

Steps to Create Your Online Application

Create your Username and Password

The first time you complete an application, you will be asked to create a username and password. You will be asked to enter them each time you access the system, so you may want to write them down for your records. Your password is case-sensitive (i.e., "Password" is not the same as "password"). **NOTE:** You can only create one username and password.

Before you begin, you'll want to have your employment and education information ready.

Complete the Application

After creating your username and password, you will be taken through a series of screens asking different information:

- Create your password retrieval question and answer
- Personal Information/Application Questions
- Employment History
- Education
- Certification
- Voluntary Demographic Data

Create Your Password Retrieval Question and Answer

In the event that you forget your password, you can answer a question that you previously created in order to reset your password.

Type a question you can easily remember the answer to, such as:

- What is your favorite color?
- What is your mother's maiden name?

Provide your answer in the box indicated. Your answer is case-sensitive (i.e., "Answer" is not the same as "answer").

Personal Information/Application Questions

You will be asked for basic contact information, such as your name, address, phone number and e-mail address. Any information you provide here will be seen by the hiring department for any jobs you apply for. Any field marked with an (*) is a required field. When you have completed entering your information, click '**Save and Continue to Next**'.

Employment History

Enter your employment history for the past five years, beginning with the most recent employment. If you do not have any work experience, enter NONE in the Employer Name. If you have work experience, you must provide details. **NOTE: Do not write see resume, cover letter,**

etc. in lieu of providing detailed employment history or your application will be considered incomplete and you will be disqualified.

- To add a new entry, click on the '**Add New Entry**' button. You will be provided with fields where you may indicate the name, location, title, and other information about a previous employer.
- Click '**Add Entry**' once you have provided all necessary information. Repeat the above steps for as many jobs as you wish to enter.

When you have completed entering your employment history, click '**Save and Continue to Next**'.

Education

Enter your educational history, beginning with your highest education obtained.

- To add a new entry, click on the '**Add New Entry**' button. You will be provided with fields where you may indicate the name, location, type of degree, and other information about an educational institution you have attended.
- Click '**Add Entry**' once you have provided all necessary information. Repeat the above steps for as many educational institutions as you have attended.

When you have completed entering your educational history, click '**Save and Continue to Next**'.

Certification

Once you have completed all sections of your application, you are asked to certify that the information contained in your application is accurate and true. After reading the certification statements, check the box, then click '**Save and Continue to Next**'.

Voluntary Demographic Data

Voluntary demographic data is requested to assist UC Davis in its compliance with Federal and State equal employment and affirmative action record keeping and reporting. Your response is voluntary and will not be used in any way to determine your eligibility for employment. To proceed to the next page click '**Save and Continue to Next**'.

To save your application click '**Continue**'. Review your application summary and if there are any changes click '**Go Back**' and select '**Edit My Information**'. If there are no changes to your application click '**Confirm**'.

NOTE: You have not applied for a position. To apply to a specific position, refer to 'Apply for Jobs'.

To Edit Your Application

If you need to make any changes to your application or to update your contact information, click '**Login**' in the left navigation.

To edit your application, click "Edit Application" and continue through the on-line application system to edit your application. Once you have completed your changes click '**Save and Continue to Next**' and '**Confirm**' to save all of your updates.

To view your application, click '**Preview Application**' in the left navigation. A PDF version of your application will open in a new window.