Los Angeles County

Applicant FAQs

Why should I apply online?

Applying on-line is convenient and easy. The information you enter is saved and can be used to complete applications for future job openings. You can update information such as address, e-mail, experience or education at any time and the changes will be saved in your account. You will also receive applications status notifications via e-mail.

The job I am applying for only accepts online applications. Does Los Angeles County offer Internet access to the public?

Free Internet access is available at various locations such as Los Angeles Public Libraries and One-Stop Centers so you can apply for Los Angeles County jobs.

How do I apply online or create an account?

View our list of job opportunities at: **https://www.governmentjobs.com/careers/lacounty.**

Once you find a position of interest, please read the job posting for detailed information. When the job posting allows for applications to be submitted, you can click on the "Apply" option located to the right of the job title. You will then need to create an account.

Do I need to have an email address to apply online?

Yes, the system requires a valid email address. The e-mail address provided will be used to notify you of examination information.

May I use my County email address as my contact email address?

Yes, if you are a County employee, you may use your work e-mail, however, we strongly recommend using a personal email address to ensure that you can access your account.

Can I use an e-mail and/or account of another applicant?

No, you should never use the e-mail/account of another applicant. To do so may result in disqualification from the employment process. Sharing an e-mail/account will create confusion.

Can I submit an application for someone else using my account?

No, each applicant must create his/her own account.

What requirements must I meet to be eligible for recruitment?

You must meet the minimum or selection requirements listed on the job posting bulletin.

Can anyone apply for "Promotional" or "Transfer" Opportunities?

No, "Promotional" and "Transfer" job postings are open to Los Angeles County employees **only**.

How secure is my personal information submitted through your online system?

Your privacy and security are our highest priority. Please click the following link to read more about our Privacy Policy: **http://www.lacounty.gov/privacy-policy.**

Why do I need to enter a Social Security Number?

The system uses your Social Security Number as a unique ID, and is required. Entering an incorrect number will cause delays and/or disqualification from the examination process.

When I apply online, do I need to provide information for all of my past work experience?

Yes, applicants are required to provide employment experience for the past 10 years. List the most recent job information first and then list all other jobs held separately. Include volunteer experience and any periods of unemployment.

Am I required to list experience for each job title?

Yes, list the experience for each job held over the past ten years. Applications must be completed in sufficient detail and clarity to permit a comprehensive review and evaluation. Any experience omitted from the application cannot be considered.

Can I apply for jobs in certain locations?

Yes. It is important that you mark the locations you prefer when completing your application.

How do I add an attachment to my application?

From the Attachments section of the application, follow the steps below:
1. Click Attachment link
2. Click "Add supplemental attachment"
3. Select the attachment type from the dropdown menu
4. Click the "Upload" link
5. Locate the file you would like to upload

I was filling out my application, and I lost all my information. What happened?

You may have used the Back button on your Internet browser which removed all data. To avoid losing your information save your information periodically.

For each step, the buttons on the bottom allow you to save or discard your work on this entry. Although your typing is automatically saved periodically, it is good practice to click on the Save button. The Cancel button discards any changes you have made since the last save. For some entries, the Remove link is present. It deletes the current entry (such as a previous job), after a confirmation. Once deleted, the data cannot be recovered. The last time that the entry was saved is also displayed at the top.

How long will my session remain active for me to complete the application?

Sessions remain active for 60 minutes.

How do I know that I successfully submitted my application?

After you have submitted your online application, the system will display a confirmation page acknowledging receipt your application. In addition, you will also receive an email confirmation from noreply@governmentjobs.com.

What do I do if I did not receive an e-mail confirmation?

Check your spam or junk mail. Then login into your account and verify the e-mail address in your account. If the e-mail address is incorrect, please update it.

After I submit my application, what happens next?

The Exam Analyst will notify you about your application status.

How will I receive notifications about the job I applied for?

You will receive notification(s) via e-mail or U.S. mail.   It is important that you ensure that e-mail and home address you enter is accurate and remains current. Entering an incorrect or invalid e-mail or mailing address will cause your notice to be returned and delay your notification.

Who do I call if I want to speak with someone about the job/exam I applied for?

Contact the Exam Analyst listed on the job posting.

If I create an account and I input all of my information, is it saved in the system? Can I access the information at another time?

Yes, the information you enter is saved in your account and may be viewed and/or modified at any time.

How can I update my application materials?

Once an application is submitted, you cannot make any changes to that application. However, you can update your account information by logging into your account. The updates will be available the next time you submit an application.

If I apply to an exam online, how can I find out where I am in the exam process?

You can view your exam status online by logging into your account. To view the status, click on your user name on the upper right hand corner and click on the "Applications & Status" link.

If I submit an application online, am I required to submit a paper application?

No, you do not need to submit paper application if you submit an on-line application. Any required documentation must be submitted in accordance with the instructions included on the job posting.

If I submit multiple applications, will Human Resources review all of them?

No, only the last application received will be reviewed.

Do you offer special services for persons with disabilities?

We will provide reasonable testing accommodations for applicants with disabilities. Departments have designated ADA Coordinator's that will handle special accommodations. You must contact the ADA Coordinator listed on the job posting or on your schedule notice if you require testing accommodations.

How do I keep informed about when jobs open?

You may complete a "Job Interest Card." There are two ways to sign up for e-mail notifications:

- You can request job notifications by category by going to: **https://www.governmentjobs.com/careers/lacounty** and selecting "Job Interest Card" from the Menu. Then select the categories and click on the "Subscribe" button.
- You can request job notifications by specific job titles by going to: **https://www.governmentjobs.com/careers/lacounty/classspecs** and clicking on the class specification title and then selecting the "Subscribe" button.