



LA CAREERS ACCOUNT

Go to LA Careers [www.jobs.la.gov] and click on the blue link “Applicant Login”. You will be redirected to the ‘Login’ page. Under the question “Are you registered?”, click the link “HERE” to set up your account and password for the first time. You will only need to go through this setup one time. Make a note of your **Username** and **Password** so that you can access it again at a later date! This will be a permanent place for you to keep your application so that you may apply for any job openings that are posted in the future. You will also be able to return and update the application as your job experience grows.

For **HELP** on this step or any to follow, click on the link “Online Employment Application Guide” on the ‘Login’ page.

BUILD YOUR APPLICATION

Once you have set up your account, click on the “Create Application” button. You will be asked to name your application. You can name it whatever you wish, but you do not have to create more than one application. You will need to complete the personal profile and each section of the application (education, skills, etc.) as completely and accurately as possible. **An application may be considered incomplete if the work experience and education sections are not completed.** You can also create attachments if you have scanned documents you would like to include. This will become a legal document with an electronic signature.

SAVE & LOG OUT

You may save the application before you have completed it and come back to it later. When you log back in, the application will be saved under “Applications You’ve Created” with the name you gave it. Remember, this is your account. Access it whenever you want to update your application or browse. Just remember to save as you go and click the “Log Out” button at the top right on your way out.

SEARCH FOR A JOB

There are many different places to search for a job on LA Careers. One way is to log on directly to www.jobs.la.gov, scroll down the page and select a check box in one or more of the three windows, then click the “Apply Search” button at the bottom of the page. If you would rather go directly to a certain job title, you can enter it in the Search window at the bottom of the page. Hint: If you enter ‘Corrections’ in the search window, you will get all security positions that are currently announced.

APPLY & CHECK STATUS

LA Careers has many different features that make it easy to apply for a job and keep track of your application in the hiring/promotion process. Once you find the job you would like to apply for, click on it and click the “Apply” link to the right of the page. If you are not logged in at this point, you will be directed to do so. Be sure to complete all questions as you go. The system will direct you through the different steps leading to the final submission of the application. After you have completed the application process, you may check on the status of your application over the next few weeks by logging back in and clicking the “Application Status” button at the center of the page.

SUPPLEMENTAL QUESTIONS

During the process of applying for the job, you may see a set of questions labeled “Supplemental Questions”. These must be answered or your application will be considered incomplete.

JOB INTEREST CARDS

When you log in, you will see a link marked “Job Interest Card” at the top right of the page. You can complete this page so that LA Careers will automatically notify you by email when a job category you marked has a vacancy posted.

All probational and promotional jobs will be announced on the Civil Service website www.jobs.la.gov.

You must apply to be considered.

DOC HEADQUARTERS 225-342-6620