

# Tips for Applying

**Take your time:** The online application is incredibly important so ensure that you take your time and read each question carefully. Ensure that the information provided is accurate. Complete the application and answer all the questions thoroughly.



**Check your Email:** Most of the communication for interviews and any updates will be sent via email. Be sure to check your spam/junk folder as well. To make sure that our emails are not filtered into your “junk” or “spam” folder, please add GovernmentJobs.com to your list of trusted senders.

## Frequently Asked Questions

### How do I get help with my online application?

- **Call** Government Jobs customer service at 855-524-5627 to talk with someone live (or dial 2 and request a call back). Applicant customer service is available Monday-Friday (excluding holidays), between the hours of 6 a.m. and 5 p.m. (Pacific Time.)
- **Email** [support@governmentjobs.com](mailto:support@governmentjobs.com)
- **Visit** the [Government Jobs FAQ](#) page.

A screenshot of the Government Jobs application login page. At the top left, there is a link for "Job Details" with an eye icon. At the top right, there is a blue arrow pointing to a "Support" link. The main content area is titled "SIGN IN TO APPLY" with a "Create an account" link. Below this, it states "All fields are required". There are two input fields: "Username or Email" and "Password". The "Password" field has a small icon of a key and a lock. Below the input fields is a green "Sign In" button. Underneath the button are two links: "Forgot Username?" and "Reset Password". At the bottom, there is a section for "or sign in with" followed by a Facebook login button.

Click the Support button to open a guide detailing how to apply for jobs using the Career Page website.

### **How often are jobs posted?**

Jobs may be posted every day.

- Check our BI Parks website for new postings.
- Sign up for [Job Alerts](#) to receive updates on new postings

### **How do I know if Bainbridge Island Metro Park & Recreation has successfully received my online application?**

Government Jobs sends a notification email that your application has been successfully received.

### **What if the job I want isn't currently open?**

We can accept applications only for positions that are currently open for recruitment. However, we encourage you to sign up for job notifications. This feature provides you the opportunity to check off job classifications that interest you, which will generate automatic emails when a new job opens.

### **When I apply for a job at Bainbridge Island Metro Park & Recreation, can I submit a resume instead of a job application?**

A resume cannot be accepted in place of a completed application. Do not state "see resume" in any section of your application. Depending on the position, a resume and/or cover letter may be necessary.

### **Do I need to submit a separate application for each position I am interested in?**

Yes, you will need to submit a separate application for each position that interests you. Your registration with GovernmentJobs.com makes it easy to update and customize your application for each position.

### **What happens after I submit my application?**

The hiring manager carefully reviews all applications to identify the most qualified applicants. Applications will be reviewed in comparison with all other applications received. This review may take a few weeks. The most qualified applicants may be invited to participate in additional selection activities such as tests or interviews.

### **What happens if I want to check or change part of my application?**

For questions or concerns about your application or online job profile, contact Government Jobs customer services at 855-524-5624 or [support@governmentjobs.com](mailto:support@governmentjobs.com).