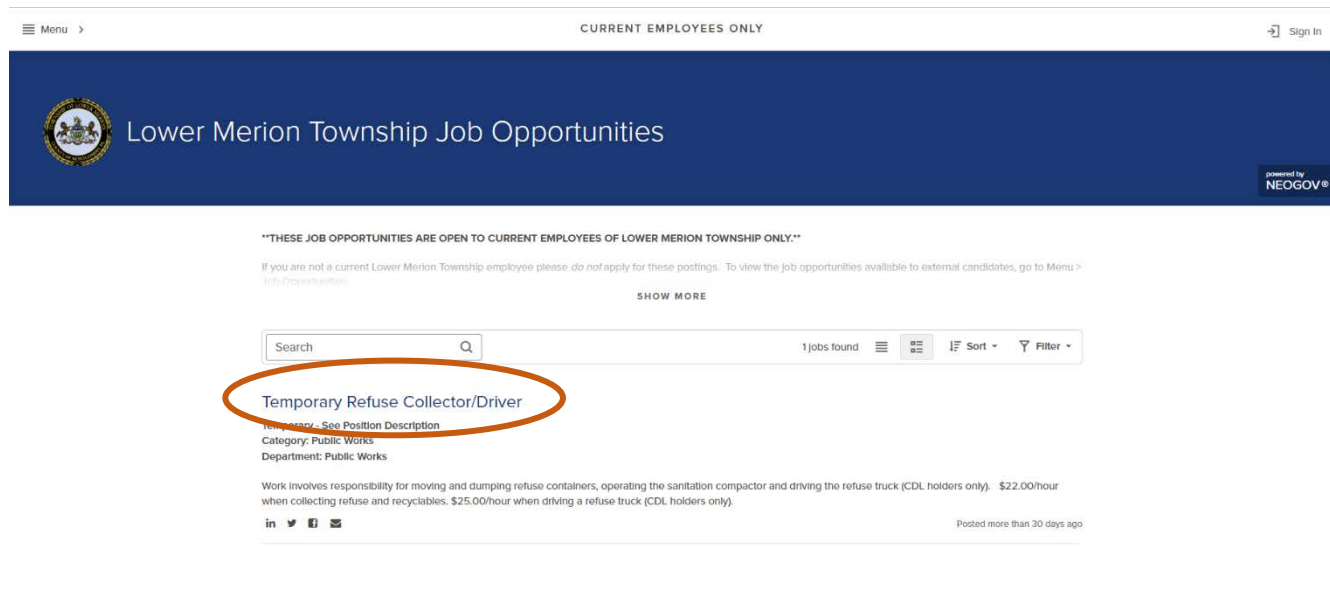


## Lower Merion Township NEOGOV Online Employment Application Guide

1. Go to <https://www.governmentjobs.com/careers/lowermerion/>
2. On the Job Opportunities page, click on the title of the position for which you want to apply.



3. When the position information pops out from the right side of the screen, click “Apply” in the top-right corner.



## First Time Users

If this is the first time you are completing an employment application on NEOGOV, you will be required to create an account.

To create an account, click on “Create an account” as shown below:

The diagram illustrates the user flow for creating a new account. On the left, the 'SIGN IN TO APPLY' section features a 'Create an account' link circled in orange. Below this link are two empty input fields, a green 'Sign In' button, and links for 'Forgot Username?' and 'Reset Password'. An orange arrow points from the 'Create an account' link to the 'Create Account' section on the right. The 'Create Account' section includes three input fields labeled 'Email', 'Username', and 'Password', each with an information icon on the right. Below these fields is a green 'Create' button.

*Note: You will need an email address to create an account. Email accounts are available for free from many different providers (e.g., Gmail.com, Outlook.com, or Yahoo.com). **You will receive updates regarding your application at this email address.***

Complete the fields with your email address, a username you create, and a password you will remember.

- If you created a NEOGOV account before, you cannot use the same email address again to create a new account. If you created a NEOGOV account before and can't remember your username, click on Forgot username. An email will be sent with your username.
- Your password must be at least 12 characters in length and contain upper- and lower-case letters, numbers, and symbols.

Once your account is created, an automated email will be sent.

### ***Check your email!***

**You will have one hour to click on the link to confirm your email address.** After one hour, you will have to request a new confirmation link.

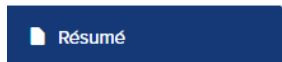
The email will look like this:



Click "Confirm". This will take you back to the job opportunities page for you to log in.

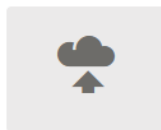
If you are creating an account for the first time, you may have to read through updated Privacy Policy and Terms of Use. Scroll down, and if you accept, check the box next to "I accept the Privacy Policy and Terms of Use," and then click Confirm. *If you do not accept the terms, you will not be able to apply.*

Next, you will be prompted to import your resume. This is not required, but it is encouraged since it will save you time by automatically completing many of the application fields with your information. If you don't want to import a resume, just click "Skip this step".



## Import Your Résumé

Save time by importing your information into our system automatically



Upload from Computer


Supported file types: .pdf, .doc, .docx, .txt

To manually fill in your information, you can

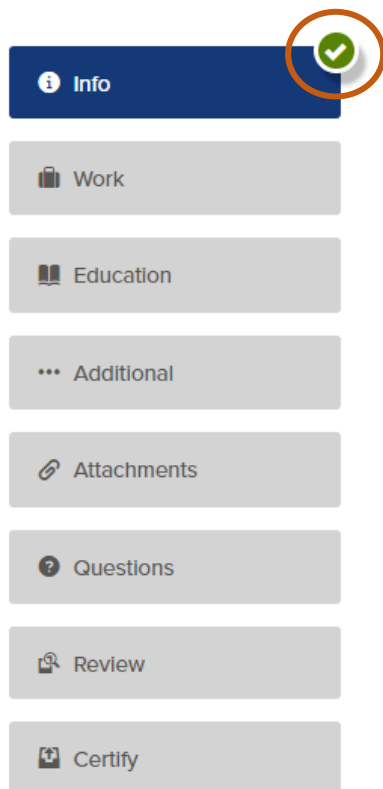
Skip this step

Now, complete each section of the application with your information. If you imported your resume, you may see most of your information is already completed.

Any field marked by a red asterisk (\*) is required. If you miss something that is required, you will see the following alert:  Please fix the errors in the following section.

After completing the information on each step, click . You can also save and return to the application later.

You will see a check mark next to each section after you have completed it.



### ***Good to know:***

All the information you input is saved so you don't have to input it again if you apply for any other available positions.

### Returning Users

If you've completed an application on NEOGOV before, you should see most of your information is already completed.

Review each section of the application and confirm all information is correct. Any field marked by a red asterisk (\*) is required. If you miss something that is required, you will see the following alert:

 Please fix the errors in the following section.

4. If you want to cancel your application or start over, click “X” in the top right corner.

The screenshot shows the 'Education' form in a web application. On the left is a sidebar with navigation links: Info, Work (1), Education (1), Additional, References (3), Attachments, Questions, Review, and Certify. The 'Education (1)' link is selected. The main form area is titled 'Education' and contains fields for School Name (Penn State), Type (College/University), Address (State College, PA US), Website, Major/Minor (Business), Degree (Bachelor's), and Units Completed (8). A modal dialog box is centered on the screen with the text: 'You are leaving the application process. Do you want to proceed?'. It has two buttons: 'Don't leave' and 'Leave Application'. In the top right corner of the application, there is a 'Support' link and an 'X' icon, which is circled in orange with an arrow pointing to it from the left.

5. When you're ready to submit your application, click on Accept and Submit. That's it! Your application will go to the department for review.

The screenshot shows the 'Certify' form. The sidebar on the left has the 'Certify' link selected. The main form area is titled 'Certify' and includes a note: 'Fields marked with an asterisk (\*) are required'. Below this is a large text area containing a certification statement and a signature line. At the bottom right, there are two buttons: 'Decline' and 'Accept & Submit'. The 'Accept & Submit' button is highlighted with an orange circle.

*Check your email!*

Invitations to participate in the recruitment process (interview, testing, etc.) will be sent via NEOGOV, so be sure to continue monitoring your email inbox.