

How to Apply for a Job as an External Applicant

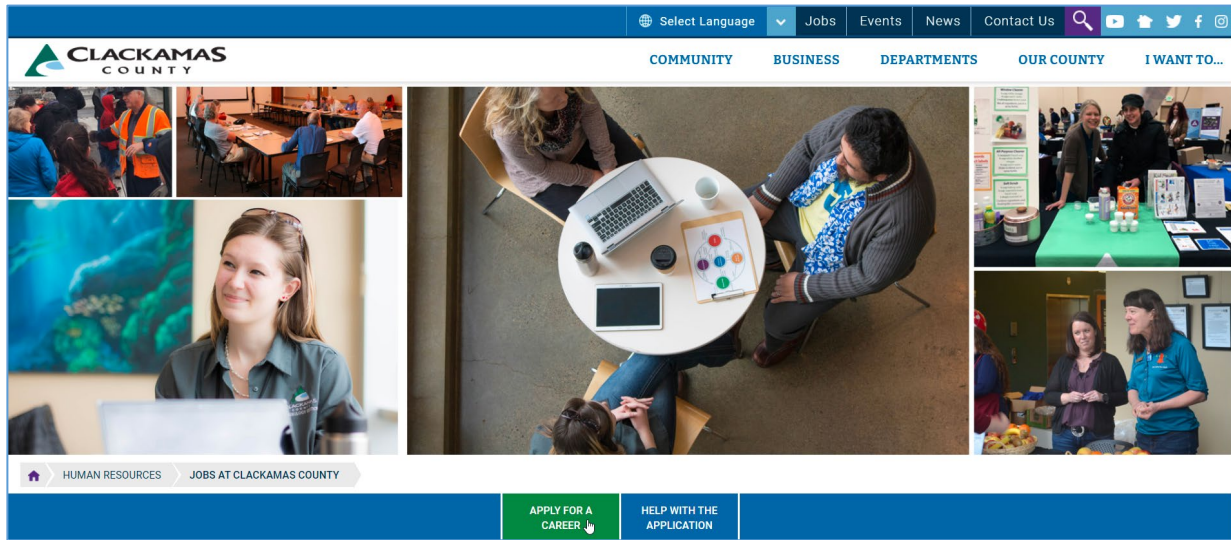
The training document provides instructions for how to apply for a job as an External Applicant using Employee Self Service.

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How to apply for a job as an external applicant

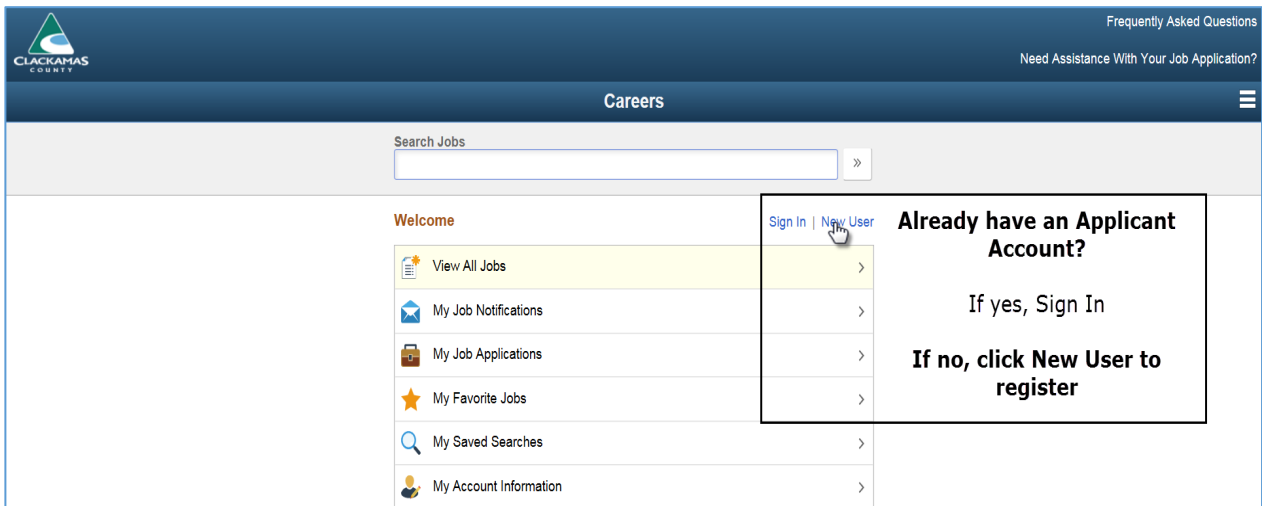
1. Visit <https://www.clackamas.us/jobs> and click on the **Apply FOR A CAREER** button.



2. Click on **Job Search**.



3. Click **New User**. If you have an account, click Sign In and skip to #5.



4. Enter **Account** and **Address Information**. **Note:** the system auto fills extra dots as a security measure in **Password* and **Confirm Password* fields. Ignore the dots and continue.

The screenshot shows the 'New User Registration' page for Clackamas County. The form is divided into two sections: 'Account Information' and 'Address Information'. In the 'Account Information' section, the following fields are filled: *User Name (Jane Smith), *Password (represented by dots), *Confirm Password (represented by dots), Name Format (English), *First Name (Jane), *Last Name (Smith), *Email Address (JaneSmith@gmail.com), and *Phone (5031234567890). A note states: 'NOTE: For security purposes, your PASSWORD is hidden as dots and will appear longer than what was entered when you tab out. To re-type your PASSWORD, you must delete all the dots in the field first.' The 'Address Information' section shows *Country (United States) and *Address 1 (123 Janeway Road). At the top right, there are links for 'Already Registered? Sign In Now' and a 'Register' button.

5. Click **View Terms and Conditions**. Once the Application Terms and Conditions are read, click the X to return to the New User Registration page.

The screenshot shows the 'Terms and Conditions' page. At the top, there is a blue link 'View Terms and Conditions' with a hand cursor pointing to it, labeled '1'. Below this is a grey header 'Terms and Conditions' with a close button 'X' and a hand cursor pointing to it, labeled '2'. The main content is titled 'Application Terms and Conditions' and contains a disclaimer: 'You are advised that your responses submitted in this application constitute a legal undertaking and any false or incorrect information will render your application void.' Below this is a list of six numbered terms and conditions. A checkbox is present at the bottom of the terms, which is checked in the next screenshot.

6. Click the checkbox **I agree to the Terms and Conditions** and click on **Register**.

The screenshot shows the 'New User Registration' page again. The 'Account Information' section is visible, with the *Password and *Confirm Password fields now showing three dots. A checkbox labeled 'I agree to the Terms and Conditions' is checked. A box highlights this checkbox and a 'View Terms and Conditions' link. A hand cursor points to the 'Register' button, which is highlighted in green. The 'Already Registered? Sign In Now' link is also visible.

7. Click **View All Jobs**.

The screenshot displays the Clackamas County Careers website. At the top left is the Clackamas County logo. At the top right, there are links for 'Frequently Asked Questions' and 'Need Assistance With Your Job Application?'. Below the header is a dark blue bar with the word 'Careers' and a menu icon. A search bar is located below the header, with the text 'Search Jobs' and a placeholder 'Search by job title, location, or keyword'. Below the search bar is a 'Welcome' section with links for 'Sign In' and 'New User'. A list of navigation options is shown, with 'View All Jobs' highlighted by a black box. The other options are 'View Jobs Posted in Last 7 Days', 'My Job Notifications', 'My Job Applications', 'My Favorite Jobs', 'My Saved Searches', and 'My Account Information'.

Clackamas County

Frequently Asked Questions
Need Assistance With Your Job Application?

Careers

Search Jobs
Search by job title, location, or keyword

Welcome [Sign In](#) | [New User](#)

- View Jobs Posted in Last 7 Days
- View All Jobs**
- My Job Notifications
- My Job Applications
- My Favorite Jobs
- My Saved Searches
- My Account Information

Search for a job

1. Scroll through the list of jobs
2. Filter by clicking on links under headers such as location, department or job family
3. Search for available positions by entering the job opening id, keywords (i.e. Deputy, Manager or Nurse)

The screenshot shows the Clackamas County Search Jobs interface. A search bar at the top right contains the text "Search for available positions by entering the job opening id, keywords (i.e. Deputy, Manager or Nurse)". A callout box points to the search bar with the text "Search for available positions by entering the job opening id, keywords (i.e. Deputy, Manager or Nurse)". On the left side, there are filter sections for Location, Department, and Job Family. A callout box points to these sections with the text "Filter by clicking on links under headers such as location, department or job family". The main content area shows a list of jobs. A callout box points to the list with the text "Scroll through the list of jobs". A top callout box says "There are several methods for searching for jobs".

There are several methods for searching for jobs

Search for available positions by entering the job opening id, keywords (i.e. Deputy, Manager or Nurse)

Filter by clicking on links under headers such as location, department or job family

Scroll through the list of jobs

4. Click on the job row to view the job description.

The screenshot shows the Clackamas County Search Jobs interface. A search bar at the top right contains the text "Search by job title, location, or keyword". A callout box points to the search bar with the text "Search for available positions by entering the job opening id, keywords (i.e. Deputy, Manager or Nurse)". On the left side, there are filter sections for Location, Department, and Job Family. A callout box points to these sections with the text "Filter by clicking on links under headers such as location, department or job family". The main content area shows a list of jobs. A callout box points to the list with the text "Scroll through the list of jobs". A top callout box says "There are several methods for searching for jobs".

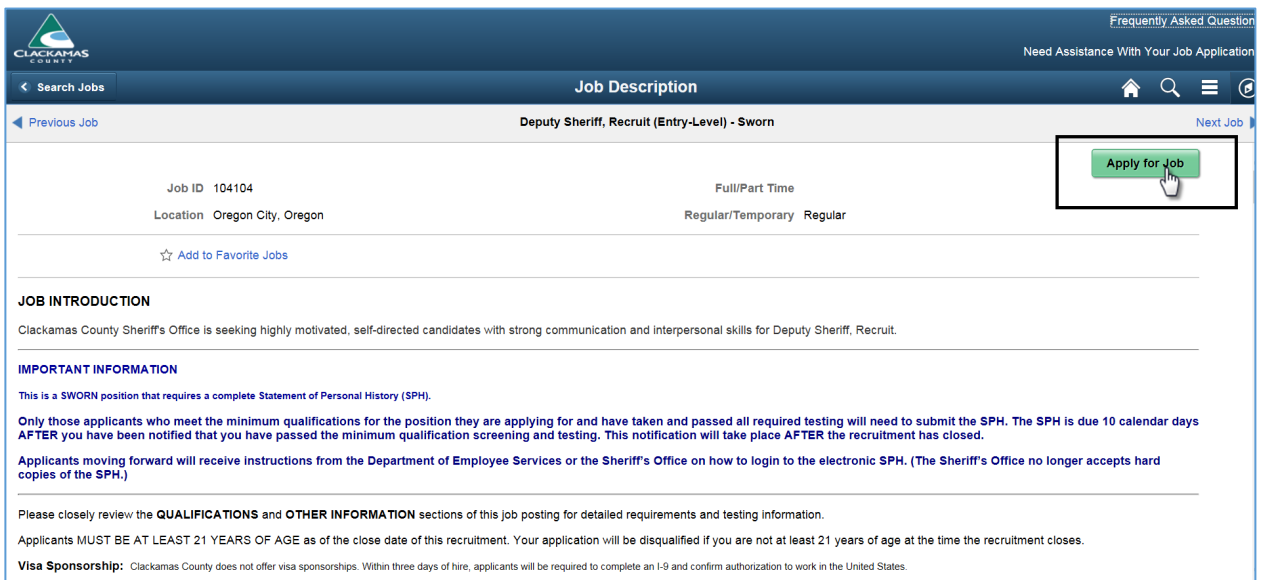
Search for available positions by entering the job opening id, keywords (i.e. Deputy, Manager or Nurse)

Filter by clicking on links under headers such as location, department or job family

Scroll through the list of jobs

Apply for Job

1. After viewing the job description, click on **Apply for Job**.



The screenshot shows the Clackamas County Job Description page for the position of Deputy Sheriff, Recruit (Entry-Level) - Sworn. The page includes a navigation bar with a search icon and a home icon. The job details section shows the Job ID 104104, Location Oregon City, Oregon, and Full/Part Time Regular/Temporary Regular. A green button labeled "Apply for Job" is highlighted with a red box. Below the job details, there is a "JOB INTRODUCTION" section and an "IMPORTANT INFORMATION" section. The "IMPORTANT INFORMATION" section contains the following text: "This is a SWORN position that requires a complete Statement of Personal History (SPH). Only those applicants who meet the minimum qualifications for the position they are applying for and have taken and passed all required testing will need to submit the SPH. The SPH is due 10 calendar days AFTER you have been notified that you have passed the minimum qualification screening and testing. This notification will take place AFTER the recruitment has closed. Applicants moving forward will receive instructions from the Department of Employee Services or the Sheriff's Office on how to login to the electronic SPH. (The Sheriff's Office no longer accepts hard copies of the SPH.) Please closely review the QUALIFICATIONS and OTHER INFORMATION sections of this job posting for detailed requirements and testing information. Applicants MUST BE AT LEAST 21 YEARS OF AGE as of the close date of this recruitment. Your application will be disqualified if you are not at least 21 years of age at the time the recruitment closes. Visa Sponsorship: Clackamas County does not offer visa sponsorships. Within three days of hire, applicants will be required to complete an I-9 and confirm authorization to work in the United States."



Not all positions require a resume.

- If a resume is required as part of the application process, it will be one of the job application steps.
- Please refer to the Table of Contents for instructions on adding a Resume and Cover Letter.

2. After clicking **Apply for Job**, a page will appear with Step 1 of XX (XX = # of Steps in the application process).
- Based on the position, the # of steps in the application process can vary. *The example in this training document illustrates Step 1 of 13 steps.*

Frequently Asked Questions
Need Assistance With Your Job Application?

Exit Apply for Job Next >

Deputy Sheriff, Recruit (Entry-Level) - Sworn

1 Start In Progress

2 Preferences Not Started

3 Online Questionnaire Not Started

4 Education Not Started

5 Current and Prior Employment Not Started

6 Languages Not Started

Step 1 of 13: Start

This job application has a number of sections. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Note: Not all positions require a resume. If a resume is required as part of the application process, it will be one of the job application steps.

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

[View Terms and Conditions](#)

I agree to the Terms and Conditions

3. Click **View Terms and Conditions**. Once the Application Terms and Conditions are read, click the X to return to Step 1.

[View Terms and Conditions](#)

Terms and Conditions

Application Terms and Conditions

You are advised that your responses submitted in this application constitute a legal undertaking and any false or incorrect information will render your application void.

By clicking the checkbox below:

- (1) I authorize Clackamas County to investigate my references; to communicate with my former employers; to make an independent investigation of my character, conduct and employee history; and to keep and preserve records of such investigations as it sees fit.
- (2) I affirm that I release from liability any employer, person or employee supplying honest, truthful and accurate reference information regarding me and my previous employment.
- (3) I also release Clackamas County from all liability which may result from investigating information provided in the application materials.
- (4) I affirm that all information on this application is true to the best of my knowledge.
- (5) I understand that falsification or misrepresentation of information on this application, or on other documents in connection with my employment with Clackamas County, may result in disqualification from employment consideration and/or termination of employment, regardless of when it is discovered.
- (6) If employed, I agree to read and comply with Clackamas County policies and procedures.

4. Click the checkbox **I agree to the Terms and Conditions** and click on **Next** to continue your application.

Frequently Asked Questions
Need Assistance With Your Job Application?

Exit Apply for Job Next >

Deputy Sheriff, Recruit (Entry-Level) - Sworn

1 Start In Progress

2 Preferences Not Started

3 Online Questionnaire Not Started

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Step 1 of 13: Start

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[View Terms and Conditions](#)

I agree to the Terms and Conditions

Preferences

- Please select your employment preferences and click on **Next** to continue to the next step.

The screenshot shows the 'Apply for Job' application form for a Deputy Sheriff, Recruit (Entry-Level) - Sworn position. The form is titled 'Step 2 of 13: Preferences' and is currently on the 'Job Preferences' section. The left sidebar shows a progress indicator with 8 steps: 1. Start (Complete), 2. Preferences (In Progress), 3. Online Questionnaire (Not Started), 4. Education (Not Started), 5. Current and Prior Employment (Not Started), 6. Languages (Not Started), 7. References (Not Started), and 8. Add Attachment (Not Started). The main content area includes the following sections:

- Job Preferences**
- I can start my new job on or after:** 05/21/2017
- I am looking for the following kind of work:**
 - Regular
 - Temporary
 - Either
- I want to work:**
 - Full-Time
 - Part-Time
 - Either
- I am available to work the following days of the week:**
 - Monday
 - Tuesday
 - Wednesday

Online Questionnaire

- Please answer the Online Questionnaire and click on **Next** to continue to the next step.



All questions must be answered including the open-ended questions before continuing to the next step.

- ✓ If an open-ended question doesn't apply to you, please enter N/A.

The screenshot shows an error message dialog box with the following text:

Step 3 of 12: Online Questionnaire

1. I understand I must take a tour of the jail as part of the application/testing process and my application will be inactivated if I do not attend my scheduled tour.

No.

You have not answered Questionnaire 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40.

You have not answered Open Ended Questions 1, 2, 3, 4.

Please provide an answer to these questions before continuing.

OK

The screenshot shows the 'Apply for Job' application form for a Deputy Sheriff, Recruit (Entry-Level) - Sworn position. The form is titled 'Step 3 of 13: Online Questionnaire'. The left sidebar shows a progress indicator with 7 steps: 1. Start (Complete), 2. Preferences (Complete), 3. Online Questionnaire (In Progress), 4. Education (Not Started), 5. Current and Prior Employment (Not Started), 6. Languages (Not Started), and 7. References (Not Started). The main content area includes the following sections:

- Step 3 of 13: Online Questionnaire**
- 1. I understand I am strongly encouraged to review my application for completion before clicking the **SUBMIT APPLICATION** button AND I understand incomplete applications may be disqualified from consideration.
 - No.
 - Yes.
- 2. I understand that the contents of my employment application, including my employment history, must validate my answers to all of these questions or my application may be inactivated.
 - No.
 - Yes.
- 3. I understand the County may send correspondence through both e-mail and/or U.S. mail regarding specific information about the recruitment and I understand it is my responsibility to check my e-mail/mail regularly during the course of the recruitment.
 - No.
 - Yes.

Education

- On the Education page, please select your **Highest Education Level** by clicking on the drop-down arrow.

The screenshot shows the 'Apply for Job' interface for a Deputy Sheriff position. The 'Education' step is active, showing the 'Highest Education Level' dropdown menu set to 'A-Not Indicated'. An inset window shows the dropdown menu expanded, listing various education levels such as 'A-Not Indicated', 'G-Bachelor's Level Degree', 'H-High School Diploma', etc.

- If applicable, click on **Add Degrees**.

The screenshot shows the 'Apply for Job' interface with the 'Highest Education Level' dropdown now set to 'G-Bachelor's Level Degree'. The 'Add Degrees' button is highlighted with a mouse cursor, indicating the next step in the process.

- Click on the magnifying glass to access a Lookup menu for selecting data such as degrees and major codes.

The screenshot shows the 'Add Degrees' lookup menu. It features a search bar for 'Major Code' with a magnifying glass icon. The menu lists various degrees and major codes, including 'Business Education Certificate', 'Ag Business Mgmt/Ag Economics', and 'Agricultural Business Manageme'. A 'Lookup' button is visible at the top right of the menu.

10. Not finding what you need in the Search Results list? Click on **Search Criteria**.

The screenshot shows a 'Lookup' window with a 'Search Criteria' section. The 'Major Code (begins with)' field is empty, and the 'Description (begins with)' field is also empty. A mouse cursor is pointing at the 'Search Criteria' header. Below the search criteria are 'Search' and 'Clear' buttons. The 'Search Results' section shows a table with 300 rows. The table has columns for 'Major Code' and 'Description'. The first three rows are: ABE - Business Education Certificate, ABEC - Ag Business Mgmt/Ag Economics, and ABM - Agricultural Business Manageme.

Major Code	Description
ABE	Business Education Certificate
ABEC	Ag Business Mgmt/Ag Economics
ABM	Agricultural Business Manageme

11. Enter keyword in the **Description** field and click **Search**.

Note: The **Search** locates records by the **beginning characters** of the **Description Name**.

a. Use wildcards (% symbol) to expand the search beyond the 'Begins with' condition.

i. **%Business:** Searches for data containing the word 'Business' at the end of a data string.

The screenshot shows the 'Lookup' window with the 'Search Criteria' section. The 'Major Code (begins with)' field is empty, and the 'Description (begins with)' field contains the text '%Business'. A mouse cursor is pointing at the 'Search' button. The 'Search Results' section shows a table with 300 rows. The table has columns for 'Major Code' and 'Description'. The first two rows are: ABE - Business Education Certificate and ABEC - Ag Business Mgmt/Ag Economics.

Major Code	Description
ABE	Business Education Certificate
ABEC	Ag Business Mgmt/Ag Economics

12. In the illustration below, the **Search Results** return any **Description** containing the word **Business**. Click on the applicable **Description** to select as the Major Code.

Cancel **Lookup**

Search for: Major Code

► **Search Criteria**

▼ **Search Results**

22 rows

Major Code	Description
CBE	Business Education Certificate
SBE	Business Education Certificate
BEU	Business and Economics - Undec
CBU	Clothing in Business and Indus
CB	Consumer Economics (Business)
EBT	English - Business and Technic
FB	Food Business
FBMT	Food Business Management and T
FABM	Food and Agribusiness Manageme

13. After all the required fields are entered on the **Add Degrees** page, click **Done**.

Cancel **Add Degrees** **Done**

*Date Acquired: 05/18/2017

*Degree: BBA

Major Code: BUS
Business Administration

Country: United States

State: Oregon

School Code: 000004846

School Description: UNIVERSITY OF OREGON

Major Description: Business Administration

Graduated: No Yes

Graduated?
Drag circle to right to change to Yes

14. After entering all Education, click on **Next** to continue to the next step.

Frequently Asked Questions
Need Assistance With Your Job Application?

Apply for Job ◀ Previous **Next >**

Deputy Sheriff, Recruit (Entry-Level) - Sworn

1 Start Complete

2 Preferences Complete

3 Online Questionnaire Complete

4 Education In Progress

5 Current and Prior Employment Not Started

6 Languages Not Started

Step 4 of 13: Education


Education History

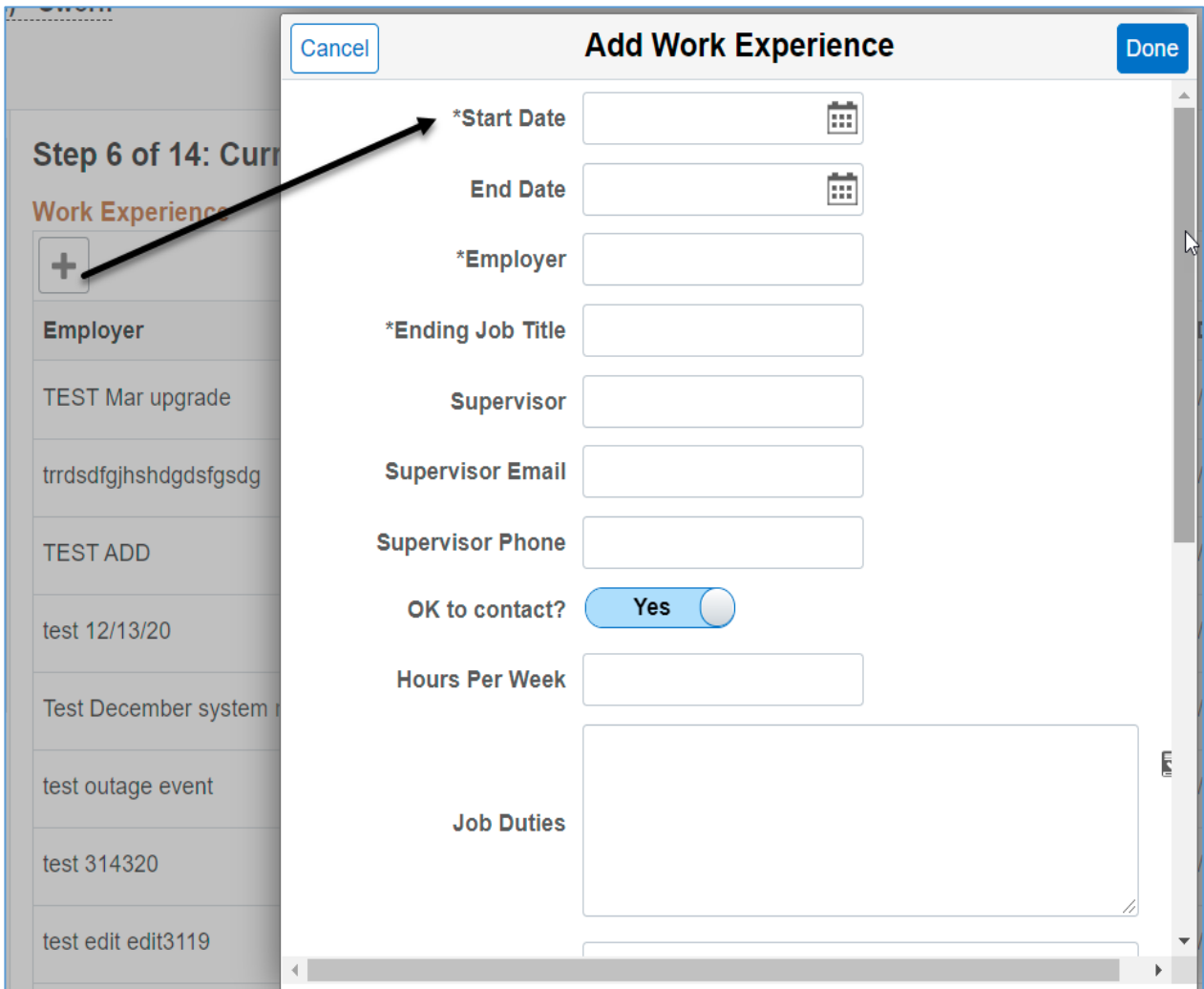
Highest Education Level: G-Bachelor's Level Degree

Degrees

Degree	Date Acquired	School Description	Major Description
Bachelor of Business Admin	05/21/2017	UNIVERSITY OF OREGON	Business Administration

Current and Prior Employment

15. On the **Current and Prior Employment** page, click **Add Work Experience** or  to **Add Work Experience**. Please enter all relevant experience (paid and unpaid) that is applicable to the position you are applying.



Add Work Experience

Cancel Done

*Start Date

End Date

*Employer

*Ending Job Title

Supervisor

Supervisor Email

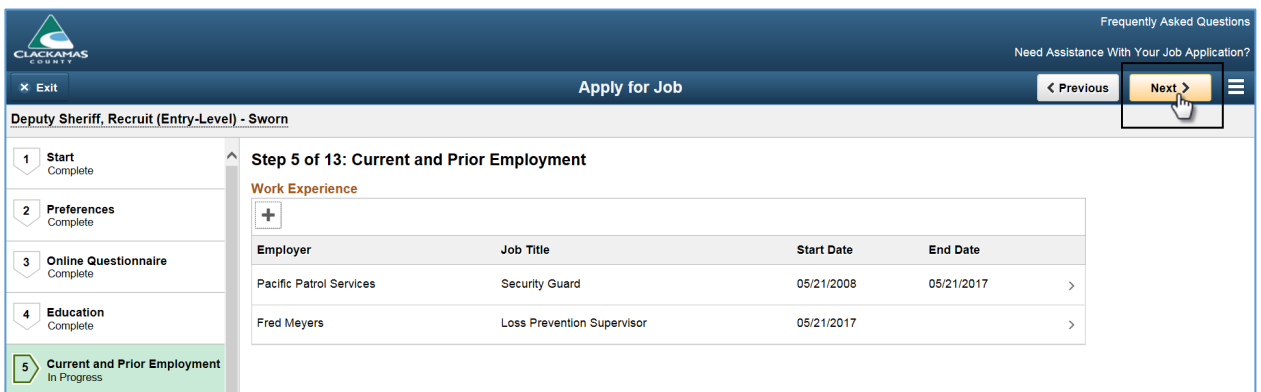
Supervisor Phone

OK to contact? Yes

Hours Per Week

Job Duties

16. After entering all **Current and Prior Employment**, click on **Next** to continue to the next step.



CLACKAMAS COUNTY

Apply for Job

Deputy Sheriff, Recruit (Entry-Level) - Sworn

1 Start Complete

2 Preferences Complete

3 Online Questionnaire Complete

4 Education Complete

5 Current and Prior Employment In Progress

Step 5 of 13: Current and Prior Employment

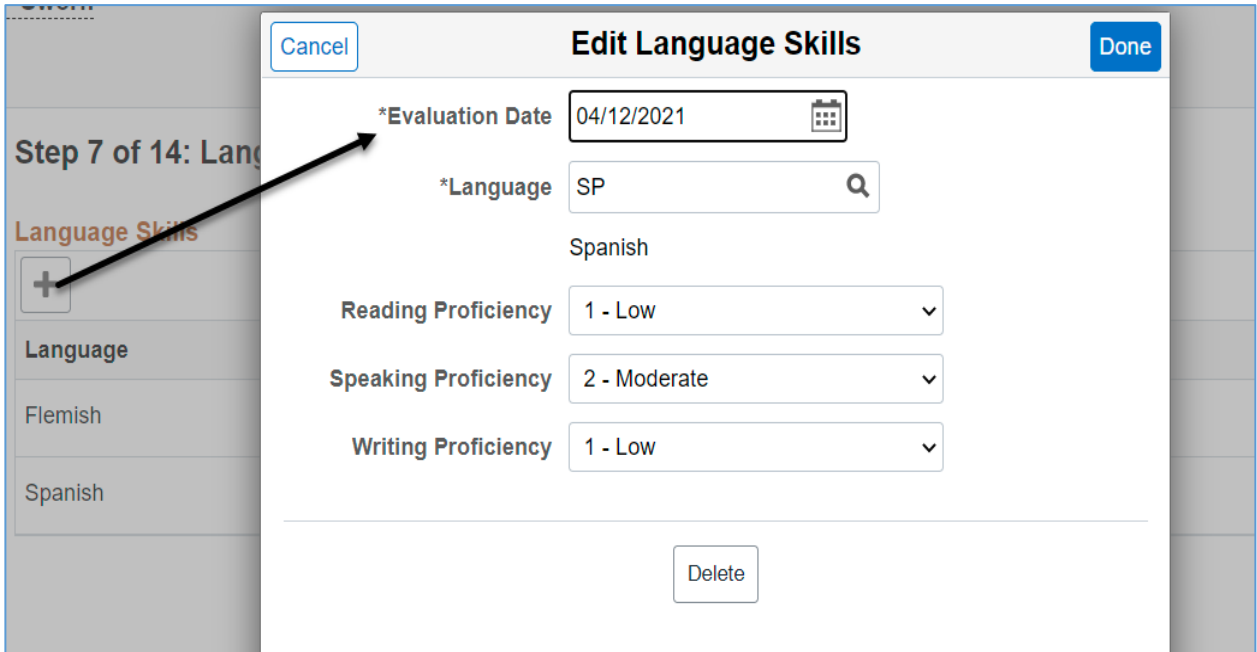
Work Experience

Employer	Job Title	Start Date	End Date
Pacific Patrol Services	Security Guard	05/21/2008	05/21/2017
Fred Meyers	Loss Prevention Supervisor	05/21/2017	

Next >

Languages

17. On the **Languages** page, click **Add Language Skills** or  to **Add Language Skills**.

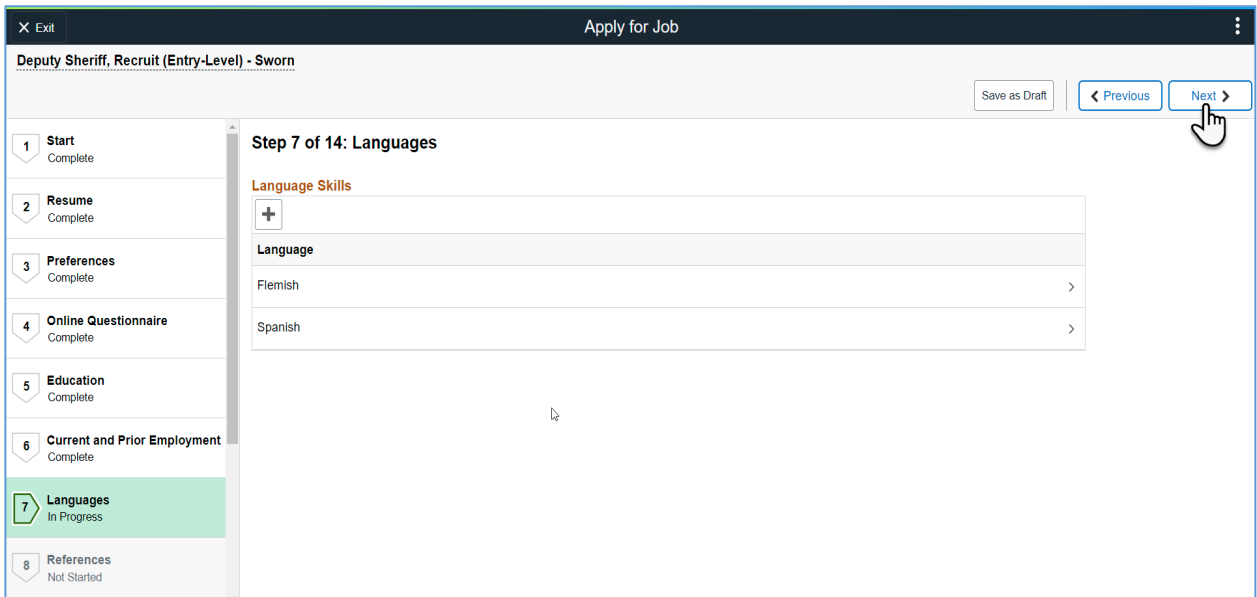


The screenshot shows a modal window titled "Edit Language Skills" with a "Cancel" button on the top left and a "Done" button on the top right. The form contains the following fields:

- *Evaluation Date: 04/12/2021 (with a calendar icon)
- *Language: SP (with a search icon)
- Spanish (text label)
- Reading Proficiency: 1 - Low (dropdown menu)
- Speaking Proficiency: 2 - Moderate (dropdown menu)
- Writing Proficiency: 1 - Low (dropdown menu)

A "Delete" button is located at the bottom center. An arrow points from the plus icon in the background "Languages" page to the "Evaluation Date" field.

18. After entering all **Languages** (if applicable), click on **Next** to continue to the next step.



The screenshot shows the "Apply for Job" application progress page for "Deputy Sheriff, Recruit (Entry-Level) - Sworn". The page has a "Save as Draft" button and "Previous" and "Next" navigation buttons. The "Next" button is highlighted with a hand cursor. The progress bar on the left shows 8 steps:

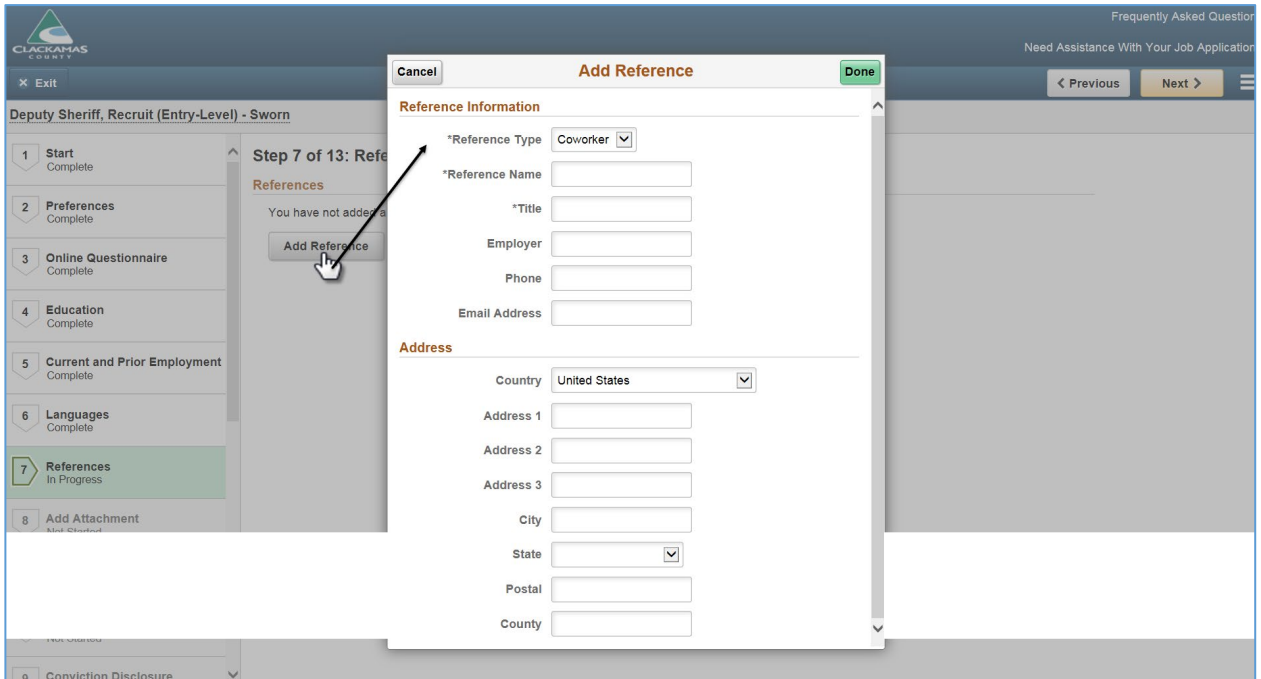
- 1 Start Complete
- 2 Resume Complete
- 3 Preferences Complete
- 4 Online Questionnaire Complete
- 5 Education Complete
- 6 Current and Prior Employment Complete
- 7 Languages In Progress
- 8 References Not Started

The main content area is titled "Step 7 of 14: Languages" and shows a "Language Skills" section with a plus icon and a "Language" table:

Language	
Flemish	>
Spanish	>

References

19. On the **References** page, click **Add References** or  to **Add References**.



20. After entering all **References**, click on **Next** to continue to the next step.



Reference	Title	Employer
Carl Jackson	SG Supervisor	Pacific Patrol Services >
Susan Nance	Security Guard	Pacific Patrol Services >
Dan Johnson	Supervisor	Fred Meyers >

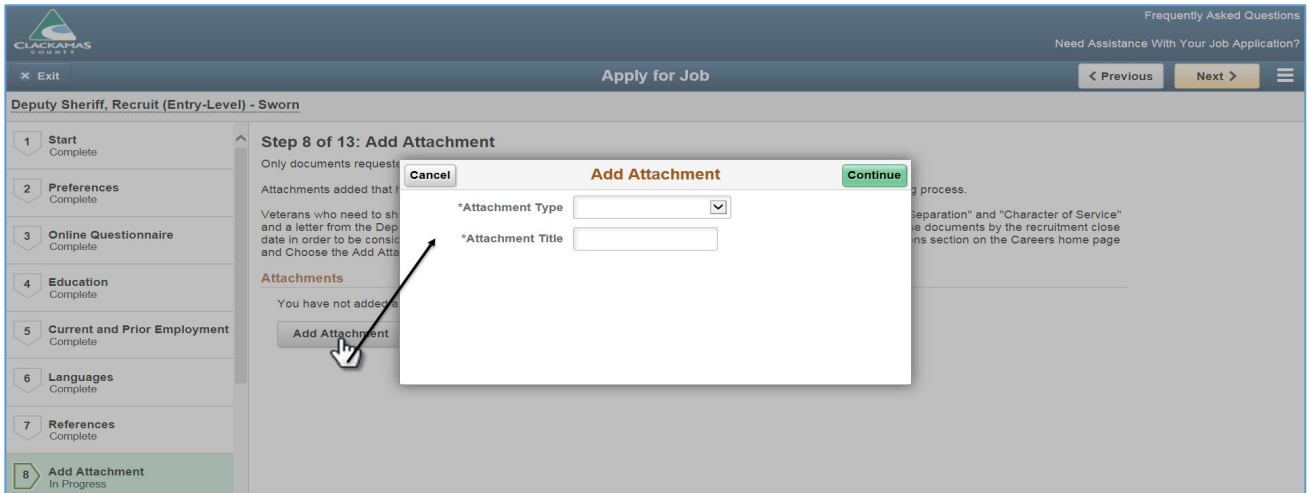
Add Attachment

21. On the **Add Attachment** page, click **Add Attachment to Add Attachment**.



Only documents requested in the job posting should be added as an attachment.

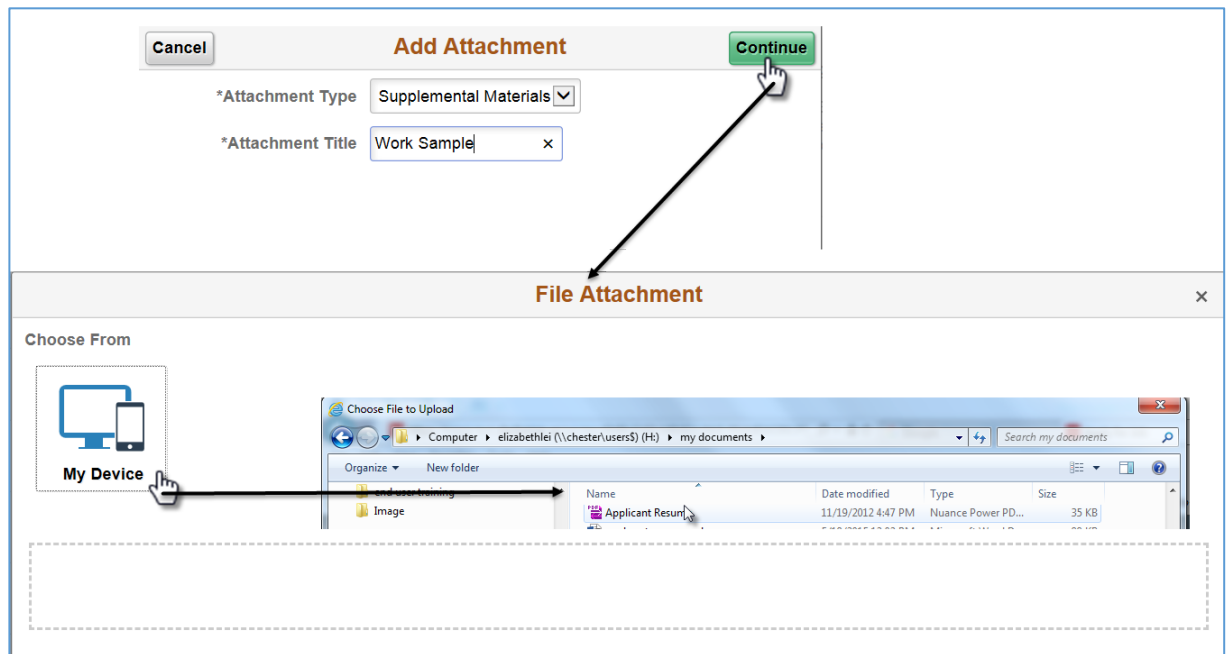
- Attachments added that were not requested in the job posting may not be reviewed or considered in the screening process.*



22. From the drop-down arrow, select the ***Attachment Type = Supplemental Materials** and type in any ***Attachment Title** to describe the attachments.

23. Click **Continue** to access the **File Attachment** page.

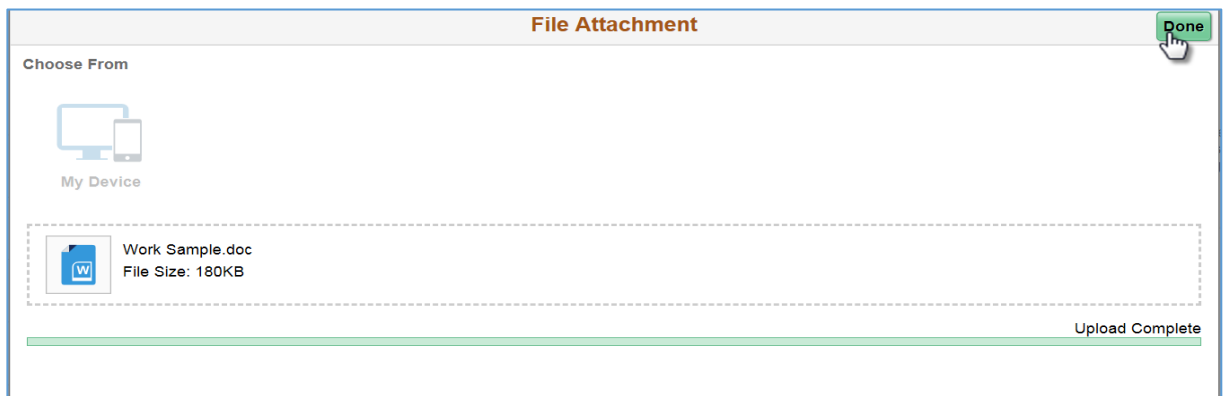
- a. Click **My Device** to locate your attachments.



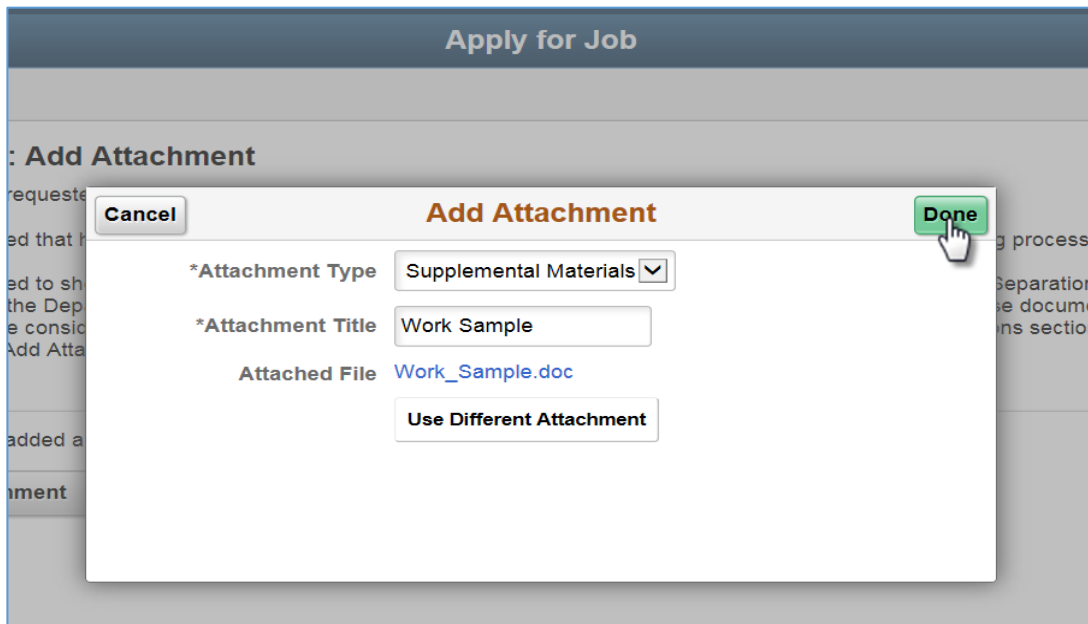
- b. Once document is attached, click on **Upload**.



- c. Click **Done** once the Upload Completes.



- d. Click **Done** on the **Add Attachment** page.



24. After entering **Attachments**, click on **Next** to continue to the next step.

The screenshot shows the 'Apply for Job' interface for a Deputy Sheriff position. The left sidebar lists steps 1 through 8, with 'Add Attachment' currently in progress. The main content area is titled 'Step 8 of 13: Add Attachment' and includes instructions on document requirements. Below the text is an 'Attachments' table with one entry: 'Work_Sample.doc' with the title 'Work Sample' and type 'Supplemental Materials'. A 'Next' button is highlighted in the top right corner.

Attached File	Attachment Title	Attachment Type
Work_Sample.doc	Work Sample	Supplemental Materials

Conviction Disclosure

25. On the **Conviction Disclosure** page, click **Add Conviction Disclosure**.



Not all positions require Conviction Disclosure(s) as part of the application process.

- If the Conviction Disclosure is required as part of the application process, it will be one of the job application steps.
- This step only appears for those positions exempt from the restrictions under Oregon Law Chapter 559 (2015 Laws) House Bill 3025.*

The screenshot shows the 'Conviction Disclosure' step of the application process. A modal window titled 'Add Conviction Disclosure' is open, allowing the user to enter details for a conviction. The modal includes fields for Date of Conviction, Criminal Offense, City, State, Country, and a Comments section. A mouse cursor is pointing at the 'Add Conviction Disclosure' button in the background application interface.

*Date of Conviction	*Criminal Offense	*City	*State	Country	*Comments
				USA	

26. After entering **Conviction Disclosure**, click on **Next** to continue to the next step.

The screenshot shows the 'Apply for Job' interface for a Deputy Sheriff, Recruit (Entry-Level) - Sworn position. The progress bar on the left indicates that steps 1 through 8 are complete, and step 9, 'Conviction Disclosure', is currently in progress. The main content area displays 'Step 9 of 13: Conviction Disclosure' with a disclaimer about the 'ban the box' law and a list of criminal offenses. A table below the text shows a conviction record:

Criminal Offense	Date of Conviction	City	State
Conviction displays here	05/21/2017	Oregon City	OR

Below the table, there is an 'Important:' section with detailed instructions regarding the disclosure of criminal convictions and the consequences of non-compliance. A 'Next >' button is highlighted in the top right corner of the application area.

Accommodation Request

27. If applicable, enter **Accommodation Request**, click on **Next** to continue to the next step.

The screenshot shows the 'Apply for Job' interface for the same Deputy Sheriff, Recruit (Entry-Level) - Sworn position. The progress bar on the left indicates that steps 1 through 9 are complete, and step 10, 'Accommodation Request', is currently in progress. The main content area displays 'Step 10 of 13: Accommodation Request' with a disclaimer about the Americans with Disabilities Act (ADA) and instructions on how to request an accommodation. A text input box is provided for the user to describe their needs:

If you feel you require a reasonable accommodation during the selection process as described in the job posting, please describe your needs below.

If you require a reasonable accommodation during the selection process, enter it in this box.

A 'Next >' button is highlighted in the top right corner of the application area.

How did you find out about us?

28. After entering **How did you find out about us?**, click on **Next** to continue to the next step.

Clackamas County logo and navigation links: Exit, Apply for Job, Previous, Next >

Deputy Sheriff, Recruit (Entry-Level) - Sworn

Complete

6 Languages Complete

7 References Complete

8 Add Attachment Complete

9 Conviction Disclosure Complete

10 Accommodation Request Complete

11 How did you find out about us? In Progress

Step 11 of 13: How did you find out about us?

Referrals

*How did you learn of the job? Clackamas County Website

*Additional Information Sheriff Office Home Page

Specific Referral Source N/A

Are you a former employee No

Self-Identify

29. After selecting one of the **Self-Identify – Disability** options, click on **Next** to continue to the next step.

Clackamas County logo and navigation links: Exit, Apply for Job, Previous, Next >

Deputy Sheriff, Recruit (Entry-Level) - Sworn

Complete

6 Languages Complete

7 References Complete

8 Add Attachment Complete

9 Conviction Disclosure Complete

10 Accommodation Request Complete

11 How did you find out about us? Complete

12 Self-Identify In Progress

Disability In Progress

Step 12 of 13: Self-Identify - Disability

Why are you being asked to complete this form?

To help us measure how well we are doing with people with disabilities, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

Please select one of the options below:

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Your Name Jane Smith Today's Date 05/21/2017

30. After selecting one of the **Self-Identify – Veteran** options, click on **Next** to continue to the next step.

The screenshot shows the Clackamas County job application interface. The top navigation bar includes the Clackamas County logo, "Apply for Job", and buttons for "Exit", "Previous", and "Next". The main content area is titled "Deputy Sheriff, Recruit (Entry-Level) - Sworn" and displays a progress sidebar on the left with steps 9 through 13. Step 12, "Self-Identify", is currently in progress. The main content area for Step 12 is titled "Step 12 of 13: Self-Identify - Veteran" and contains the following text:

Self-Identification

Veterans may apply for veterans' preference points as authorized by Oregon Revised Statutes by answering the two questions pertaining to 'Veterans' Preference on the Questionnaire page of the application.

In addition, proof of eligibility in the form of a copy of your DD214, DD215 that includes your "Type of Separation" and "Character of Service" and a letter from the Department of Veterans Affairs certifying Disabled Veteran Status (if applicable) must be received by the recruitment close date in order to be considered. If you have an electronic version of the forms, you may choose to upload a copy of your documents under the My Cover Letter and Attachments section of the My Job Applications. You may also send the documentation to

Employee Services
2051 Kaen Road
Oregon City, OR 97045

or fax 503-742-5468. Please list the Job Title and Job Opening ID on all submitted forms.

If you need to delete your form, please contact via phone at (503) 655-8459 or via [email](#)

If you believe you belong to any of the classifications listed below, please indicate by selecting the appropriate option. We request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake.

I am a DISABLED veteran
 I am a veteran
 I am not a Veteran

31. After selecting one of the **Self-Identify – Diversity: Gender and Ethnicity and Race Identification** options, click on **Next** to continue to the next step.

The screenshot shows the Clackamas County job application interface. The top navigation bar includes the Clackamas County logo, "Apply for Job", and buttons for "Exit", "Previous", and "Next". The main content area is titled "Deputy Sheriff, Recruit (Entry-Level) - Sworn" and displays a progress sidebar on the left with steps 1 through 8. Step 12, "Self-Identify", is currently in progress. The main content area for Step 12 is titled "Step 12 of 13: Self-Identify - Diversity" and contains the following text:

You are invited to provide the information requested regarding diversity.

Diversity

Clackamas County is an Equal Opportunity Employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

Although the information you are asked to provide on this page is voluntary, it helps us comply with mandated federal and state reporting regulations and applicable County Code if you provide it. It will also assist Clackamas County in evaluating its Affirmative Action Plan and progress towards achieving a more diverse workforce.

If you believe your civil rights in employment matters have been violated at any time during the course of your consideration for employment, contact the Clackamas County Department of Human Resources.

If you are willing to provide this information click the Add Ethnic Group button, otherwise please check I decline to answer..

Gender

What is your gender?

Female
 Male
 I decline to answer

Ethnicity and Race Identification

Are you Hispanic or Latino? [Definition](#)

Yes, I am Hispanic or Latino.
 No, I am not Hispanic or Latino.

What is your race? Select one or more. [Definition](#)

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Pacific Islander
 White
 I decline to answer

Review and Submit

32. Review your application and make any changes before submitting.



No updates can be made to a Submitted application.

- If you determine data needs to be corrected on your submitted application, please CALL our office during regular business hours (M-Thr, 7:00 a.m. to 6:00 p.m., Pacific Time) PRIOR TO THE RECRUITMENT CLOSE DATE at (503) 655-8459.
- We can reset your status to “Not Submitted”. This allows you the ability to log back into ESS to update and re-submit your application prior to the recruitment close date.
- When you call, please provide your name, JOB TITLE and JOB ID for the position you are applying.
- Note: Under Preferences, please disregard Willing to Travel: Never or Rarely and Ready to Relocate: No. These fields are hidden on the preferences page and cannot be changed.

33. Once your application is complete, click **Submit**.

The screenshot shows the 'Apply for Job' interface for a 'Deputy Sheriff, Recruit (Entry-Level) - Sworn' position. The page is titled 'Step 13 of 13: Review and Submit'. On the left, a progress bar shows steps 6 through 13, with step 13 'Review and Submit' highlighted as 'In Progress'. The main content area displays 'My Contact Information' with fields for Email (JSmith@gmail.com), Address (123 Enter Address, Oregon City, OR 97045), and Phone (503/234-1234). Below this is a list of expandable sections: Attachments, Preferences, Education History, Work Experience, Degrees, Language Skills, References, Accommodation Request, Referrals, Questionnaire, Disability, Veteran, and Diversity. A 'Submit' button is highlighted in the top right corner of the application area.

Application Confirmation

34. Once submitted, you will receive an **Application Confirmation** and an email confirmation.

Illustrates Application Confirmation

Application Confirmation

You have successfully submitted your job application

Jobs Applied For


Job Title	Deputy Sheriff, Recruit (Entry-Level) - Sworn	Posting Date	05/10/2017
Job ID	104104	Application Date	05/21/2017
Location	Oregon City, Oregon		

[Home](#) [Careers](#)

[View Submitted Application](#)

Illustrates Email Confirmation

Sat 5/20/2017 9:21 AM

 jobs@clackamas.us

CONGRATULATIONS!! Your online application has been successfully submitted

To: Leighton, Elizabeth

Action Items

(Please Note: This message was automatically generated. Please do not respond. We encourage you to save this email for future reference.)

Dear **Applicant Name**

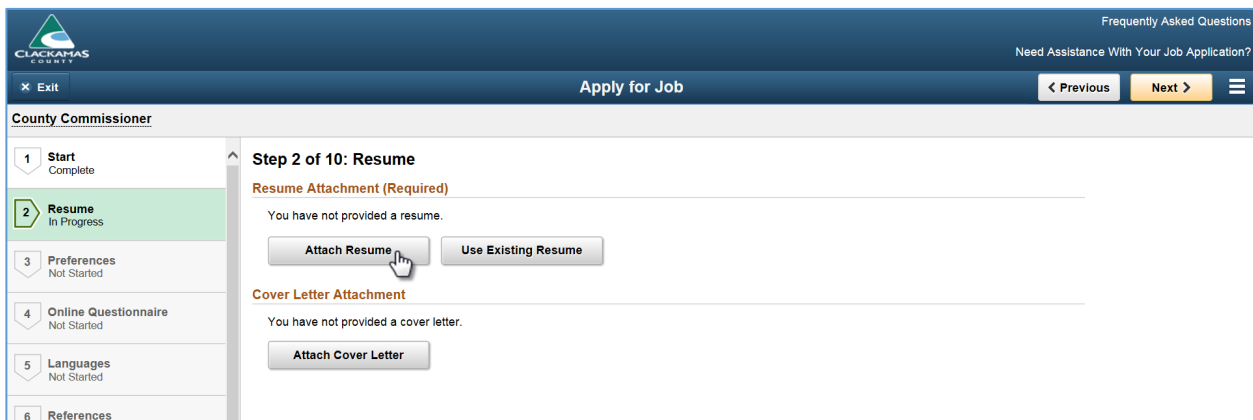
Thank you for expressing an interest in the following position(s) submitted on 2017-05-20:

104200-Administrative Assistant (Resolution Services)

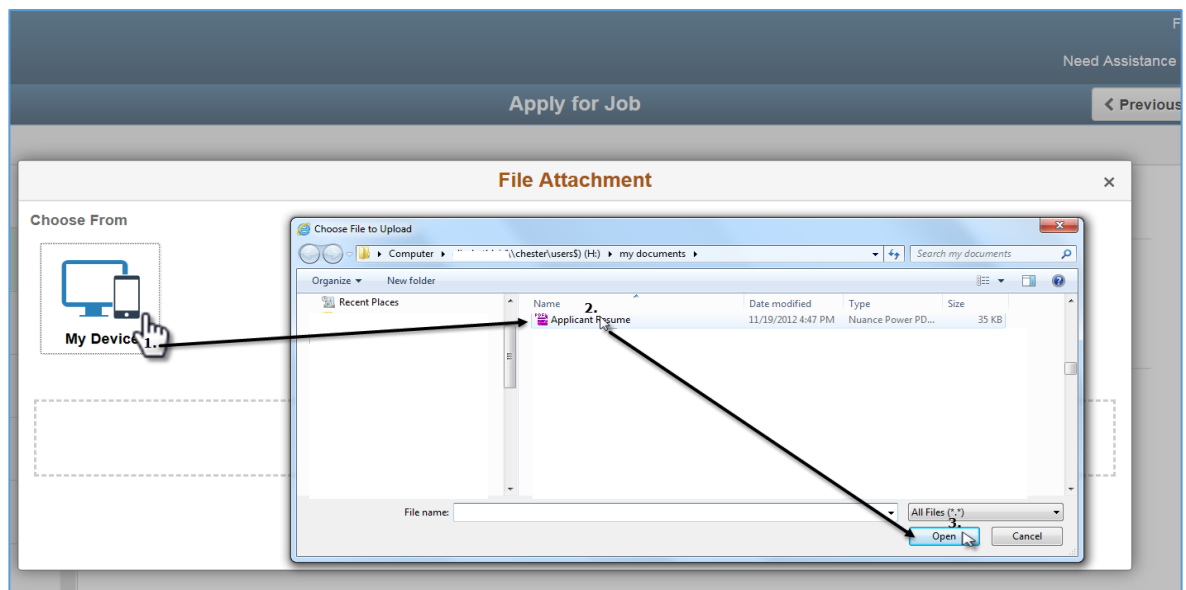
Adding a Resume or Cover Letter

- If a resume is required as part of the application process, it will be one of the job application steps.

1. Click **Attach Resume**.



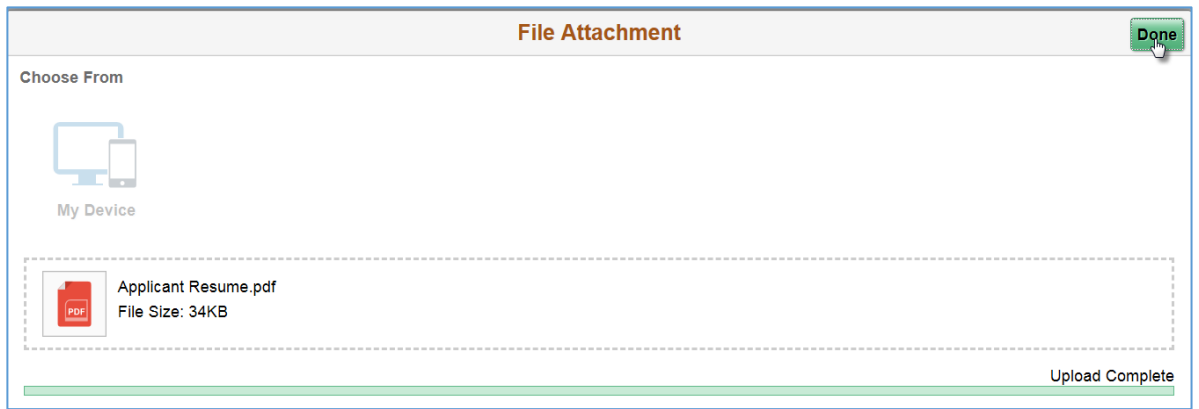
a. Click **My Device** to locate your attachments.



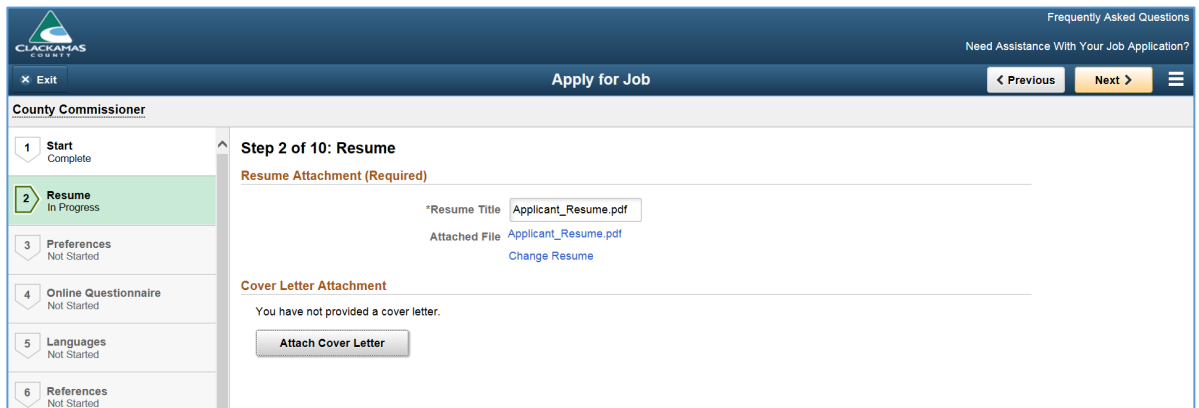
b. Once document is attached, click on **Upload**.



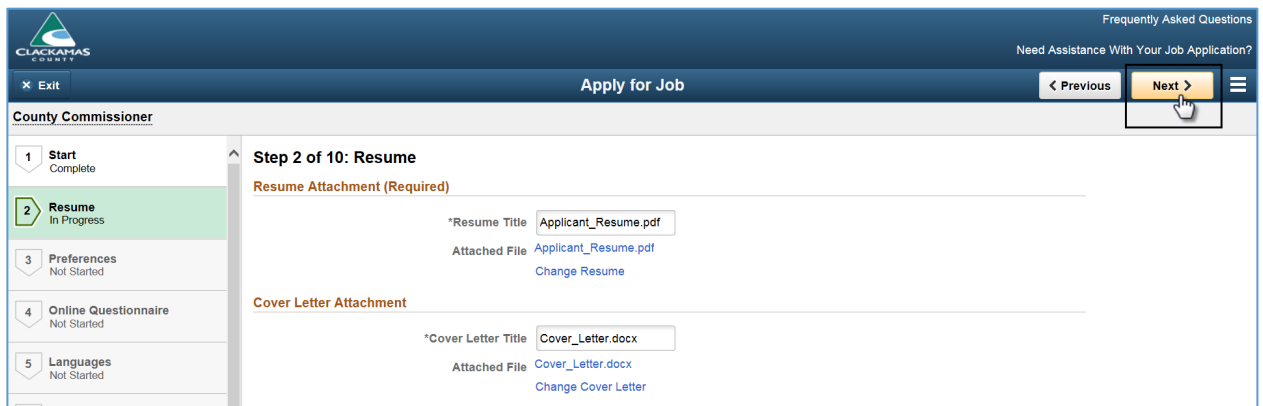
c. Click **Done** once the Upload Completes.



d. Attach cover letter using the same method outlined for attaching the resume.



2. After adding **Resume** and **Cover Letter** attachments, click on **Next** to continue to the next step.



How to add Veterans' Preference Proof of Eligibility Documents

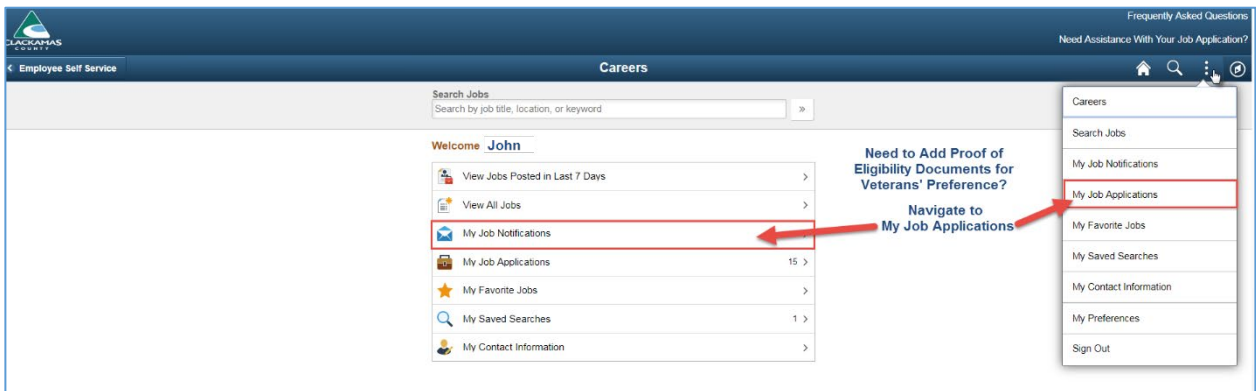
Types of Eligibility Documents: DD214, DD215, and Letter from the Department of Veterans Affairs certifying Disabled Veteran Status



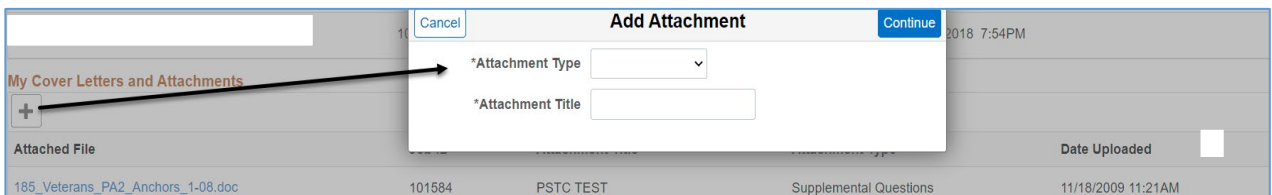
Once you provide your documentation there is no need to provide it again should you submit additional applications in the future.

If you need to delete your documentation or provide an updated copy contact the Department of Human Resources at (503) 655-8459 or [send us an email](#).

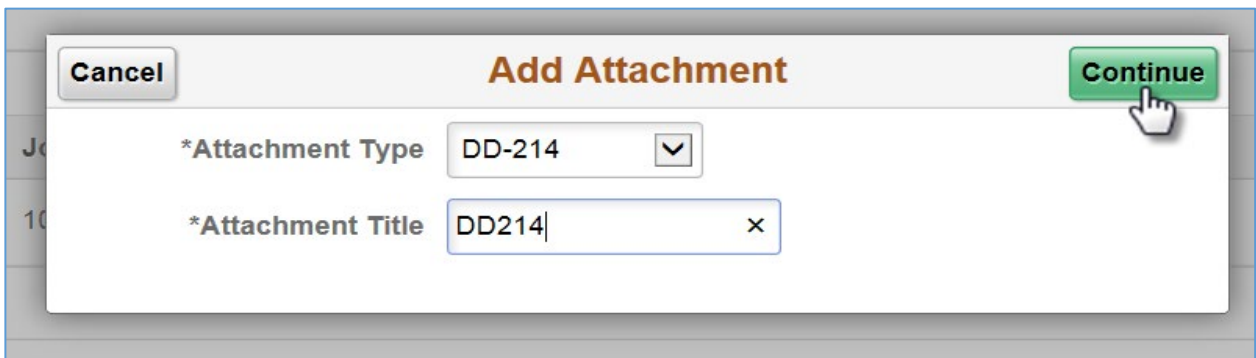
1. After logging into ESS, click on **Careers** and click on **My Job Applications** on the Careers homepage or select **My Job Applications** under the **Actions List**.



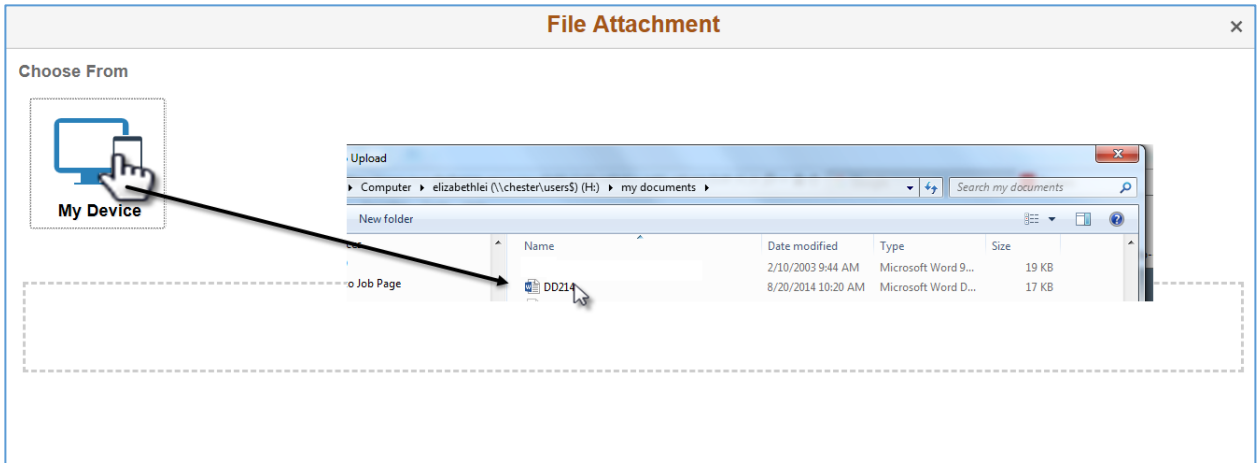
2. Under **My Cover Letters and Attachments**, click **Add Attachment**.



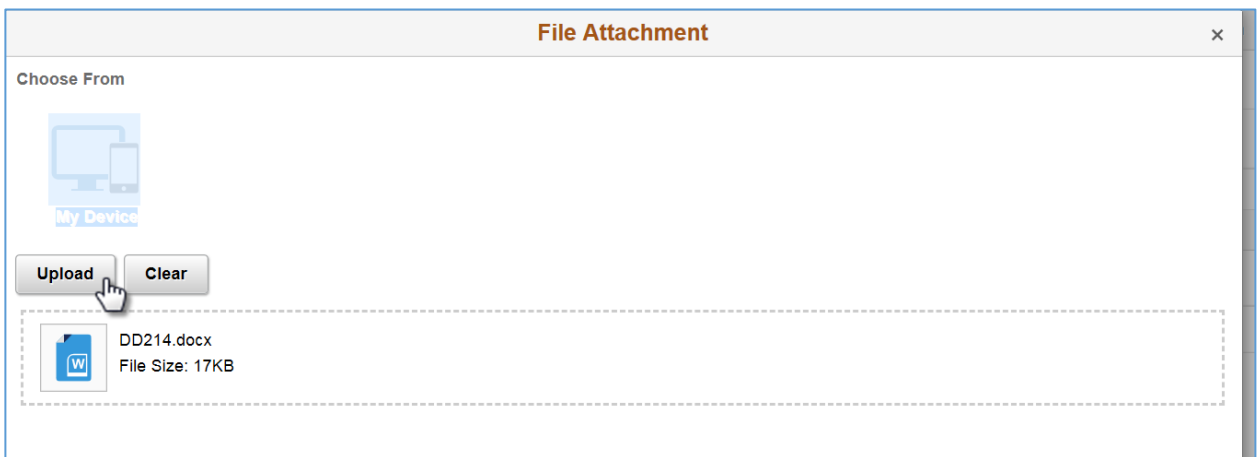
3. After selecting ***Attachment Type** from the drop-down menu and entering the ***Attachment Title**, click **Continue**.



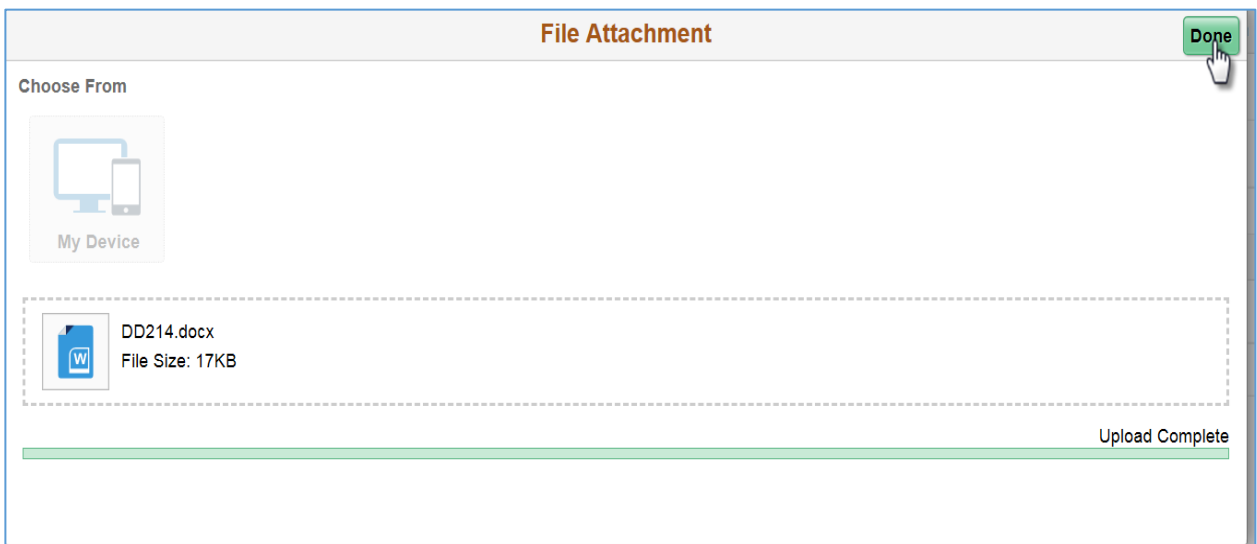
4. Click **My Device** to locate your attachments.



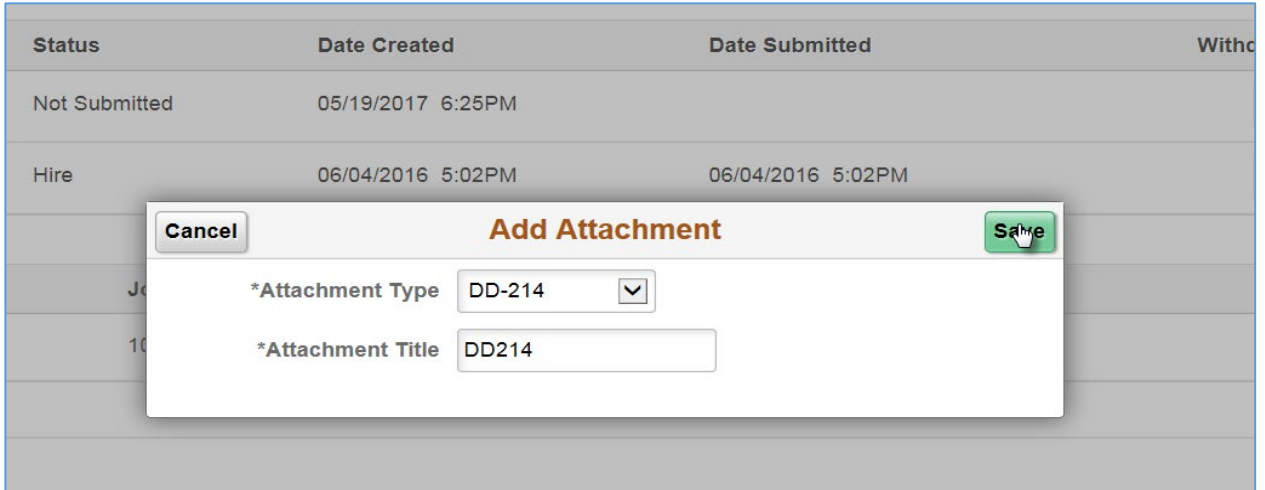
5. Once document is attached, click on **Upload**.



6. Click **Done** once the Upload Completes.



7. Click **Save**.

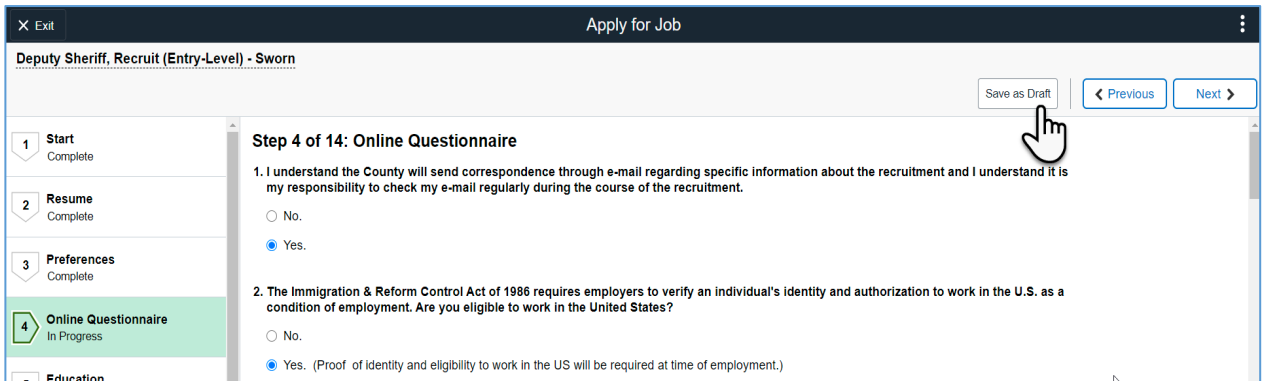


8. The illustration below displays how your attachments should look after uploading it.

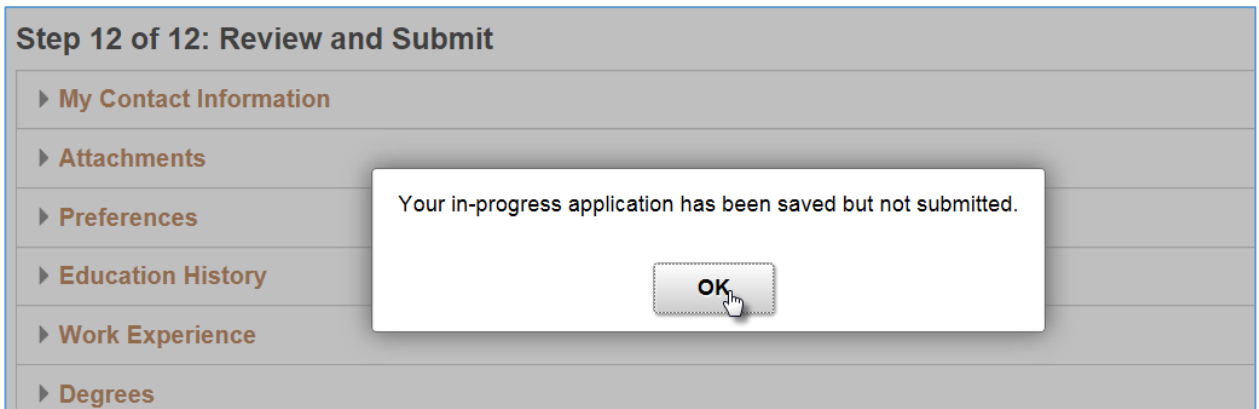


Not Ready to Submit the Application? Save as Draft for Later Submission.

1. Click on **Save as Draft**.



2. Click **OK**.

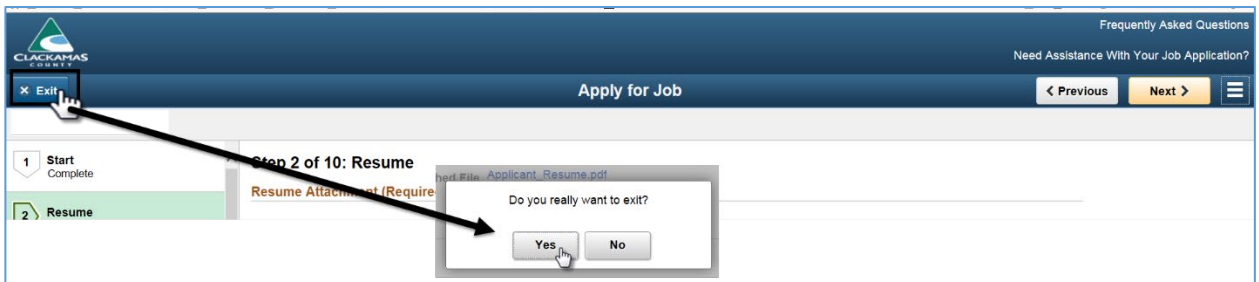


Exit the Application

1. Click **Exit** on the top left hand side of screen and click **Yes** to exit the application.



Make sure you have saved your application before exiting.



How do I sign out of Careers?

1. Click the **Actions List** and click **Sign Out**.

