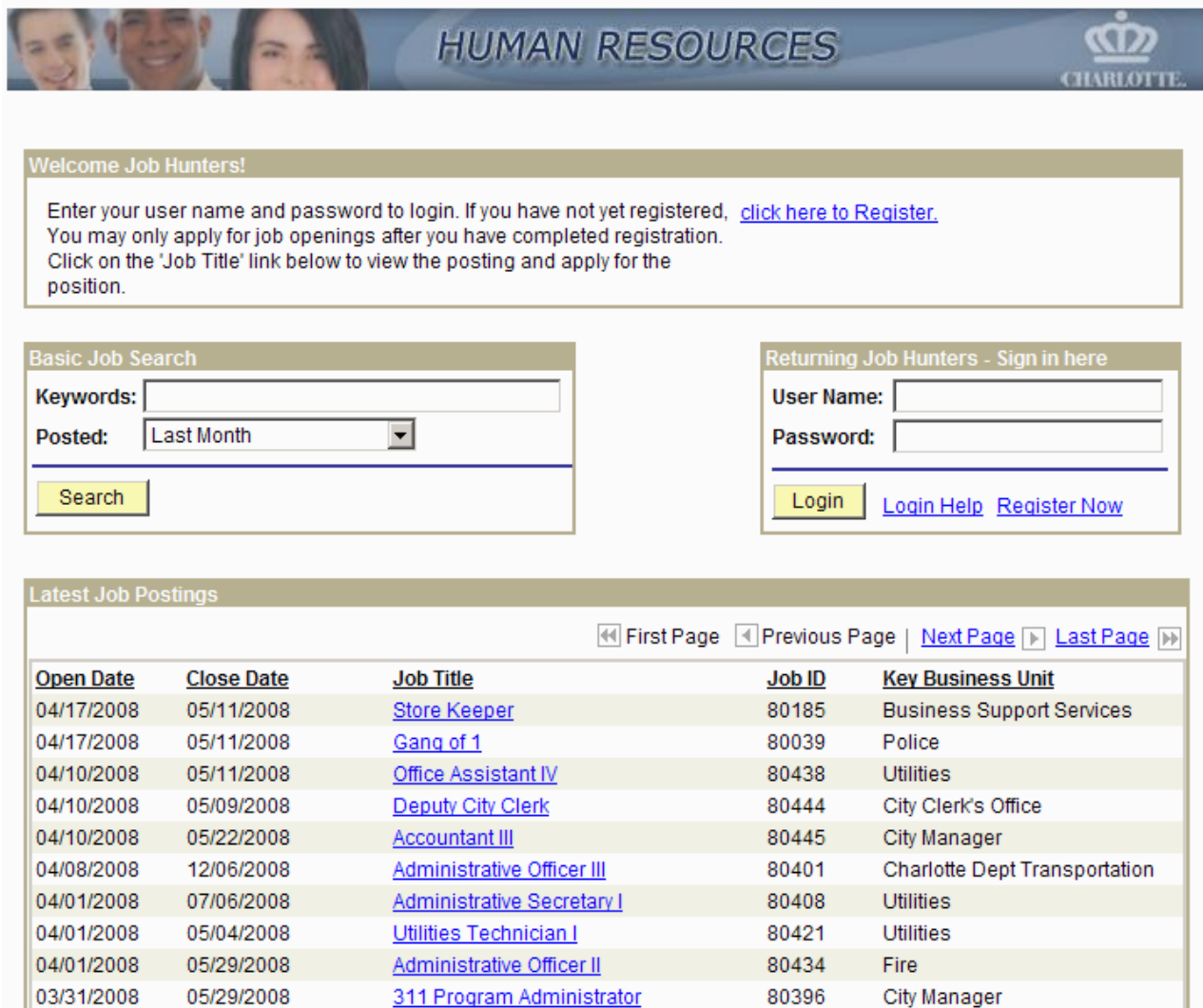


The City employs over 6,500 individuals engaged in various exciting professional, managerial, administrative, public safety, technical, clerical, skilled trades and general labor work. The City of Charlotte is proud of its diverse workforce.

The majority of job openings will require you to complete the online application for submission. If you need assistance completing your online application, you are welcome to visit the City of Charlotte Human Resources Department lobby where we have workstations available.

Our office is located at 700 East 4th Street, Suite 200, Charlotte, NC 28202. Our hours are Monday through Friday, 8 a.m. to 5 p.m. (EST), excluding official City holidays. We recommend that you call for an appointment at (704) 336-2285 or you may email a question to [jobs@ci.charlotte.nc.us](mailto:jobs@ci.charlotte.nc.us). Please note that we do not accept resumes, letters, or any other documents related to your application via this email address. To be considered, you must complete and submit an application.

It is important to always **Sign Out** after completing your session to maintain confidentiality.



**HUMAN RESOURCES**

CHARLOTTE

Welcome Job Hunters!

Enter your user name and password to login. If you have not yet registered, [click here to Register](#). You may only apply for job openings after you have completed registration. Click on the 'Job Title' link below to view the posting and apply for the position.

**Basic Job Search**

Keywords:

Posted:

**Returning Job Hunters - Sign in here**

User Name:

Password:

[Login Help](#) [Register Now](#)

**Latest Job Postings**

« First Page | Previous Page | [Next Page](#) | Last Page »

Open Date	Close Date	Job Title	Job ID	Key Business Unit
04/17/2008	05/11/2008	<a href="#">Store Keeper</a>	80185	Business Support Services
04/17/2008	05/11/2008	<a href="#">Gang of 1</a>	80039	Police
04/10/2008	05/11/2008	<a href="#">Office Assistant IV</a>	80438	Utilities
04/10/2008	05/09/2008	<a href="#">Deputy City Clerk</a>	80444	City Clerk's Office
04/10/2008	05/22/2008	<a href="#">Accountant III</a>	80445	City Manager
04/08/2008	12/06/2008	<a href="#">Administrative Officer III</a>	80401	Charlotte Dept Transportation
04/01/2008	07/06/2008	<a href="#">Administrative Secretary I</a>	80408	Utilities
04/01/2008	05/04/2008	<a href="#">Utilities Technician I</a>	80421	Utilities
04/01/2008	05/29/2008	<a href="#">Administrative Officer II</a>	80434	Fire
03/31/2008	05/29/2008	<a href="#">311 Program Administrator</a>	80396	City Manager

## How to Apply:

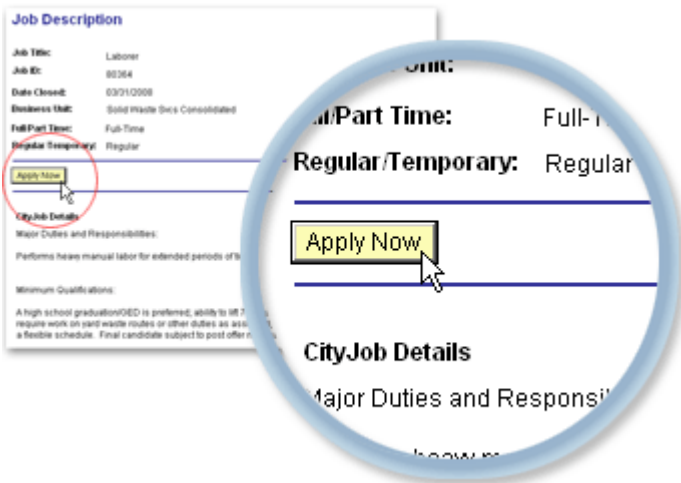
- In the **Latest Job Postings** section, find the job you wish to apply for. You may use the **Next** and **Previous** buttons to navigate through the list.



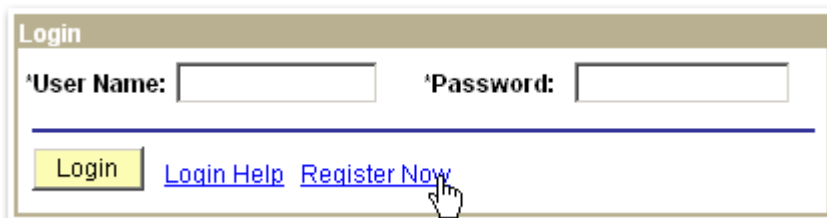
- To view more details about a job, click the **Job Title**.

Open Date	Close Date	Job Title	Job ID	Key Business Unit
02/04/2008	03/20/2008	<a href="#">Deputy City Engineer</a>	80338	Engineering & Property Mgmt

- To apply for the job you are viewing, press **Apply Now**.



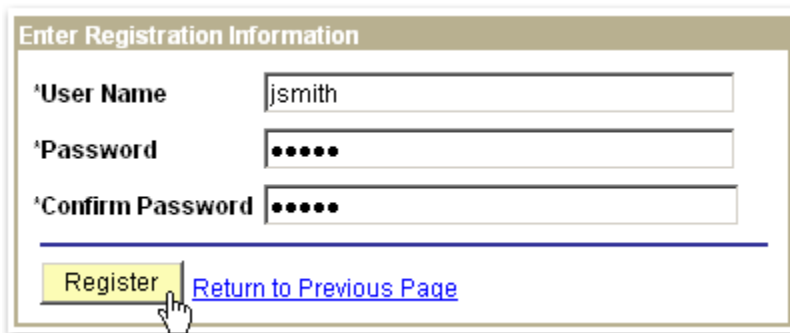
- If you have already created a **User Name** and **Password**, enter them here. If not click **Register Now**.



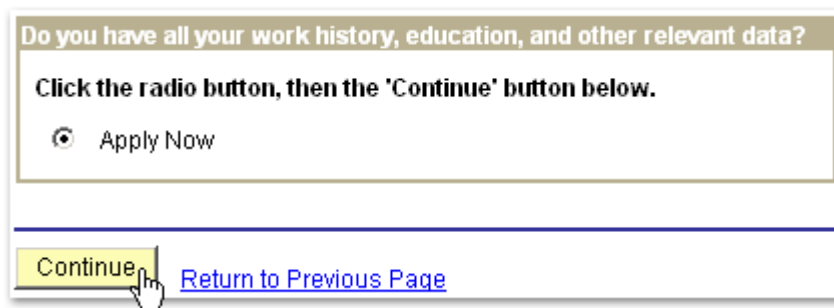
Login form with fields for User Name and Password, and buttons for Login, Login Help, and Register Now.

**Important:** Remember your username and password in order to log back in when visiting the City Jobs site again.

- To register, enter your desired **User Name** and **Password** (twice for confirmation), then press **Register**.



- Ensure you have all of your work history and education information handy. Click the **Apply Now** radio button, then press **Continue**.



- Next, fill out your personal information for your profile. Items marked with an asterisk (\*) are required. Once you are finished, press the **Save** button to move on.

**Note:** We highly recommend that you provide an email address. This will allow us to quickly contact you about your application or provide your password to you should you forget it.

If you do not have an email address, [www.emailaddresses.com](http://www.emailaddresses.com) provides a list of free web-based email services. *This is not a City of Charlotte site, nor does the City of Charlotte endorse or warranty that these services will meet your needs.*

- Complete the information in the **General Information** section of the application. Items marked with an asterisk (\*) are required.
- You may copy text from another document/resume and paste it into the appropriate fields.
- You may save your application in a draft status using the **Save for Later** button at the bottom of the page. We recommend saving periodically because the application will time out after one hour.
- To enter your previous work experience, click the **Add Work Experience** link.



- Begin with your present or most recent job and answer all questions as thoroughly as possible. Items marked with an asterisk (\*) are required.
- Press the **Save & Add More** button to add more jobs to your application, or press the **Save & Return** button to return to the main application.
- Select the Highest Education level you have achieved, then click the **Add High School Education History** link.



- Complete the information on the **Add High School Education** page. Items marked with an asterisk (\*) are required.
- If you have attended any college, business and/or trade school, click the **Add Post-High School Education History** link.



- Complete the information on the **Add Post-High School Education** page. Items marked with an asterisk (\*) are required.
- To list any training, classes or workshops you attended that are relevant to the position for which you are applying, click the **Add Job Training** link and enter the appropriate information.

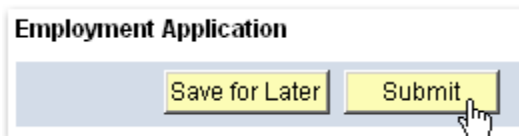


- If you are proficient in multiple languages, click the **Add Languages** link and complete the requested information.



- Enter Work Related Skills. Enter as much detail as possible and include any computer skills in this section.
- Enter any Licenses and Certifications, if applicable.
- Enter any Professional Memberships, if applicable.
- Please let us know how you found out about this job. Select the appropriate source.

- After completing your application thoroughly, press **Submit**.



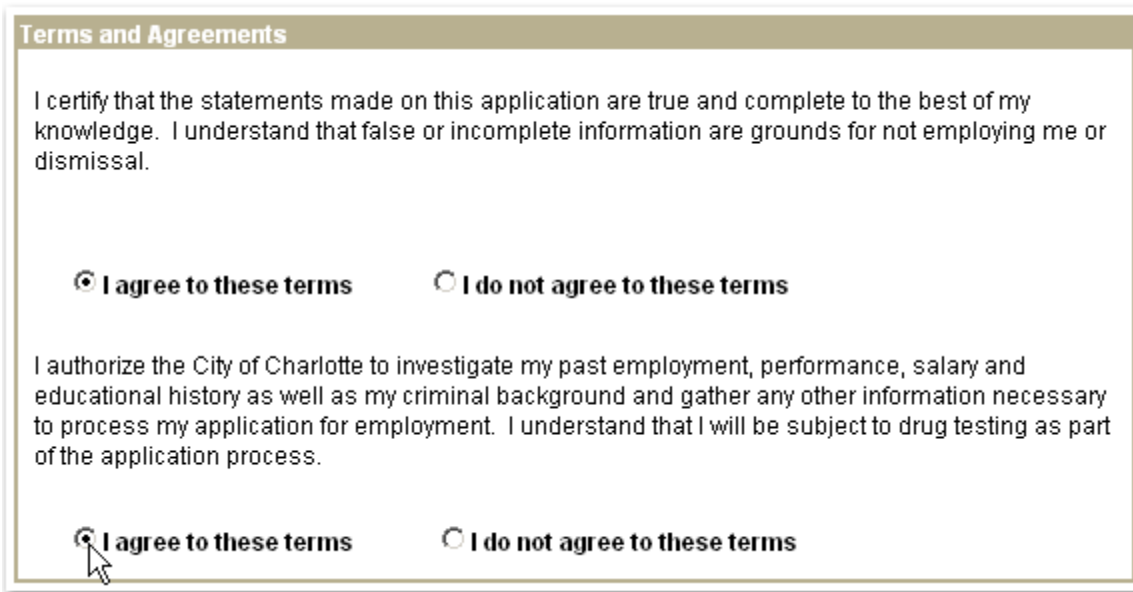
**Note:** If you are not finished with your application, you may press the **Save for Later** button and complete your application at another time without having to start over. Applications cannot be submitted after the **Close Date** listed on the **Careers** home page.

- You have the option of completing the **Self-Identification Details** section of the application. If you do not wish to complete this section, check the box beside **I decline to provide my self-identification details**.



\*Gender: Unknown  
Date of Birth:   
Ethnic Group: Not Specified  
 I decline to provide my self identification details.

- Before your application is submitted, you must agree to two sets of terms. Please acknowledge your agreement by clicking the two radio buttons.



**Terms and Agreements**

I certify that the statements made on this application are true and complete to the best of my knowledge. I understand that false or incomplete information are grounds for not employing me or dismissal.

I agree to these terms       I do not agree to these terms

I authorize the City of Charlotte to investigate my past employment, performance, salary and educational history as well as my criminal background and gather any other information necessary to process my application for employment. I understand that I will be subject to drug testing as part of the application process.

I agree to these terms       I do not agree to these terms

- Once you have agreed to the terms, press **Submit**. If you entered an email address, you will receive a confirmation at that address.
- To search for more open positions, click the **Careers Home** link.
- You may review the applications you have saved for later or submitted under **My Career Tools**.
- If your personal information changes, please update your profile using the **My Profile** link.
- If you forget your password when attempting to return to the City Jobs site, click the **Login Help** link.
- It is important to always **Sign Out** after completing your session to maintain confidentiality.

Thank you for applying for a job at the City of Charlotte. If you experience any problems, please call Human Resources during business hours at (704) 336-2285 or email [jobs@ci.charlotte.nc.us](mailto:jobs@ci.charlotte.nc.us).