



Online Employment Application Instructions

www.cranberrytownship.org/employment

Applications for all posted positions /general applications (except Police Officer) are only accepted online.

Before you begin:

- Applying online will take approximately 15-20 minutes
- You will type directly into the online application.
- Once you click "Submit" you will not be able to edit the application but, using your log-in, you will be able to edit or update your online profile

Sections of the Application:

- Personal information
- Work History
- Education
- Certifications- necessary for specific positions
- Skills- necessary for specific positions
- Professional References
- Personal References
- Attachments- electronic copy of resume or other documents according to specific positions
- Certification- verify that all information is true and correct to the best of your knowledge

Step 1:

Click on the "Begin Process button.

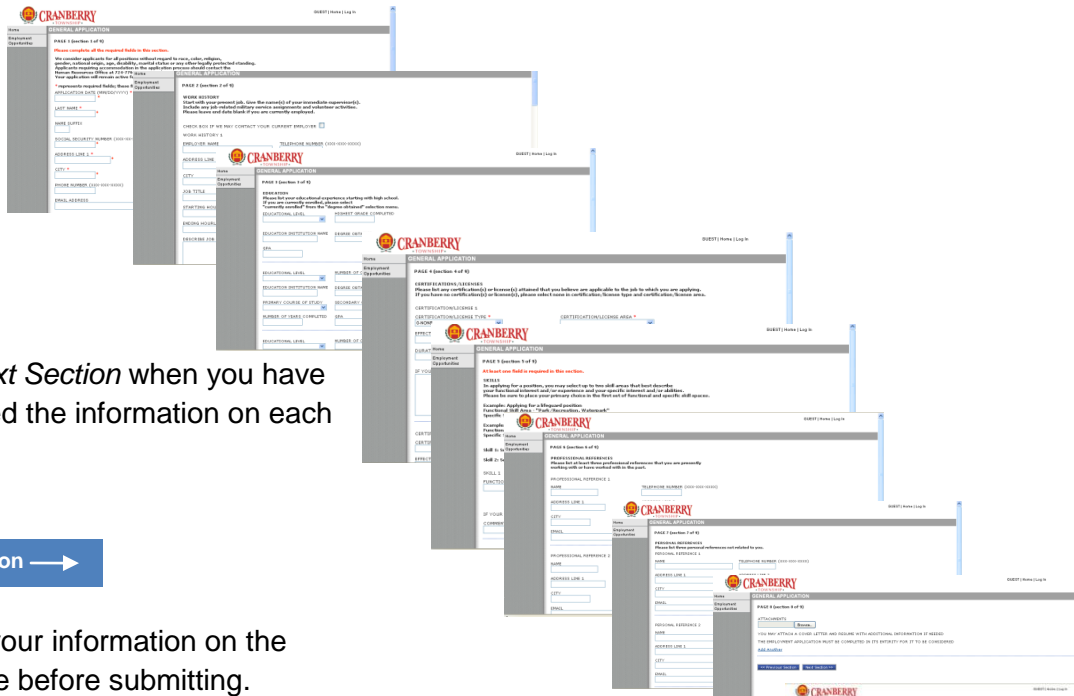


Step 2:

Click on the "Apply" link next to the **Open Position** for which you wish to apply. If a particular position is not listed, click on the "Apply" link for "**General Application**." All applications, whether for a particular open position or for general positions not currently open, will remain active for twelve months.

The screenshot shows the Cranberry Township Employment Opportunities webpage. At the top, there is a navigation bar with 'Home', 'Employment Opportunities', and 'Log In'. Below the navigation bar, there is a section titled 'EMPLOYMENT APPLICATION (FOR ALL POSITIONS EXCEPT POLICE OFFICER)'. The main content area is divided into two columns: 'Positions Available' and 'Special Requirements/Notes'. The 'Positions Available' column contains a table with three rows: 'LABORER, PARKS MAINTENANCE', 'LABORER, SEWER AND WATER', and 'AQUATIC FACILITY MANAGER'. The 'Special Requirements/Notes' column contains detailed information for each position, including job duties, responsibilities, and application requirements. Red and green arrows are overlaid on the screenshot to highlight specific elements: a red arrow points to the 'GENERAL APPLICATION' link in the first row, a green arrow points to the 'LABORER, PARKS MAINTENANCE' row, and red and green arrows point to the 'Apply' links in the 'Special Requirements/Notes' column for the first two rows.

Follow the instructions on each section of the online application.



Click *Next Section* when you have completed the information on each page.

Next Section →

Review your information on the final page before submitting.

Review all information →

GENERAL APPLICATION

Please review your application. Click "Submit Application" to complete it. Use the "Change" link instead of the back button to edit your application.

PAGE 1

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, marital status or any other legally protected standing. Applicants requiring accommodation in the application process should contact the Human Resources Office at 724-776-4806 or send an email to HR@cranberrytownship.org. Your application will remain active for twelve months.

* represents required fields; these fields must be completed before submission of the application.

APPLICATION DATE (MMDD/YYYY) 2/7/2011

LAST NAME * Smith
FIRST NAME * John
MIDDLE INITIAL
NAME SUFFIX
PRIOR LAST NAME Jones
SOCIAL SECURITY NUMBER 111-11-1111
YOUR SOCIAL SECURITY NUMBER IS SECURE ON THIS SITE
ADDRESS LINE 1 * 100 Cranberry Lane
ADDRESS LINE 2
CITY * Cranberry Twp
STATE * PENNSYLVANIA
ZIP CODE *

Step 3:

Submit application. Once the application has been submitted, you will be issued a PIN number to access your account or to update your online profile.

Employment Opportunities

Your application has been submitted. Thank you for your interest. When using this site in the future you can log in with the PIN **0000**, which will make the process faster.

As part of the submission process, a new browser window is being used to redirect you to another location. There you can continue the application process. If you were not automatically redirected, please click [here](#) to redirect manually.

PAGE 1

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, marital status or any other legally protected standing. Applicants requiring accommodation in the application process should contact the Human Resources Office at 724-776-4806 or send an email to HR@cranberrytownship.org. Your application will remain active for twelve months.

* represents required fields; these fields must be completed before submission of the application.

APPLICATION DATE (MMDD/YYYY) 2/7/2011

LAST NAME * Smith
FIRST NAME * John
MIDDLE INITIAL
NAME SUFFIX
PRIOR LAST NAME Jones
SOCIAL SECURITY NUMBER 111-11-1111
YOUR SOCIAL SECURITY NUMBER IS SECURE ON THIS SITE
ADDRESS LINE 1 * 100 Cranberry Lane
ADDRESS LINE 2
CITY * Cranberry Twp

PIN Number Issued to Applicant

Applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, disability, marital status or any other legally protected standing. Applicants requiring accommodation in the application process should contact the Human Resources Office at 724-776-4806 or by email at HR@cranberrytownship.org.

