City of Minneapolis – Completing the online application

Apply for a job

1. Go to www.minneapolismn.gov/government/jobs
2. Click on the Apply for an open job tile

I want to

|			
Apply for an open job	**Apply for an internal job**	**Apply for an internship**	**Check application status**
View and apply for jobs currently open to the public.	Browse jobs open to current City employees only.	See and apply for jobs open to students and recent graduates.	Find out where your application is in the process.

3. Scroll down and click the View our job openings button

View our job openings

4. Click on the job title to start the application process:
   a. **Public Works Service Worker I & Trainee*** (HR will place appropriately, based on qualifications)
   b. **Public Works Service Worker II**
   c. **Water Works Service Worker I**

Note: If you wish to be considered for multiple positions, you must apply to each accordingly.

5. Click on the Apply link
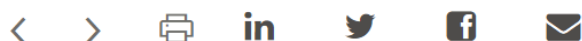
< > 🖨 in 𝕏 f ✉   **APPLY** ✕

Maintenance Crew Leader Sewer

Create your profile

6. Speed up completing the online application by importing a resume from your computer, or by uploading a resume from another electronic source. Information from your resume will be pre-populated into the corresponding application fields, which can then be edited.

Import Your Résumé

Save time by importing your information into our system automatically
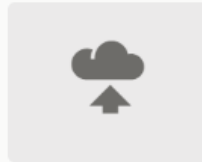
Upload from Computer

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

If you do not want to use a resume to create your application, click Skip this Step to manually enter your information.

Complete the application fields

7. Next, complete a series of steps (entries or screens). The specific steps that need to be completed may vary from this example, depending on the requirements of the position applied for.

As the application is completed, refer to the progress bar to see the number of items for each entry ( ), and to check for errors (!). In this example, the work entry contains eight items, and the questions entry contains errors.

For each step, the buttons on the bottom allow information in each section to be saved or discarded.

- Although your entries are periodically automatically saved, it is good practice to click on the Save button.
- The Cancel button discards any changes made since the last save.
- For some entries, the Remove link is present. It deletes the current entry (such as a previous job), after a confirmation. Once deleted, the data cannot be recovered.


The last time that the entry was saved is also displayed at the top:

8. Provide general contact information.

9. Provide previous work experience information. Do not type "See Resume".

10. Provide educational information. Do not type "See Resume"

11. Provide additional information, including certificates and licenses, skills, and languages.

12. Provide references.

13. Answer any additional supplemental questions. There are both City of Minneapolis and position-specific supplemental questions.

14. Upload any attachments, such as a resume, cover letter, license, or veteran information. Many file formats are accepted by the City of Minneapolis. Document attachment size limit g is 10 MB.

- If a resume is required (*), there is an area provided so that you can upload that attachment. **Providing a resume is NOT a substitute for fully completing all sections of the online application!**
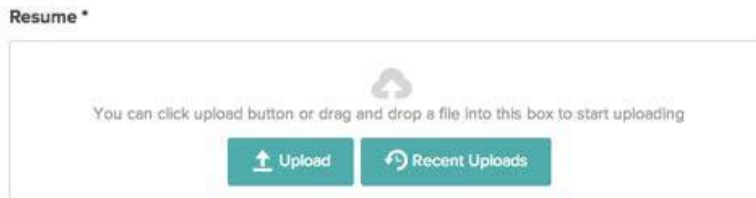

- If there are no required attachments, use Add Supplemental Attachment to add additional files. First, click Choose Attachment Type to select the type, and then use the Upload button. In the next example the License type attachment is selected to upload a file. **Providing a resume is NOT a substitute for fully completing all sections of the online application!**
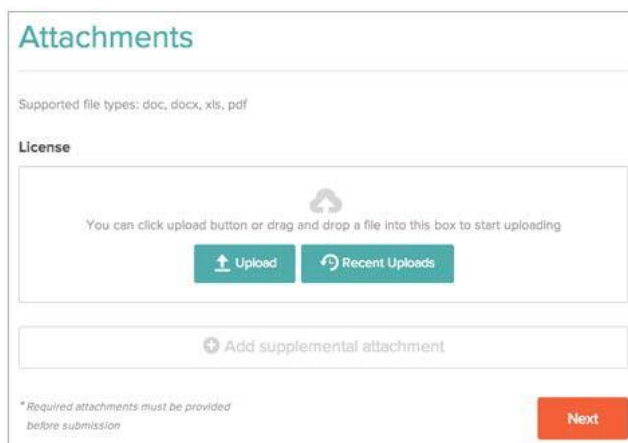
If you have previously uploaded attachments, use the Recent Uploads button to access these files.

15. Review each section. If there is an error, it is shown in the progress bar and also in the section.
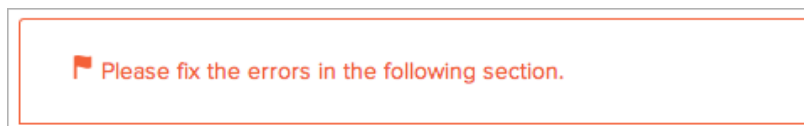
- Use to open this item and correct any errors.

16. Once the application is complete, click on Proceed to Certify and Submit.

17. On the Certify and Submit page, click on Accept and Submit.

18. An Application Submitted message confirms that you have applied for the job. An email will also be sent to the email address provided in the application confirming the application submission.