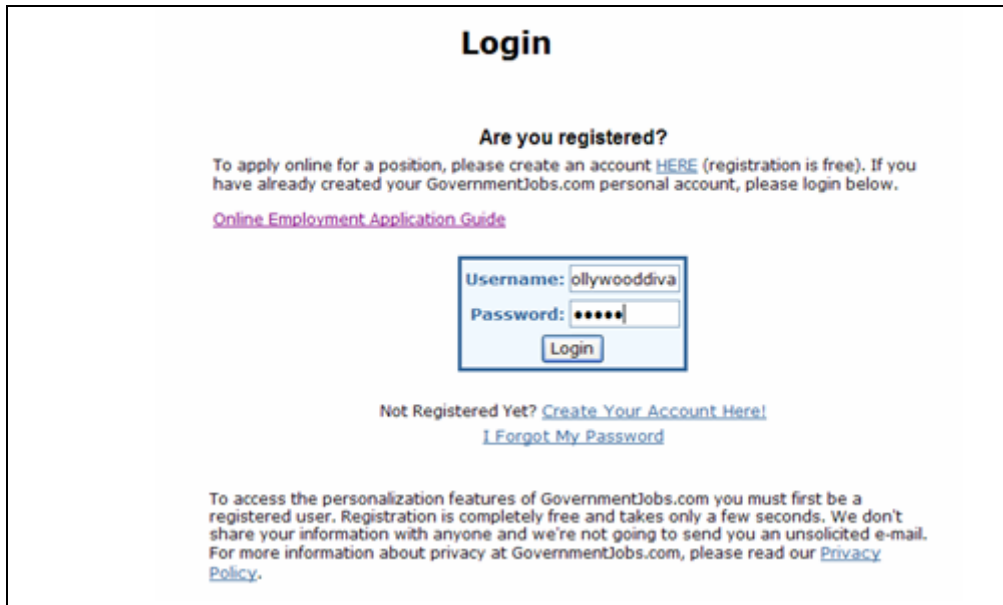
Job Opportunities

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Job Title: **Administrative Specialist**
Closing Date/Time: Fri. 03/27/09 1:00 AM Eastern Time
Salary: \$41,932.00 - \$71,750.00 annually
Job Type: Full-Time
Location: Silver Spring, Maryland

[Print Job Information](#) | [Apply](#)

Description	Benefits	Supplemental Questions
Procurement Specialist (Administrative Specialist/Sr. Administrative Specialist)		
The Maryland-National Capital Park and Planning Commission seeks a Contract Specialist to perform all duties and tasks associated with the pre-award, award and post award phases by preparing and assembling solicitation packages (following standard M -NCPPC procedures) for engineering, design services, and construction contracts, of varying complexity, for Capital Improvement Program projects in Montgomery County,		



3. Login using your applicant username and password that you created previously.

Note: If you have previously created an applicant account, login using the previously created username and password. **You will not be able to create another account using the same e-mail address.**

4. Click on the link that says "To apply for the position of your position title click here."



Welcome, **Hollywood Diva** [Help](#) [Logout](#)

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Administrative Specialist - Application process steps:

1 2 3 4
[Job Application](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Job Application » Review

* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

[Go to Step 2: Supplemental Questions](#)

Personal Profile [Edit Personal Profile](#)

Name:	Hollywood I Diva	Address:	#1 Star Road Malibu, California 12345
Social Security:	XXX-XX-1234	Email:	Hollywood09@yahoo.com
Home Phone:	(123) 456-7890	Notification Preference:	Paper
		Alternate Phone:	(123) 456-7890

Other Personal Information

Driver's License:	Yes, Maryland MD123459789 Class C
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Bachelor's Degree

5. Review and update your application click Save & View application. Click on Go to Step 2 Supplemental Questions

Employment Application

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Administrative Specialist - Application process steps:

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Supplemental Questions

* Required Field

If you need more than **one hour** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. All questions marked **'Required'** need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

*1. Do you have governmental procurement experience?

Yes No

[Save Work in Progress](#) [Save & Proceed](#)

* Required Field

6. Answer the job-specific supplemental questions (if any) listed.
7. Click on the 'Save & Proceed' button at the bottom of the page
8. Scroll to the bottom of the application review screen and click 'Certify & Submit'

9. Click the 'Accept' button to certify and submit your application. You will receive an e-mail confirmation that your application was successfully submitted.

Employment Application

Welcome, **Hollywood Diva**

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Administrative Specialist - Application process steps:

1 >>>> 2 >>>> 3 >>>> 4

Job Application Supplemental Questions Confirm Application Certify & Submit

Certify & Submit

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 Maryland-National Capital Park & Planning Commission and will not be returned. I understand Maryland-National Capital Park & Planning Commission may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

Accept Decline

10. Click on the 'Logout' link in the upper-right-hand corner.

Congratulations! You have successfully completed your employment application with the Maryland-National Capital Park and Planning Commission. We wish you the best in your job search.