



First Time Users - How to Apply

1. Click on **Search All Jobs** to view and apply for open jobs.

Click on the **Apply** button on the job opening screen for the job you wish to apply for;



2. Click on **Create Account** (Enter new user Registration);

Select "**I'm not a robot**";

Read the:

Palm Beach County Board of County Commissioners Terms and Conditions of Use Information

Click on the checkbox to indicate you have read and agreed to the items.



3. Click **Register**;

Confirmation message will display;

Click **Continue**.



4. Enter Email and Password;

Select "**I'm not a robot**";

Click on **Login**.



5. Complete the **Security Questions & Phone Number** section;

Click **Save** (you will directed to the Dashboard).



6. Click on **Job Openings** on the **Quick Links Tab** to view and apply for open jobs;

Click on the **Apply** button for the job you wish to apply for.



7. Choose from the following **3 options** to complete the employment application information:

- **Existing User Profile**
- **From a File** (upload a document you have saved, i.e., a resume to help complete your application)
- **New Application** (no prefill, will be completely blank)

8. Review each section, verify the data you have entered on your **Application** is correct and detailed. If you have made any updates to your information, click **Save**, located at the bottom of the screen.

9. Read the :

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Click on the checkbox to indicate you have read and agree to the *Terms and Conditions, Privacy Policy, and the Candidate's Code of Ethics*.



10. When all of the steps listed above have been completed, click **Submit**.

11. You will receive a confirmation message and email that your application is successfully submitted.