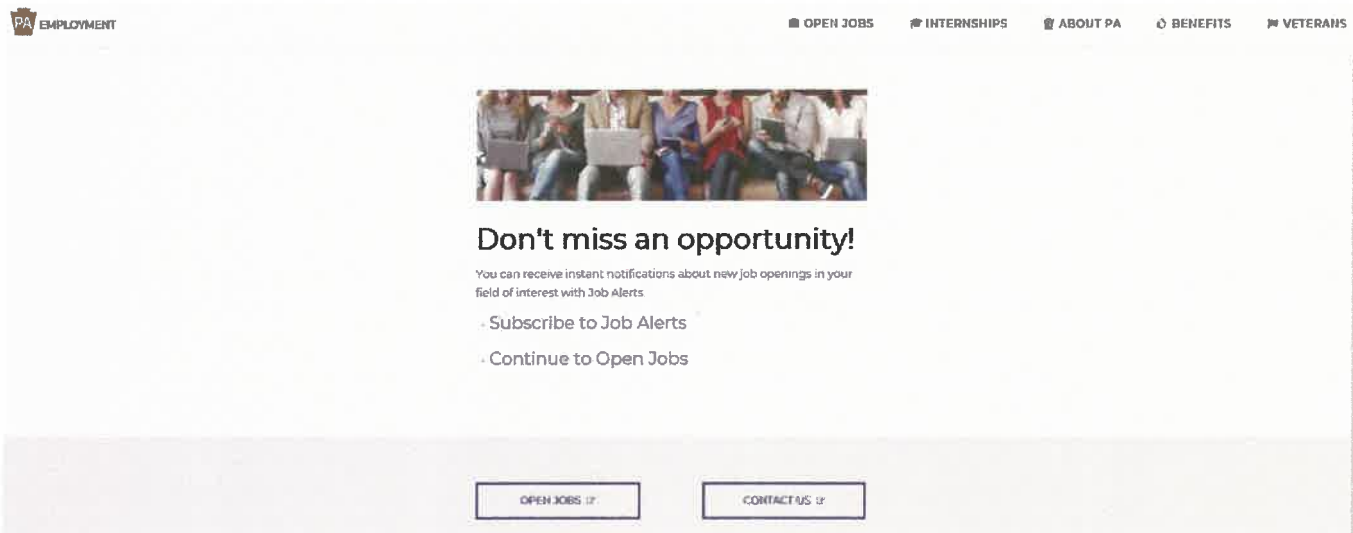


How to Apply

1. Visit www.employment.pa.gov and click the Open Jobs tile.



2. Click on Subscribe to Job Alerts to set up email alerts for jobs are posted in specific categories, or click on Continue to Open Jobs to see the full list of job postings.



3. You should be on the Commonwealth of PA Job Opportunities page.

Menu >

COMMONWEALTH OF PA JOB OPPORTUNITIES



Create a [Job Alert](#) to receive notifications for future openings in your field of interest.

Click on the title of the position to learn more and apply

SHOW MORE

Job Title	Job Type	Salary	Closing	Posted	Category	Department	Location
Part-time Clerical Employment Opportunities Available!	Non-Civil Service Temporary Part-time	\$10.15 hr		05/14/15	Office and Administrative Support	Multi-Agency	Dauphin, PA
Revenue Seasonal Tax Service Positions	Various Types	\$10.15 - \$16.02 hr		07/08/15	Tax Administration	Department of Revenue	Multi-County, PA

4. Click a job title to view the associated posting.

Revenue Seasonal Tax Service Positions	Various Types	\$10.15 - \$16.02 hr	07/08/15	Tax Administration	Department of Revenue	Multi-County, PA
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5. Read the posting details, and click "Apply" in the upper-right corner.



Revenue Seasonal Tax Service Positions

Salary ⓘ \$10.15 - \$16.02 Hourly

Location ⓘ Multi-County, PA

Job Type Various Types

Department Department of Revenue

Job Number BSE027A

DESCRIPTION

BENEFITS

QUESTIONS

6. If you already have an account, sign in. If not, click "Create an account."

Sign in to apply

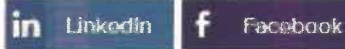
[Create an account](#)

All fields are required

Sign In

[Forgot Username?](#) | [Reset Password](#)

or sign in with



Enter your email address, followed by a username and password of your choice. Then click "Create."

Note: The password you create must be eight characters long, and include upper and lower case letters, numbers, and symbols.

Create a new account

[Sign In](#)

All fields are required



Create

or create with



7. After setting up your username and password, a screen that gives you the option to upload your resume will display. For now, please click "Skip this step" in the lower-right corner to enter your detailed work experience and education into the application. You will still be able to include a resume in the attachments section of the application, if you choose to do so.

Résumé

Import Your Résumé

Save time by importing your information into our system automatically

in

Transfer from LinkedIn

Use your LinkedIn résumé information for your new profile. You can edit this info later.

Upload from Computer

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

To manually fill in your information, you can [Skip this step](#)

8. The next screen will allow you to enter general information about yourself.

Info

Work

Education

Additional

References

Attachments

Questions

Review

Certify

General Information

Fields marked with an asterisk (*) are required

Contact Information

Name

First * Middle Last *

Address

Address Line 1 *

Address Line 2

City *

Once you have entered and saved your information, click "Next" at the bottom of the screen.



9. You will be prompted to navigate through additional sections of the application, including Work, Education, Additional, References, Attachments, and Questions. After completing these sections, you will be given the opportunity to review your application and ensure the information you provided is complete and accurate. You can edit your information by clicking the "Edit" icon at the right of each section.

The screenshot shows a sidebar on the left with eight items: Info, Work, Education, Additional, References, Attachments, Questions, and Review. Each item has a green checkmark icon to its right. The 'Review' item is highlighted in a dark blue color. The main content area is titled 'General Information' and contains a note: 'Fields marked with an asterisk (*) are required'. Below this is a section titled 'Contact Information' with the following details: Name: Jane Doe; Address: 4 Fake Street, Fake City, PA 17013; Phone: 1234567890; Email: fake@fake.com. An 'Edit' icon with a pencil is circled in red in the top right corner of the contact information section.

10. Once you have finished reviewing your application, click "Proceed to Certify and Submit" at the bottom of the page.



11. Read the information on the certify page carefully before clicking "Accept & Submit" at the bottom of the page.



12. You should see a message indicating your application has been successfully submitted.



Application Submitted!