

Durham County Human Resources Department
Instructions for Online Employment Applications

Welcome to the Online Employment Application System. The online application is the primary tool used to evaluate applicants for employment with Durham County. Read the instructions carefully before getting started. You will need to collect some necessary data; employment history, supervisor names, salary, etc. to assist with the completion process and prevent system idle time. Excessive idling will automatically end the process and cause data loss.

Upon submission of the completed online application, new users will be assigned an applicant number and prompted to create a password. Please retain your applicant number and password for future system access. Human Resources will **not** have access to this information.

When completing the application, do not click the back arrow icon located in the menu bar. This will automatically end the session and cause data loss.

Getting Started

To display the list of current job openings, click on the arrow to the left of “**Employment Opportunities**”. Then click on the job category that reflects the type of position you seek. Click on the arrow to the left of the position of interest. Then double click on the desired job title to display a brief description of work and job requirements. If this is your position of interest, click on the APPLY button and review the information provided on the login screen for assistance with the online application process.

New Applicant

If this is your first time applying for a position using the Online Employment Application System, click on the APPLY button. Do not enter data in the Applicant Number or Password fields. Click on the CONTINUE button located at the bottom of the screen. Complete Tab 1 (Personal Data) through Tab 5 (General Information). Do not click on the send button until you have completed Tab 5.

Returning Applicant

If you are a returning user, click on the APPLY button and enter your APPLICANT NUMBER and PASSWORD in the appropriate fields. Click on the CONTINUE button located at the bottom of the screen. If you are not making any changes to existing data in the system, click the SEND button and you have successfully applied for the vacant position.

Updating and Editing your Application

It is important to keep your online application data up to date. You may edit your application at anytime by returning to the website and accessing the on-line application system. Upon accessing the system, click on "Employment Application," and then click on any job category and the "Change Application Data" button will appear. Click on the Change Application Data button and enter your applicant number and password in the appropriate fields and then click the "Continue" button. Click on the tab that contains the data that needs to be edited and enter your changes. Click on the "send" button to save your changes.

Monitoring the Status of your application

You can monitor the status of your active application online by clicking on the application status button. The application status definitions are:

- **In Process**- Application has been received and is awaiting screening or has been forwarded to the hiring official for consideration. This does not imply the hiring official will call you for an interview.
- **Eliminated**- Your application is no longer being considered for employment.

Technical Issues/Problems

If you have questions regarding your online application, please contact the Human Resources Department at (919) 560-7900 or via email at HumanResources@durhamcountync.gov. If you encounter difficulty submitting your application or require any further assistance, please contact our SAP Shared Services department at (919) 560-7314.

Thank you for your interest in employment with Durham County Government.