



Returning Applicants

1. Click on **Search All Jobs** to view and apply for open jobs;
Click on the **Apply** button for the job you wish to apply for.



2. **Sign In:**
Enter your email and password;
Select "**I'm not a robot**";
Click on **Login**.



3. You have **4 options** to complete the employment application when applying for a job.
Select from the following options:
 - **Existing User Profile**
 - **Previously Submitted Employment Applications**
 - **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)
4. **Complete/Modify** all sections of the **Application**.
5. 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.



6. 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 agree to the *Terms and Conditions, Privacy Policy, and the Candidate's Code of Ethics*.

7. Under the **Application Submittal Details**, please read the details and click on the checkbox.



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



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