



# City of Lawrence

## How to Search and Apply for City of Lawrence Job Opportunities

[www.LawrenceKS.org/Jobs](http://www.LawrenceKS.org/Jobs)

\*Please note that the City of Lawrence only accepts online applications. In order to apply for a job opportunity with the City of Lawrence you **MUST** have an **e-mail address**.

### How to Search for Job Opportunities

- 1) Go To: [www.LawrenceKS.org/Jobs](http://www.LawrenceKS.org/Jobs)
- 2) Click on the blue Search Jobs button



- 3) In the **Search By Title Field** click on the box located next to the position that you are interested in.
- 4) In the **Run Search Field** click the **Search** Box
- 5) Click on the hyperlink for the position that you are interested in viewing. You will be taken to the job bulletin so that you can view the description for the position.

### How to Apply for Job Opportunities

#### **NEW USERS.....After you have searched for a position**

- 1) After you have searched for a job by clicking on the hyperlink for the position that you are interested in viewing. Click on the **Apply** button located at the top right hand side of the job bulletin screen.
- 2) If you are a new user you will be directed to the City of Lawrence Online Application form. You will need to complete this form in full, and then click the **Next** button located at the bottom of the application.

#### **EXISTING USERS.....**

All existing users (those that have already created a username and password) **MUST login on the Main Menu Screen** in order to apply for job opportunities.

- 1) Go to [www.LawrenceKS.org/Jobs](http://www.LawrenceKS.org/Jobs)
- 2) Click on the blue Search Jobs button



- 3) Click on the **Login** hyperlink located on the top right hand side of the screen.
- 4) Login with your username (e-mail address) and your password.
- 5) You will then be re-directed to the main menu screen.
- 6) In the **Search By Title Field** click on the box located next to the position that you are interested in.
- 7) In the Run Search Field click the **Search** Box
- 8) Click on the hyperlink for the position that you are interested in viewing. You will be taken to the job bulletin so that you can view the description for the position.
- 9) Click on the **Apply** button located at the top right hand side of the job bulletin screen.



## How to Update Your Application

All existing users (those that have already created a username and password) **MUST login on the Main Menu Screen** in order to update the City of Lawrence Application.

1 Go to [www.LawrenceKS.org/Jobs](http://www.LawrenceKS.org/Jobs)

2) Click on the blue **Search Jobs** button



3) Click on the **Login** hyperlink located on the top right hand side of the screen.

4) Login with your username (e-mail address) and your password.

5) You will then be re-directed to the main menu screen.

6) In the **My Profile** field click on the **Go** button to update your application. You will be re-directed to your application information.

7) Update your application as needed and then click **Save** at the bottom of the application screen.

## How to Update Your Résumé

All existing users (those that have already created a username and password) **MUST login on the Main Menu Screen** in order to update the City of Lawrence Application.

1 Go to [www.LawrenceKS.org/Jobs](http://www.LawrenceKS.org/Jobs)

2) Click on the blue **Search Jobs** button



3) Click on the **Login** hyperlink located on the top right hand side of the screen.

4) Login with your username (e-mail address) and your password.

5) You will then be re-directed to the main menu screen.

6) In the **My Information** field click on the **Go Button** to update your résumé. You will be re-directed to your registration information.

7) Click on the **My Resume** box located on the top right hand side of the screen.

8) Click on the hyperlink that says **Replace My Current Resume** to replace your resume, and then follow the instructions on the screen for how to update your résumé.

9) You may also update your Resume, Cover Letter and Additional Document directly on your job application. To do this click **Go** next to **My Profile** and your application form will pop up. Make sure to click **Save** at the bottom of the application after making updates to it.

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