

## HOW TO APPLY FOR A JOB WITH THE CITY OF CINCINNATI:

If this is the first time you are applying for a position using our online job application, you will need to create a **Username** and **Password**.

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### 1. To Create an Account:

Click Here: <https://www.governmentjobs.com/Applications/Index/cincinnati>

- a. You will need an email address
- b. Create a **USER NAME**
- c. Create a **PASSWORD**
- d. Click “Create”

### 2. To Apply:

Click Here: <http://agency.governmentjobs.com/cincinnati/default.cfm>

- a. Click on the **Y2WK Intern** job from the listing
- b. Click “**APPLY**” button below the Job Description
- c. Complete **MANDATORY/REQUIRED** sections of the application listed below:
  - i. General Information
  - ii. Work
  - iii. Education
  - iv. Skills
  - v. Agency Questions
  - vi. Supplemental Questions
- d. **REVIEW** your application
  - i. Be sure to complete **ALL** sections!
- e. **SUBMIT** Application
  - i. If you did not complete the application – SAVE it and do not SUBMIT.