Illinois Central College ● Human Resources

1 College Drive, East Peoria, IL 61635-0001 ● (309) 694-5720 ● Fax: (309) 694-5789
Website: www.icc.edu ● E-mail: hr@icc.edu
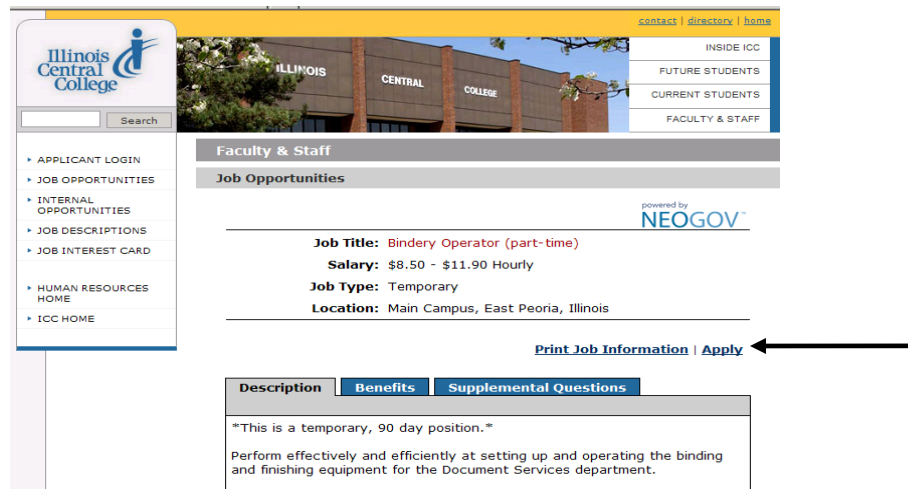
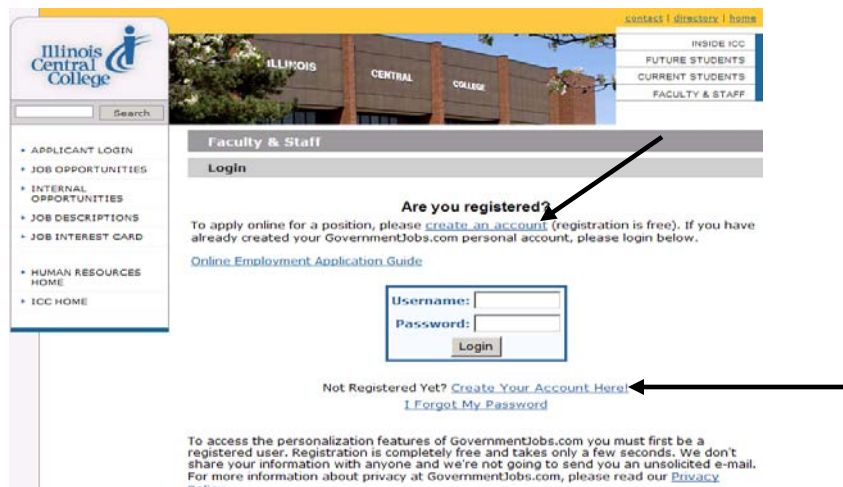# Online Employment Application Guide

To Apply for a Specific Job Opening

1. From the employment opportunities webpage, www.icc.edu/jobs, click on the title of the job you wish to apply for.

2. Click the 'Apply' link.

3. Click 'Create Your Account' or 'Create Your Account Here.'

   Note: If you have already created a user account, login using your previously created username and password. **You will not be able to create another applicant account using the same email address.**

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4. Enter your information and click 'Save.' **You must remember this information.**

5. Click the 'Create Application' button.

    Note: You do not need to create a separate application for every job that you apply for. **Each applicant must have his/her own account. You cannot share accounts.**

6. Input a title for your application for future reference, and click 'Create Application.'

7. Fill in and verify the contact information.

8. Click the 'Save & View Application' button.

9. Click on the links for 'Edit Personal Information' and 'Edit Preferences.' If you want to add education or work experience, click on the links for 'Add Education' and 'Add Work Experience' and complete these sections. You can also add Certificates or Licenses, Skills, Additional Information, Refereces and a Resume if desired. Click the 'Save' or 'Save and Proceed' button at the bottom of each section.

Employment Application

Welcome, Jane Doe   Help   Logout
| Main Menu | Application Status | My Account |

Job Application » Review

* Required Field

Contact Information   Edit Contact Information

Name:	Jane Doe	Address:	1 College Dr. East Peoria, Illinois 61635
		Email:	
		Notification Preference:	Email
Home Phone:	309-555-5555	Alternate Phone:	

Personal Information   Edit Personal Information
Driver's License:
Can you, after employment, submit proof of
your legal right to work in the United States?
What is your highest level of education?

Preferences   Edit Preferences
Preferred Salary:
Are you willing to relocate?

Types of positions you will accept:
Types of work you will accept:
Types of shifts you will accept:
Objective

Education   Add Education

Work Experience   Add Work Experience

Certificates and Licenses   Add Certificates or Licenses

Skills   Add Skills
Office Skills   Edit
Typing: 0
Data Entry: 0
Additional Information   Add Additional Information

References   Add Reference

Resume   Edit Resume
Text Resume
Attachments   Add Attachment(s)

* Required Field

10. After completing all required information, follow the steps to complete agency wide questions and any required supplemental questions.

11. Click 'Accept' to digitally certify and submit your application.
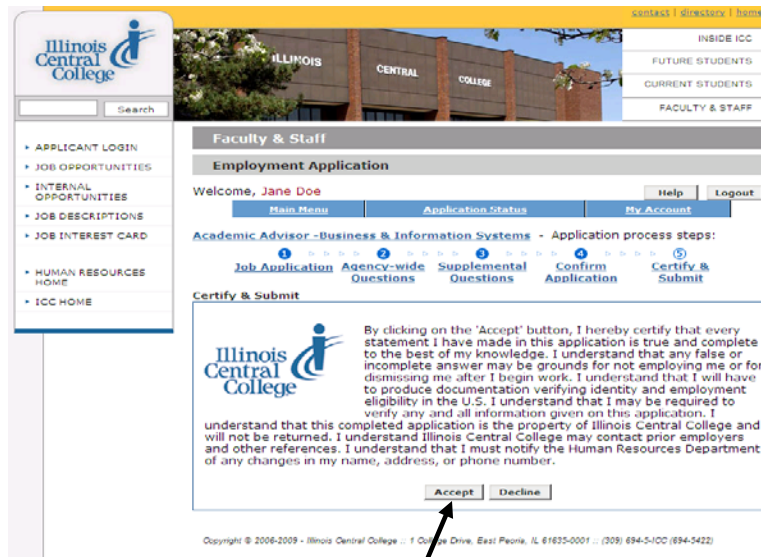
12. When you have successfully submitted the application you will be redirected to the Application Confirmation webpage. An application receipt will be sent to the email address that you used to create your account.
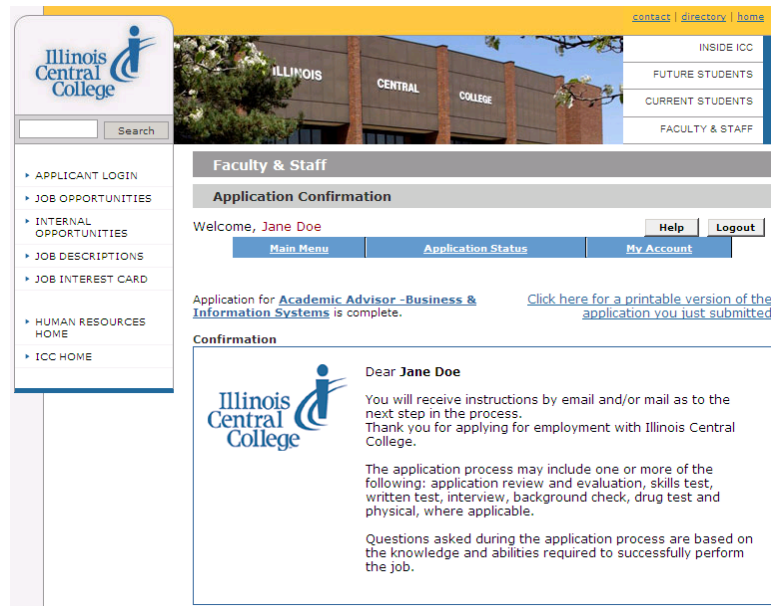
Thank you for your interest in employment with Illinois Central College!