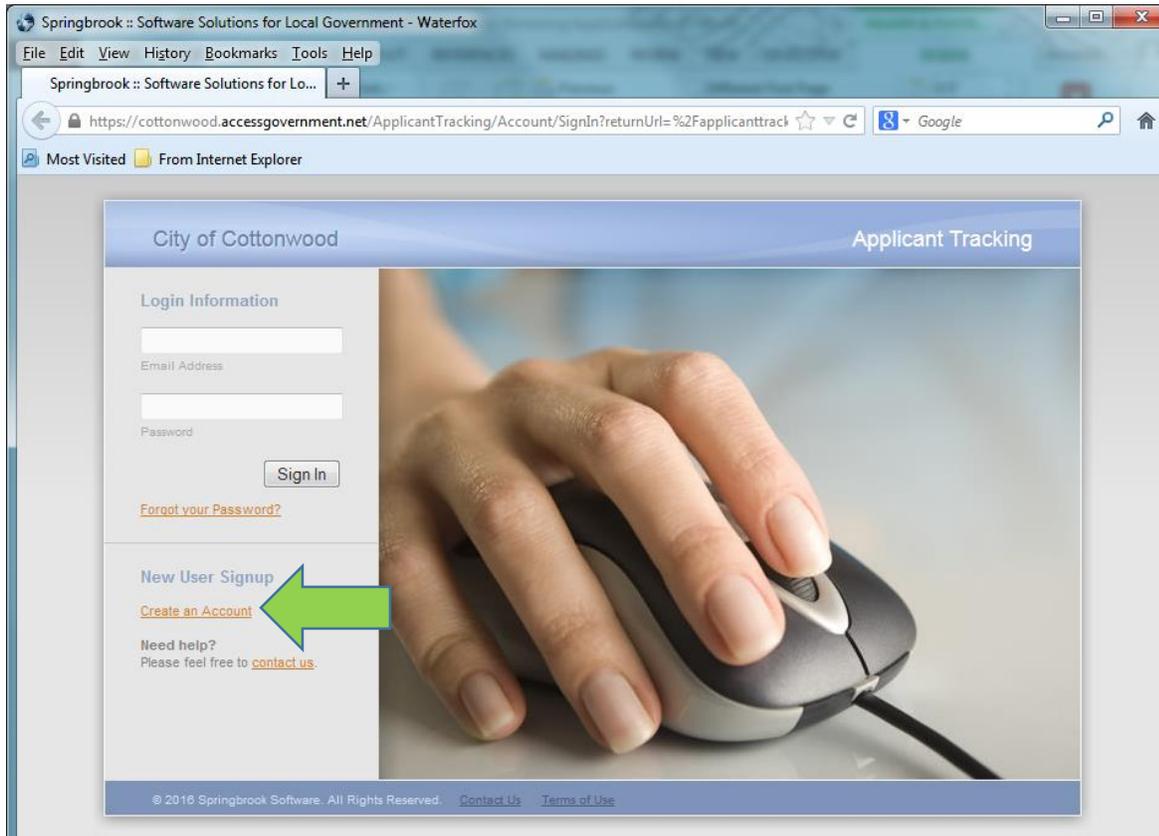


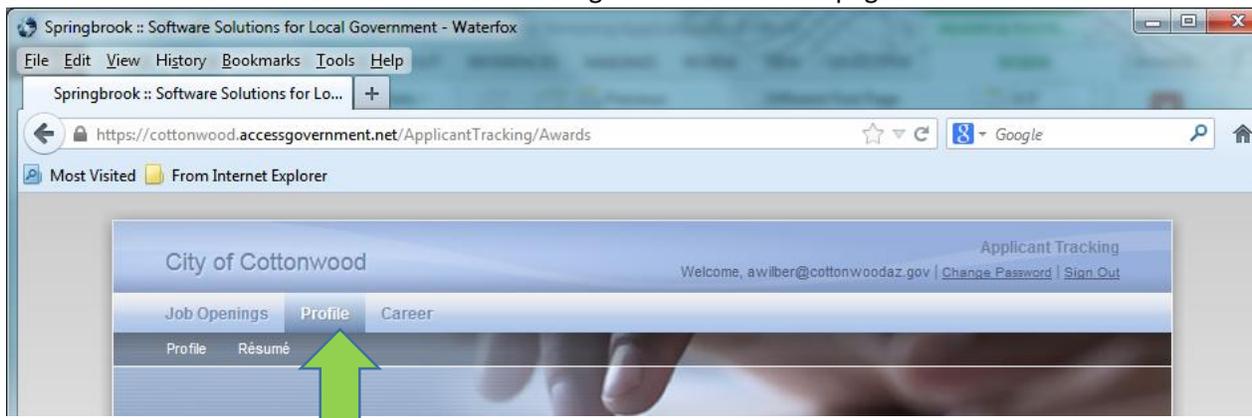
## City of Cottonwood Applicant Tracking System Instructions

You may now apply to most positions through our new Applicant Tracking System online. You may access our Applicant Tracking System by clicking on the link provided in each job posting, or you may access it here: <https://cottonwood.accessgovernment.net/applicanttracking>.

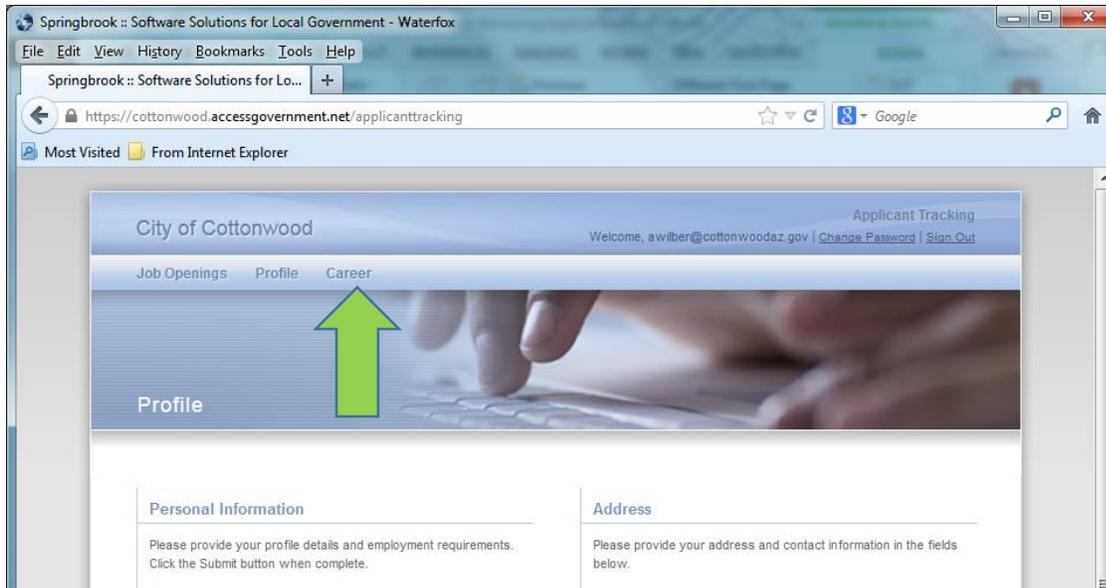
In order to apply for a position with the City, the position must be open and you must first create an account through the Applicant Tracking System. If you have not yet created an account, you can do so by clicking on the Create and Account link.



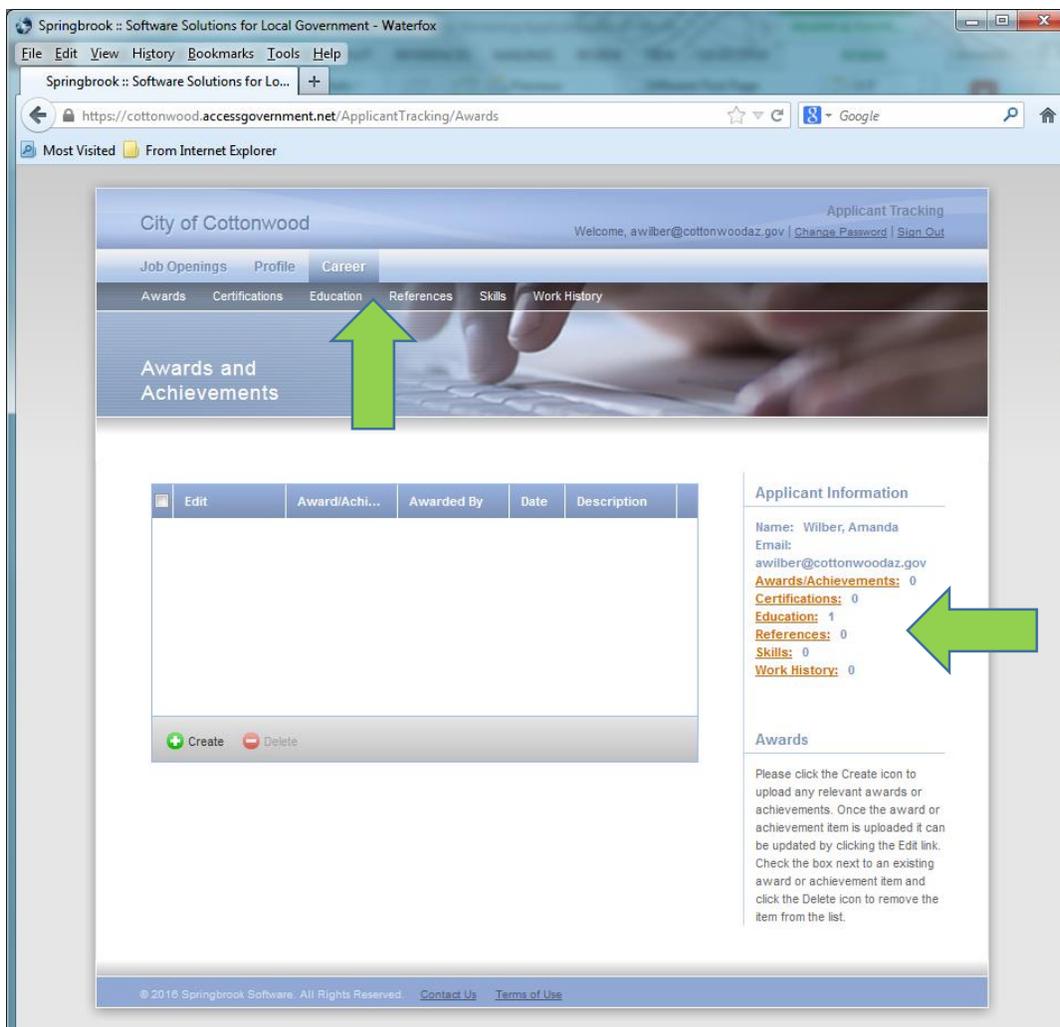
Once you have set up your log-in information, you can enter in all of your personal information under the profile tab. You may also use the Resume section of the profile tab by hovering over the word profile and clicking on Resume on the drop down line. You also will need to fill out all the information under the Career tab. Please follow all instructions on the right-hand side of the pages.



# City of Cottonwood Applicant Tracking System Instructions



Once in the Career Tab, please complete as much relevant information as possible.

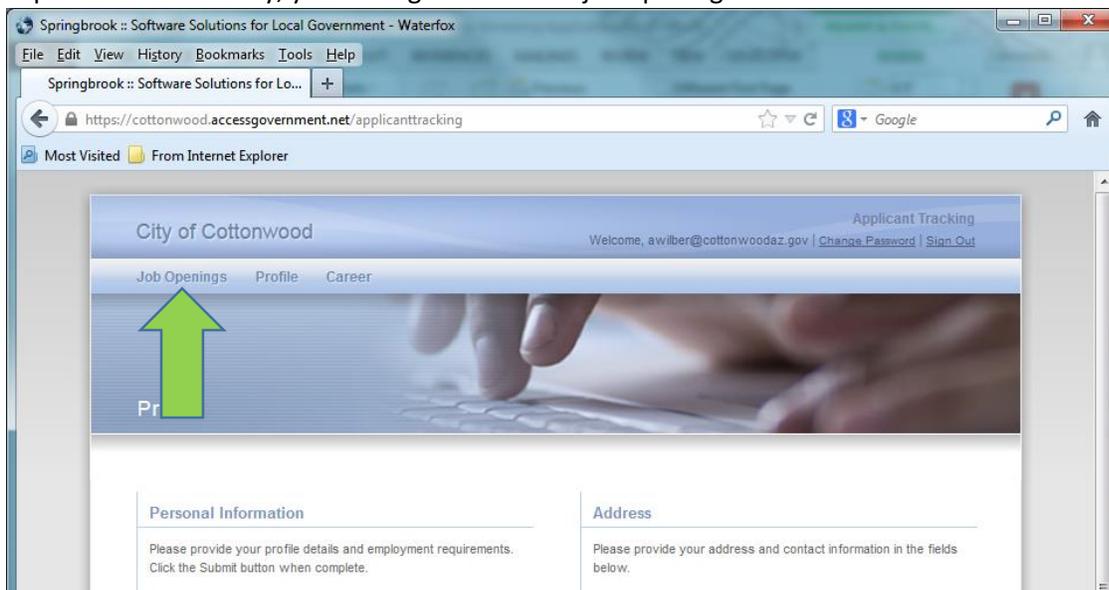


## City of Cottonwood Applicant Tracking System Instructions

You can move to each section by either hovering over the profile and career tab and selecting which area you would like to complete, or by using the task bar on the right hand side of the screen as shown by the arrows above once you click on the career tab. On each section, use the **create** button to enter your information. Once your information is entered and complete, please make sure to hit the **submit** button to save each time. Please add as many lines in each section as you feel necessary to completely cover all areas of your experience and work history.

If you wish to upload a Cover Letter or Resume, you may. While on the Resume portion of the Profile tab, you can click on either **Upload Resume** or **Upload Cover Letter**. Once you click on the button, a new window will pop up where you can **Add files**, then **Start Upload** after the files have been added. Please remember to click **save**.

Once you have entered all of the information you wish for us to receive on you and your work experience and history, you must go back to the job openings tab.



This will show all current City of Cottonwood openings available currently on our Applicant Tracking site. If this area is blank, there are no current openings. Once you see the title of the position you are interested in, please click on that link. That will open up the job description for the position you want to apply for. Please scroll all the way down to the bottom of the page and click **Apply**. Once you hit Apply, it will give you information and ask you a series of questions. Once all questions are answered, scroll to the bottom and click **Submit**. If you complete your profile and career tabs but do not go in to the actual job opening and click apply, answer the questions, and click submit, you will not be included in this position's applicant batch and therefore not considered for this position.

If you have questions about this process or need further help or information, please feel free to contact the HR department at [awilber@cottonwoodaz.gov](mailto:awilber@cottonwoodaz.gov) or 928-340-2713.