APPLYING FOR A JOB WITH THE VTA

Preliminary Steps

To create an email address for yourself (if you do not already have one). Gmail or Yahoo are two of many possible alternatives

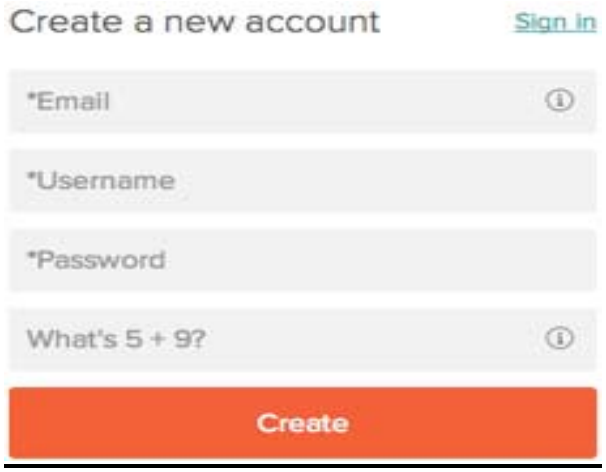
Getting started

1. Go to **www.VTA.org** click on **ABOUT US** Link.
2. Click on **EMPLOYMENT.**
3. Click on the appropriate topic(s) in this section.

To create an Account

1. Go to **www.VTA.org** click on **ABOUT US** Link.
2. Click on **EMPLOYMENT.**
3. Click on **APPLICANT LOG IN** on the left side of the screen.

- If you have already created a user account with GovernmentJobs.com, you may login using your previously created **USERNAME** and **PASSWORD**. Otherwise, click **CREATE A NEW ACCOUNT** to create an account, and then enter your new account information.



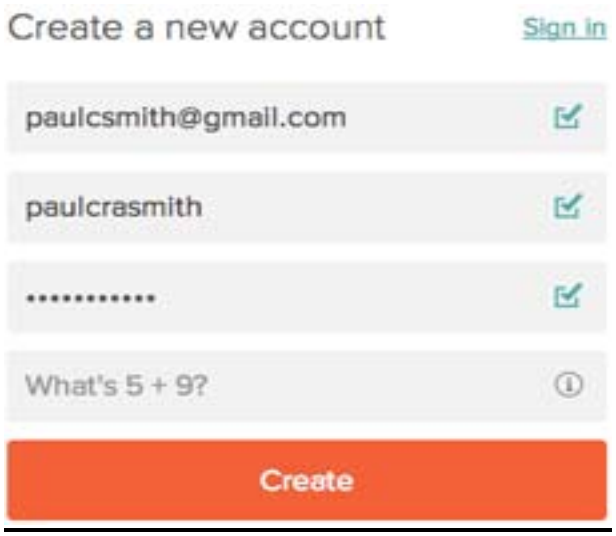
- If you have previously created an account with GovernmentJobs.com, you cannot use the same email address again to create a new account. The email must be unique. **You should create only one account – please use the same account for all applications.**

- If you previously created an account with GovernmentJobs.com and cannot remember your username click on **FORGOT USERNAME**. This sends an email to the email address associated with the account with your username.

- Your password must be at least six characters in length, and contain at least one number.

- Answer the security question. For the example below, type 14.

- As you supply correct information for each field, a checkmark on the right indicates that the value is correct, for example:



- Keep a record of your username and password and the email address you are using for the account.

- When you are signed in, your username appears on the right in the top menu bar

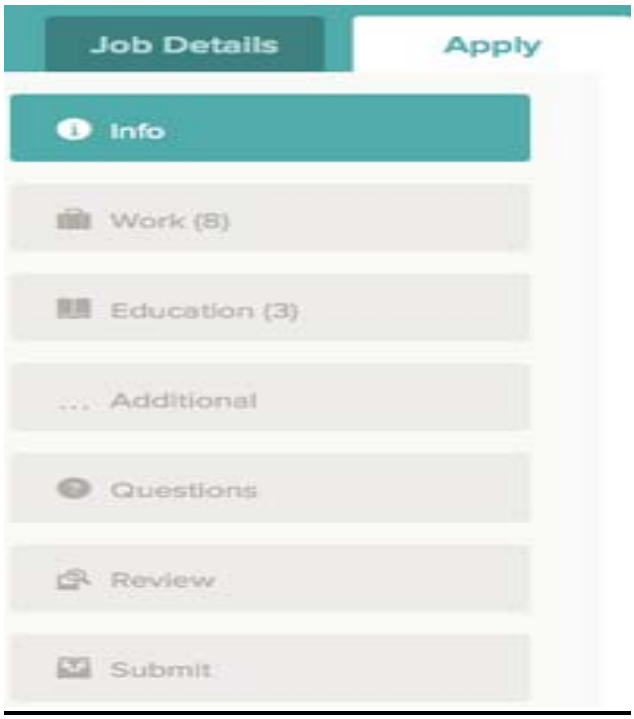
- If you forgot your Password, click on **RESET PASSWORD** and GovernmentJobs.com will email you instructions on how to reset your password

- If you need to change your password, after you log in, use **ACCOUNTS SETTINGS** in the pull down below your username. A username cannot be changed

Completing Your Basic Profile

You can speed completing basic profile information by importing a resume from LinkedIn, or by uploading a file. The supported file formats for uploading a resume are .pdf, .text, .doc and .docx (Word).

To create your Basic Profile you will complete a series of steps (entries or screens).
Your progress and current step in the process is shown on the left. In the next example, the information step is in progress:



As you work on your application, refer to the progress bar to see the number of items for each entry, and errors. In the next example, the work entry contains eight items, and the questions entry contains errors:

For each step, the buttons on the bottom allow you to save or discard your work on this entry.

Although your typing is periodically automatically saved, it is good practice to click on the **SAVE** button.

The **CANCEL** button discards any changes you have made since the last save.

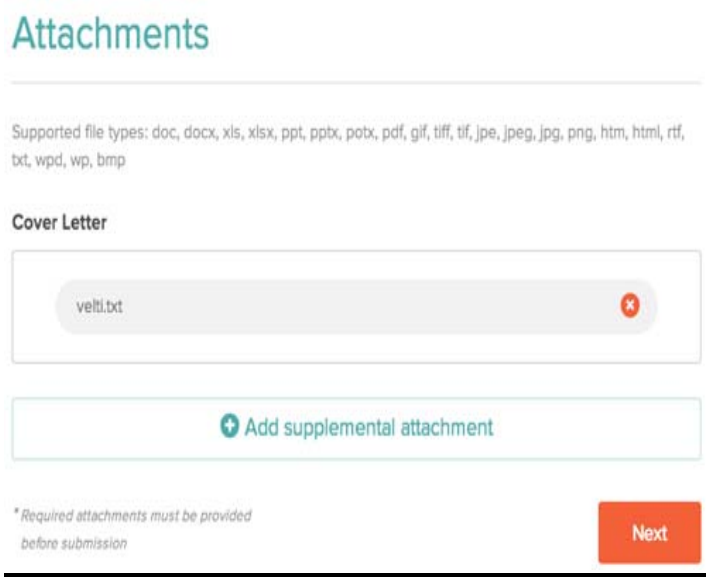
For some entries, the Remove link is present. It deletes the current entry, after a confirmation. Once deleted, the data cannot be recovered.

The last time that the entry was saved is also displayed at the top:

To complete your Basic Profile you will need to:

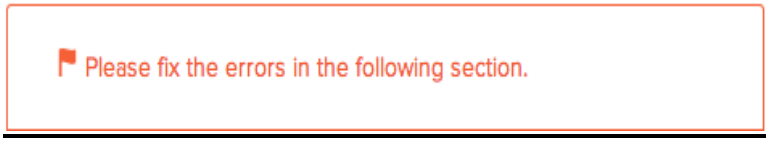
1. Provide general contact information.
2. Provide previous work experience information.

3. Provide educational information.
4. Provide additional information, including certificates and licenses, skills, and languages.
5. Provide references.
6. Answer any additional supplemental questions. These are general and agency supplemental questions. Depending on the hiring agency, this section may be blank.
7. Upload any attachments, such as a resume, education documents, drivers license, or specialized certificates. The only supported file formats are pdf, doc, and docx,
    - Attachments that are larger than ten megabytes are not accepted. If your file is larger than five megabytes, you should reduce the file size. If you are still unable to attach the file after following these steps, try deleting the cookies from your web browser or attempt to attach the file from a different web browser.



    - After you add one attachment, you can use Add supplemental attachment to add additional files.

Review each section. If there is an error, it is shown in the progress bar and in the section.



- Use Edit to open this item and correct any errors.

It can be helpful to gather this information and attachments before beginning to work on your Basic Profile.

You are now ready to apply to positions.

Applying for a VTA Position

To apply for a job:

1. Go to **www.VTA.org** click on **ABOUT US** Link.
2. **Click on EMPLOYMENT**
3. **Click on JOB OPENINGS**
4. Click on the job you want to apply for
5. Read the Job Description, Benefits and Supplemental Questions
6. Click on **APPLY** (to the far right of the page)
7. You will be asked to Log In with your **USERNAME** and **PASSWORD** (if you are not already logged in)
8. Log In if you are not already logged in

If you have already created an existing profile or application with GovernmentJobs.com choose one that you want to use to apply for the position. Or you can chose **NEW APPLICATION** if you want to create an entirely new application to apply for this position.

If you choose an existing application, you can edit the information on each page by using the **EDIT** function in the upper right corner of each box of information, be sure to SAVE your edits

Click on **NEXT** when you are ready to move to the next page.

AGENCY QUESTIONS
You must answer each of the AGENCY QUESTIONS

SUPPLEMENTAL QUESTIONS
You must answer each of the AGENCY QUESTIONS

Click on **PROCEED TO REVIEW** when you are ready to move to the next page

REVIEW
This is your last opportunity to Edit the information on each page by using the Edit function in the upper right corner of each box of information, be sure to **SAVE** your edits

Click on **PROCEED TO CERTIFY AND SUBMIT** when you are ready to move to the next page

CERTIFY AND SUBMIT
Please be aware that once you Certify and Submit your application, you will **not** be able to edit or attach any additional documents to this application.

Be sure to read the entire text and click on **ACCEPT AND SUBMIT** when you are ready to move to the next page.

Once you have clicked on **ACCEPT AND SUBMIT** the page will state

Application Submitted!

Successfully submitted on *Date and Time Submitted* Pacific Time

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

Thank you for considering a position with Santa Clara Valley Transportation Authority. Your application has been received

You will also be sent a confirmation email when the application has been successfully submitted

You can check on the status of a job application by clicking on **APPLICATIONS** in the top menu bar.

Your username also indicates the number of in-progress and complete applications, for example:

Help and Additional Information

Applicant Assistance:

- The On-line system provides an Applicant FAQ page **https://www.governmentjobs.com/home/faq#how-do-i-complete-an-online-application#** with answers to many questions – please first refer to this page if you are having difficulty or need additional information on using the On-line Application process

- Information on how to apply for Jobs at the VTA is available at the VTA Employment website and from the **GovernmentJobs.com Applicant Assistance Line (877) 204-4442 or (310) 469-0515. Governmentjobs.com Applicant support is available from 6:00AM to 6:00PM Pacific Standard Time Monday thru Friday, excluding holidays**. Due to the number of applicants, the VTA may not be able to provide individualized application assistance nor computer instruction.

- Due to the number of applications received, candidates must check their own application status through their on-line account. Candidates are also responsible for maintaining up to date phone numbers, address and email addresses on their on-line account. Contact NeoGov for assistance if needed.

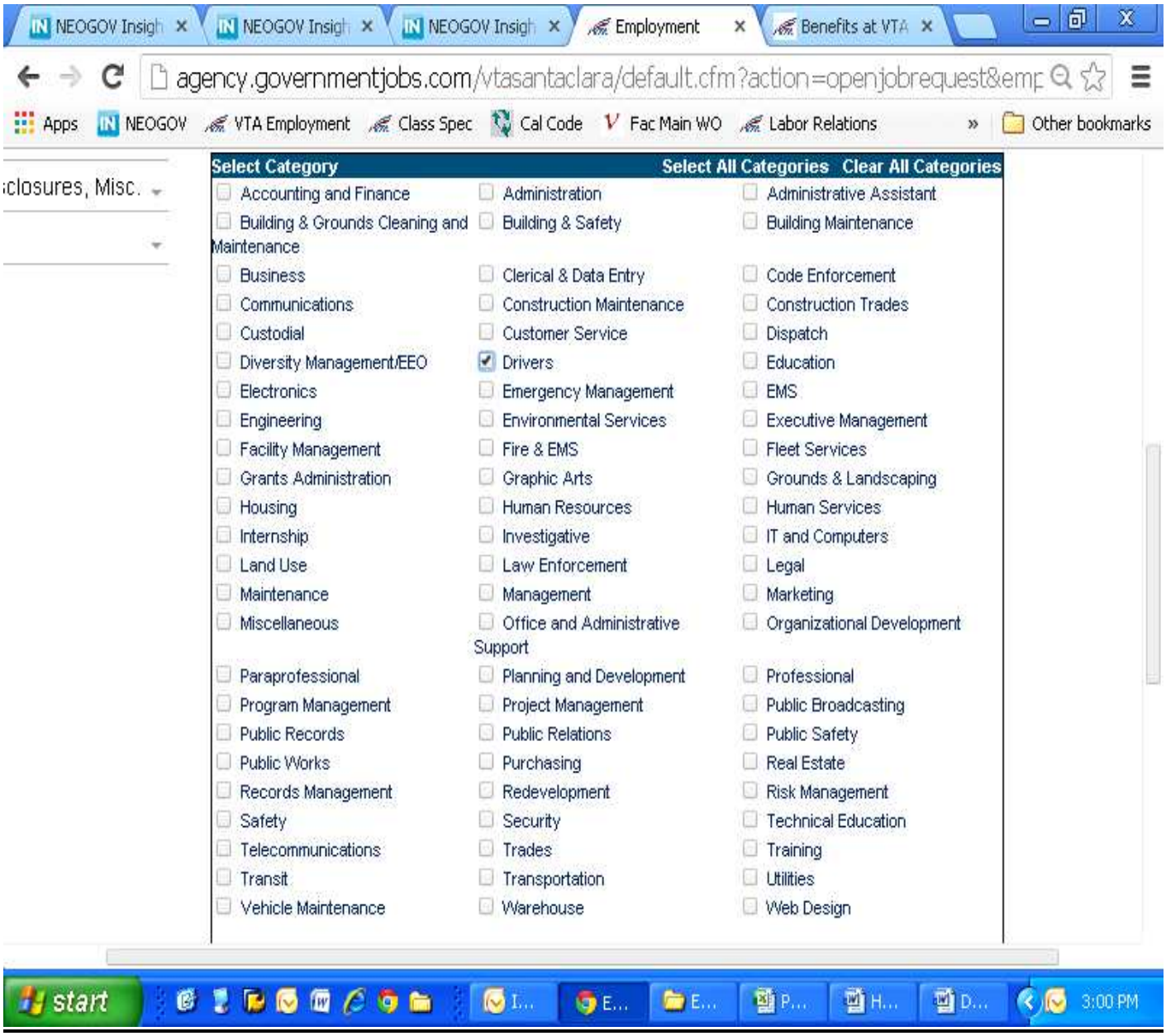
Help Information from the VTA website (www.VTA.org)

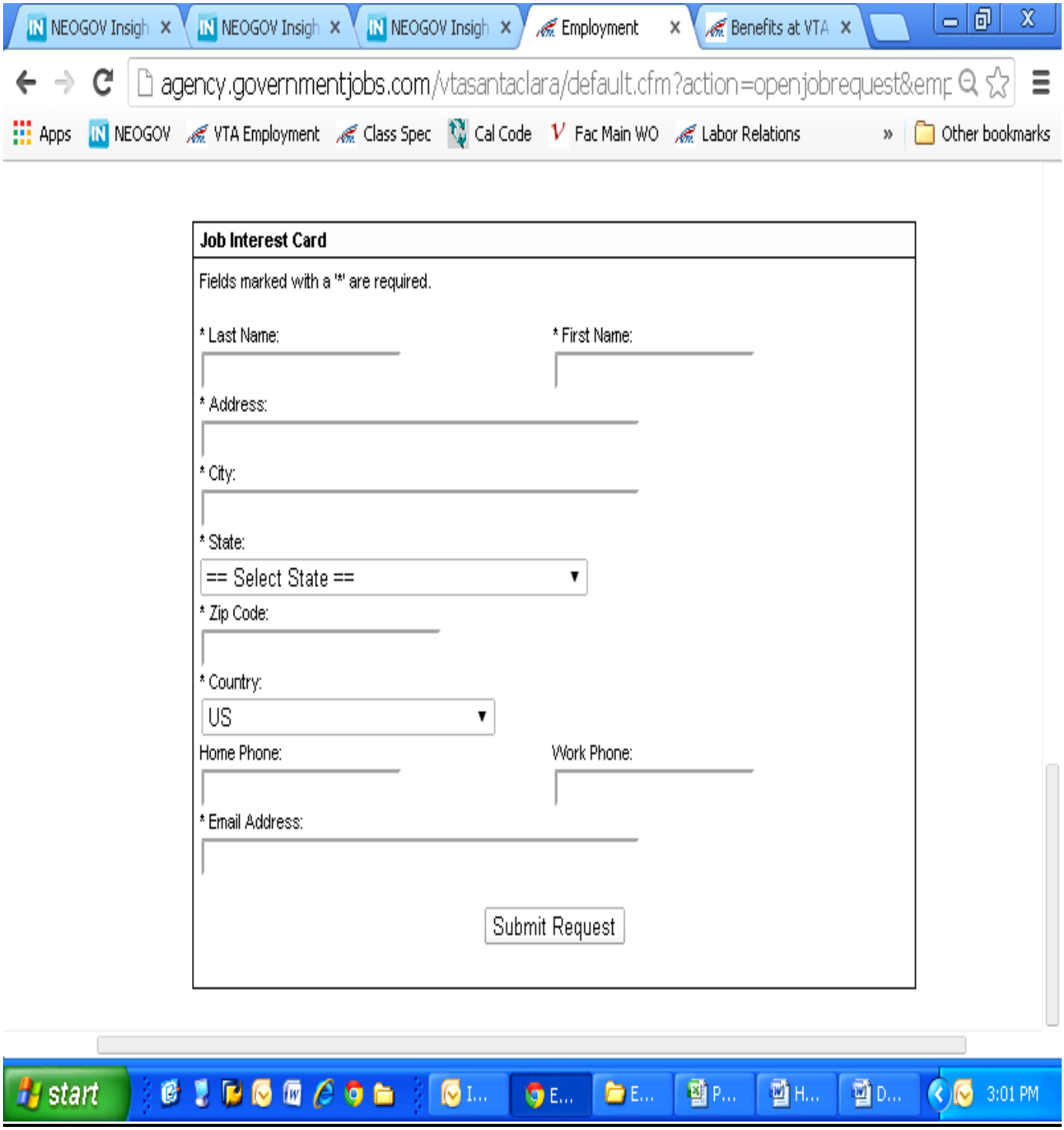
- Go to **www.VTA.org**
- Click **ABOUT US**
- Click on the **EMPLOYMENT** link
    - **View the Help: How to Apply To VTA Job tutoriall.**
    - **View the Help: Job Interest Card Completion From Classification Specifications tutorial**

Job Interest Card

1. **Job Interest Card by Occupational Category:**

- Go to **www.VTA.org**
- Click **ABOUT US**
- Click on the **EMPLOYMENT** link, select **JOB INTEREST CARD**
- Identify all of the **Occupational Category(s) of interest.** Complete your contact information and click on the **SUBMIT REQUEST** link. You will automatically be notified of positions within your selected Occupational Category(s) of interest.

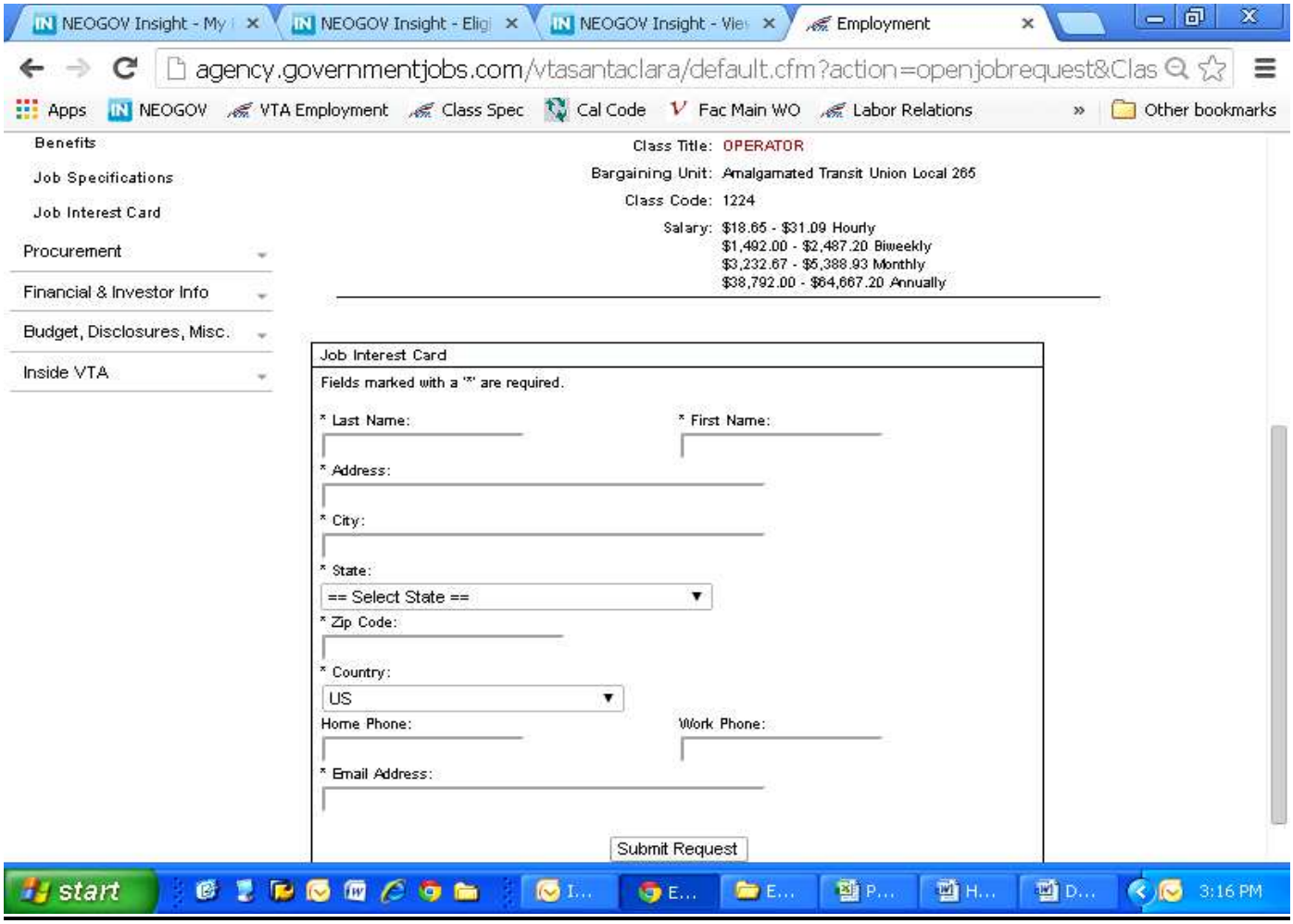




Important Information: Job Interest Card requests are completely separate from your GovernmentJobs.com account, profile and applications. Job Interest Cards expire 12 months after the date of submission

2. Job Interest Card by Classification Specification:

- Go to **www.VTA.org**
- Click **ABOUT US**
- Click on the **EMPLOYMENT** link, select **JOB SPECIFICATION**
- Identify the **Job Specification** of interest.
- Click on the **Job Specification Title**.
- Click on **EMAIL ME WHEN JOBS LIKE THIS BECOME AVAILABLE**
- Complete and submit the Job Interest Card. You will be automatically notified when a classification specification of interest is being recruited to.



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