

STEPS TO SUBMIT ONLINE APPLICATIONS FOR EXAMS:

Visit www.erie.gov

- Click on EMPLOYMENT
- Click on JOB OPPORTUNITIES
- Click on TITLE (position)
- Click on APPLY
- Create an account – confirm email to verify your account. You will be required to log into your email account to confirm.
- Once account is confirmed, proceed to sign in – accept privacy policy – click confirm
- You have the option to import a resume (another option to add will be presented later in the process)

COMPLETING GENERAL APPLICATION INFORMATION:

- Edit- fill in required fields with asterisks
- Complete each page of the application – hit SAVE at the bottom of each page
- Complete: address section, employment section, education section
- Attachments -ADD – choose type – (cover letter, resume, transcripts etc.)
- Upload

AGENCY QUESTIONS: Fields with asterisks are required

- Proceed to REVIEW
- Proceed to CERTIFY – “Accept and Proceed to payment”
- Select from Continuous Recruitment, Open Comp, Promotional, Uniformed Officer
- Payment Options: credit card, waiver form
- Upload waiver form – you must complete, save in docs and attach
- SUBMIT – confirmation page will appear with date and time submitted
- Email confirmation will be sent upon completion

If you experience technical difficulties, please contact Government Jobs:

Email address: support@governmentjobs.com

Toll-free number: 1-855-524-5627

Call hold times depend on the time of day. You can press 2 to request a call back at any time. You will not lose your place in line! Available Monday through Friday, 9am to 8pm EST.