IMPORTANT INSTRUCTIONS
To Apply for Jobs Online

Step One: Register or Login.
Step Two: Enter and save all application information in My Account.
Step Three: Go to jobs list and click on Apply Now.

Read More Below

If you are new to our site

- Register an account - enter your name, email address and password, then click on the "Submit" button.
- Do not answer "Yes" or "No" to the question "Do you have a resume?" Instead, click on "My Account" (upper left corner below the City logo).
- Enter your information (including adding resume, military and other related documents) in the "Personal Information" and "Qualification and Skills" tabs. Save periodically.
- When you have finished entering your information, click on the "Jobs" tab (upper left corner below the City logo). Click on "Saint Petersburg, FL, US" then click on the "Go" button. A list of all open positions will be displayed. To view position details and qualifications, click on the "Vacancy Name (IRC number). To apply for a position, click on "Apply Now". The system will display the information you entered. Follow the prompts to complete the application process.

If you have registered an account, but have not entered your application information

- Sign into your account - click on "My Account" (upper left corner below the City logo).
- Enter your information (including adding resume, military and other related documents) in the "Personal Information" and "Qualification and Skills" tabs. Save periodically.
- When you have finished entering your information, click on the "Jobs" tab (upper left corner below the City logo). Click on "Saint Petersburg, FL, US" then click on the "Go" button. A list of all open positions will be displayed. To view position details and qualifications, click on the "Vacancy Name (IRC number). To apply for a position, click on "Apply Now". The system will display the information you entered. Follow the prompts to complete the application process.