



# Applying for Job

Tips on how to apply for a job “online”



Click on Jobs

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## CALENDAR [VIEW ALL](#)

**Fri, Oct. 25**  
Juvenile Crime Prevention  
Council Meeting at 8:30 AM

**Mon, Nov. 4**  
Board of Commissioners  
Meeting at 9am

**Mon, Nov. 11**  
Veteran's Day Observance -  
Yadkin County offices closed

**Mon, Nov. 18**  
Board of Commissioners  
Meeting at 7:00 PM

**Fri, Nov. 22**  
Juvenile Crime Prevention

## COUNTY NEWS [VIEW ALL](#)

**Fiscal Year 2013-2014 Yadkin County  
Recommended Budget  
FY 2013-2014 Recommended Budget (PDF)**

**Stay connected!**  
Subscribe to Notify Me to receive updates and  
information about community news and  
happenings. **Read on...**

**Keep in Touch**  
Stay in touch with us by following us on  
Twitter, becoming our friend on Facebook, or  
subscribing to one of our RSS Feeds.



Agendas & Minutes  
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Organizational Chart

 PAY TAXES ONLINE  
 TRANSPARENCY  
 REPORT A CONCERN  
 MEDIA CENTER  
 NOTIFY ME

[Home](#) > [Job Opportunities](#)



## Job Opportunities

Search through Yadkin County's employment opportunities. Subscribe to job posting notifications to be automatically alerted of the latest career opportunities by clicking on the Notify Me button.

 RSS  Notify Me

Search

Select a Category ▼



Sorted by [Job Title](#) ▼

### ▼ Parks and Recreation

#### Maintenance Mechanic I

Posted October 21, 2013 8:00 AM | Closes November 6, 2013 5:00 PM

Maintenance Mechanic I RESPONSIBILITIES: This employee will be responsible for assisting with maintenance and repair of all of the county park facilities and all... [Full Description](#)

[Apply Online](#)

#### Tools

 Download Application

 Email Resume

#### Categories

All Categories

■ Parks and Recreation

Once you have chosen the job that you want to apply for you will Click **Apply Online**.

### Existing User

If you have previously created an account on this site, you do not need to create a new login.

### New User

If you do not have an account on this site, please enter a desired User ID and Password in the appropriate boxes and click 'New User'.

### Password Requirements

The password is case sensitive and must be at least 5 characters long.

**Online Job Application**

User ID:

Password:

[Forgot Password?](#) |  [Remember Me](#)

Benefits of being a registered user:

All first time applicants must register first. To do this you will enter your desired username and password and then click on **New User**.

[Home](#) > **Online Job Application**

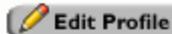
## Online Job Application

Logged in as: Jane Doe [Logout](#)

Selected Job: None [View Job Listings](#)

 Submit Application

 Preview Application

 Edit Profile

 View My History

### Profile:

**[Login/Email](#)**

[Contact](#)

[Personal](#)

[Education](#)

[Military](#)

[Employment](#)

[References](#)

[Upload](#)

[Documents](#)

### Actions:

[Submit Application](#)

[Preview Application](#)

[Edit Profile](#)

[View My History](#)

[Logout](#)

[Job Listings](#)

[Upload Documents](#)

## Login/Email

Username: Jane Doe

Email \*:

Password\*:

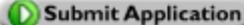
Clicking Save, Previous or Continue saves your answers.

You will complete the questions – you can see where you are in the process by looking at the left hand menu (under profile) – the page that you are currently on will be **Bold**.

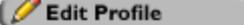
## Online Job Application

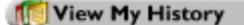
Logged in as: Jane Doe [Logout](#)

Selected Job: None [View Job Listings](#)

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### Contact

First \*:

Middle Initial :

Last \*:

Street Address \*:

Apartment/Unit # :

City \*:

State \*:  

Zip \*:  xxxxx

Phone \*:  xxx-xxx-xxxx

Clicking Save, Previous or Continue saves your answers.

You will continue on through the application and will see the Green Checkmark  beside the sections that have been completed properly.

[Home](#) > **Online Job Application**

## Online Job Application

Logged in as: Jane Doe [Logout](#)

Selected Job: None [View Job Listings](#)

 Submit Application

 Preview Application

 Edit Profile

 View My History

### Profile:

✓ [Login/Email](#)

✓ [Contact](#)

✓ [Personal](#)

✓ [Education](#)

✓ [Military](#)

✓ [Employment](#)

✓ [References](#)

[Upload Documents](#)

### Actions:

[Submit Application](#)

[Preview Application](#)

[Edit Profile](#)

## Upload Documents

Please upload any supporting documents, such as a resume or certifications.

[Upload Documents Here](#)

Clicking Save, Previous or Continue saves your answers.

Previous

Save

Reset

Cancel

Continue

Once you have completed the application you can upload your resume by clicking *upload documents here*.

## Online Job Application

Logged in as: Jane Doe [Logout](#)

Selected Job: None [View Job Listings](#)

 Submit Application

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 Edit Profile

 View My History

### Profile:

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- ✓ [References](#)
- [Upload Documents](#)

## Upload a File

Browse...

Upload

(Max File Uploads Allowed:5)  
(Files Uploaded:0/5)

Now you will click on **Browse** to find your resume. Once you have located it you will click **Upload**.

## Online Job Application

Logged in as: Jane Doe [Logout](#)

Selected Job: None [View Job Listings](#)

 [Submit Application](#)

 [Preview Application](#)

 [Edit Profile](#)

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### Profile:

✓ [Login/Email](#)

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### Actions:

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## Upload a File

(Max File Uploads Allowed:5)

(Files Uploaded:1/5)

JaneDoeResume.docx

10/22/2013 1:41:02 PM

You will know the upload was successful when you see your document here

## Online Job Application

Logged in as: Jane Doe [Logout](#)

Selected Job: Maintenance Mechanic I [View Job Listings](#)

[Submit Application](#) [Preview Application](#) [Edit Profile](#) [View My History](#)

### Profile:

- ✓ [Login/Email](#)
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### Actions:

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## Submit Application

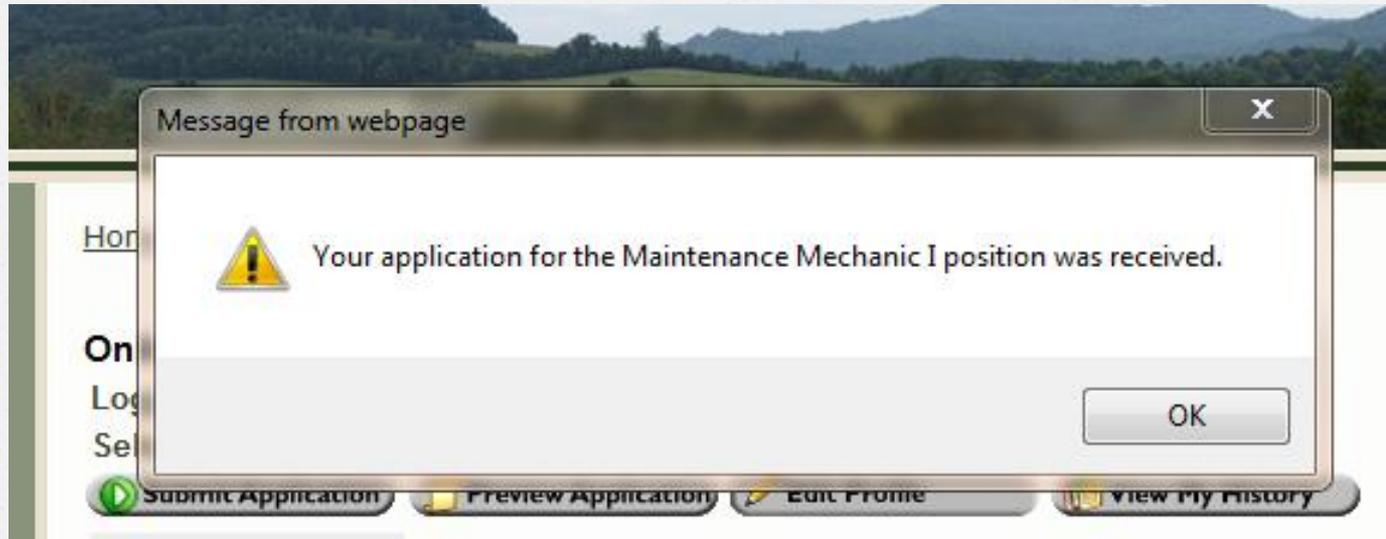
I certify that my answers are true and complete to the best of my knowledge and that intentional misrepresentations or omissions may be cause for the rejection of my application and that if hired I may be released from employment.

I understand that the company may require me to successfully complete a pre-employment drug and alcohol test as a condition of employment and that continued employment may be based on the successful completion of similar tests.

I understand that the company may as part of the hiring process request an investigative consumer report from a third party entity or agency including information concerning my character, general reputation, personal characteristics, credit records, and mode of living.

I may make a written request to the company to provide me with additional information regarding the nature and scope of any such report.

Now you are ready to submit your application



You will receive this message once your application has been Successfully submitted.

## Application History

Job applications will be deleted on a regular basis, if you wish to keep a permanent copy for your records, please click on 'Open PDF' and print.

<u>Job Title</u>	<u>Date/Time Submitted</u>	<u>View Application</u>
Maintenance Mechanic I	10/22/2013 2:45:42 PM	<u>Open PDF</u>

You will also see the positions that you have applied for in your application history.