

Online Job Application Process

This document goes through the steps for “How to apply for a position” using the new application tracking system.

- Apply for a position
 - From Current Position page, click on the “Title” of a position
 - Click on “Apply” button on the bottom of the page

Notes:
This announcement may close prior to the closing date without further notice once a satisfactory pool of applicants has been identified. Due to high volume of applications, only applicants selected for an interview will be contacted. Applicants selected for hire will be subject to fingerprinting, a criminal history and motor vehicle background check and, if applicable must take and pass a pre-employment drug test.

The Department of Juvenile Justice offers competitive salaries, career opportunities, and an excellent benefits package. To view a list of benefits offered for most of our positions, click here: [Employment Benefits](#)

THIS IS AN UNCLASSIFIED POSITION. To apply, click [HERE](#) to login or create an applicant profile. The designated contact person will only be able to provide generic information concerning this announcement. Status updates on your resume/application will not be available at the phone number or email address provided. Only applications submitted online will be accepted.

Contact Details :

AN EQUAL OPPORTUNITY EMPLOYER

- First time user, click on “Register here!” to create a login **or** enter the credentials to login if already registered
- If not first time user, the minimum qualifications of a selected position are displayed after login
- Answer all the minimum qualification questions
- To proceed for applying, user should meet at least one minimum qualification
- Select the application you want to use to apply for a position or click on “Create New Application” to use a different application
- Click apply

DJJ Online Job Application

If you are a new user, you must register by clicking 'Register Here!' button at the bottom.
If you have already registered, log in with your email address and password.

LOG IN

Email Address:

Password:

[Forgot Password?](#)

Login

Not Registered? [Register Here!](#)

- Create an application
 - To create an application, from current positions page click on “Apply for Open Position”
 - First time user, click on “Register here!” to create a login or enter the credentials to login if already registered
 - Click on “Create New Application” to start a new application or click on “update” to update existing application
 - Enter the unique application name and click create
 - All the fields are mandatory in “Employment eligibility” section
 - “High School Details” section details are mandatory in “Education Details” section
 - “Current Valid Driver’s License” and “POST” are mandatory in “Georgia Licenses and Certification”
 - To add a work history, click on “Add Work History” and all the fields are mandatory. To save the work history details click save before clicking continue
 - All the fields are mandatory in “Veteran’s Preference” section
 - All the fields are optional in “Equal Employment Opportunity Information” section
 - All the fields are optional in “Upload Document” section. To upload the document, browse the file and click on upload file. Without clicking on **upload**, the file doesn’t upload
 - **To complete the application, signature must match the username when application was created.**
 - User can go back and forth in this process by clicking back button

NOTE: At this point, you have only created your on-line application. You must now GO BACK and actually apply for the vacant position. You will receive a confirmation email once you have successfully applied for a vacant position.

- Apply for a position after login
 - On home page, click on “Apply for Open Position”
 - click on the “Title” of a position
 - Click on “Apply” button in the bottom of the page
 - Answer all the minimum qualifications questions
 - To proceed for applying, user should meet at least one minimum qualification

- Select the application you want to use to apply for a position or click on “Create new application” to use a different application
- Click apply

- To view the application, click on the application name in home page
- **Status** of the application can be viewed by clicking on “Job Application Status” in home page
- To update user profile details or to change the user email address/password, click on UserName link on the top of the page in Home page

[Create New Application](#)

[Apply for Open Position](#)

[Job Application Status](#)

Application Name	Date Application Created		
Sample1 	05/04/2016	Update	Delete
Sample2 	09/14/2016	Update	Delete
Sample3 	09/28/2016	Update	Delete