AN ONLINE APPLICATION TUTORIAL

iRecruitment

Montgomery County's Online Employment Application

TEEN WORKS
MONTGOMERY COUNTY RECREATION

9.18
C. Seymour
Recreation Coordinator

PURPOSE

A step-by-step guide to assist an interested applicant through the TeenWorks online application process.

TEEN WORKS
MONTGOMERY COUNTY RECREATION

TIPS FOR APPLYING

- Use your full legal name (the name on your Social Security Card and Government-issued ID)
- Use proper capitalization when entering your name & address
  (Ex: Sandy Beaches / 3950 Ferrara Drive, Wheaton, MD 20906)
- Use a valid, personal email address
- Use dashes when entering your phone number (Ex: 555-555-5555)
- Have your resume file saved (PDF preferred) & ready to upload – you MUST upload a resume to be eligible for a position

TEEN WORKS
MONTGOMERY COUNTY RECREATION

IMPORTANT: You can only apply to the same position ONE time, using the same email address. Be sure to use these tips and upload a resume. If you receive confirmation that you are "not eligible" and want to reapply, you will need to create a new account by using a new email address.

Montgomery County Ma

www.montgomerycountymd.gov/index.aspx

Apps | Microsoft Exchange | Youth Development | Montgomery County | Child Trends | infoMONTGOMERY | Search Institute | MCPS Calendar | Gmail

#1

Go to the County website

MontgomeryCountyMD.GOV

Montgomery County Government

Search

County Executive Ike Leggett

Services | Residents | Business | Government | County Executive | County Council | Calendar

A Celebration of Yesterday, Today, and Tomorrow

Montgomery County Executive Ike Leggett (far right) is joined by the County's Office of Human Rights Director Jim Stowe; Noah Pittman; and Noah's father Dante Johnson to showcase Noah's visual art display from interpreting what his dream is for the future in honor of Dr. Martin Luther King Jr. You can also view Flickr album here.

Featured Sites

MC311 ANSWERING TO YOU

MCPL Montgomery County PUBLIC LIBRARIES

Ride On Montgomery County Transit

Montgomery County Ma

www.montgomerycountymd.gov/index.aspx

Apps | Microsoft Exchange | Youth Develop | Montgomery County | Child Trends | infoMONTGOMERY | Search Institute | MCPS Calendar | Gmail

#2

Click on these two in BLUE

MontgomeryCountyMD.GOV

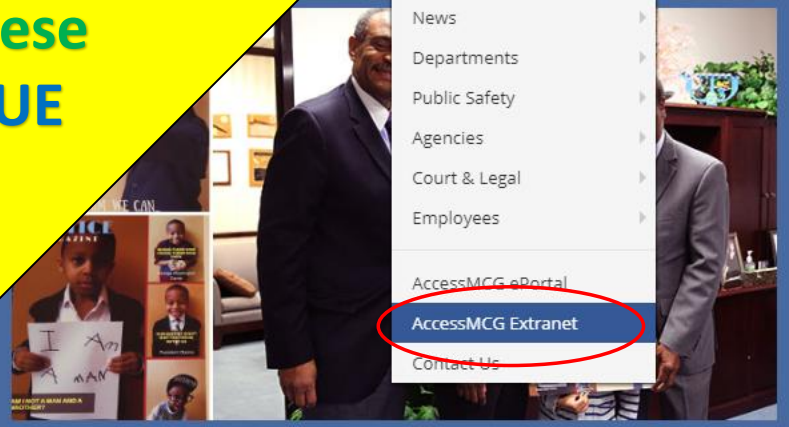
omery County Government

Search

County Executive Ike Leggett

Business | Government | County Executive | County Council | Calendar

- Media Contacts
- News
- Departments
- Public Safety
- Agencies
- Court & Legal
- Employees
- AccessMCG ePortal
- AccessMCG Extranet
- Contact Us



A Celebration of Yesterday, Today, and Tomorrow

Montgomery County Executive Ike Leggett (far right) is joined by the County's Office of Human Rights Director Jim Stowe; Noah Pittman; and Noah's father Dante Johnson to showcase Noah's visual art display from interpreting what his dream is for the future in honor of Dr. Martin Luther King Jr. You can also view Flickr album here.

Featured Sites

MC311 ANSWERING TO YOU

MCPL Montgomery County PUBLIC LIBRARIES

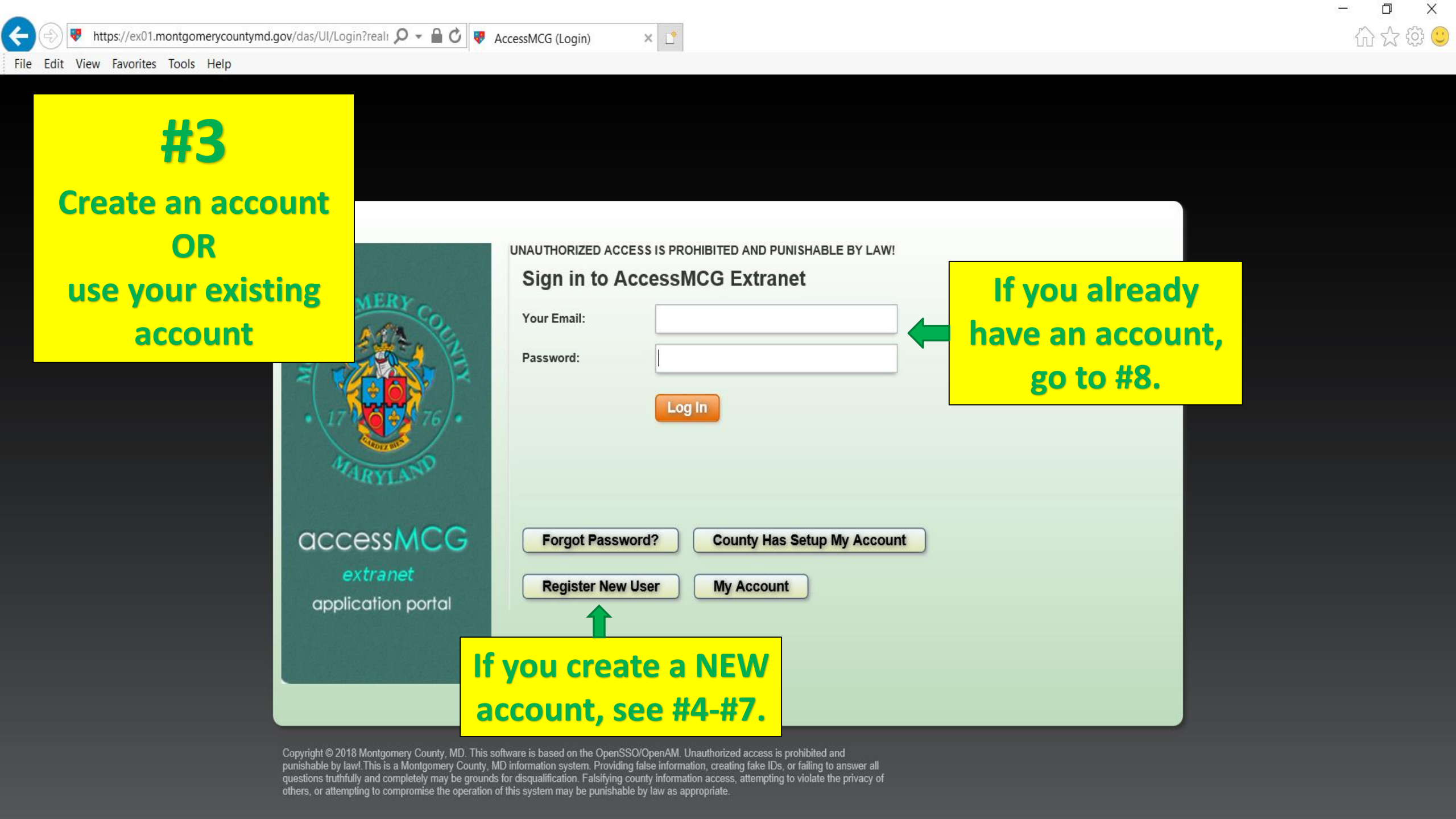
Ride On Montgomery County Transit

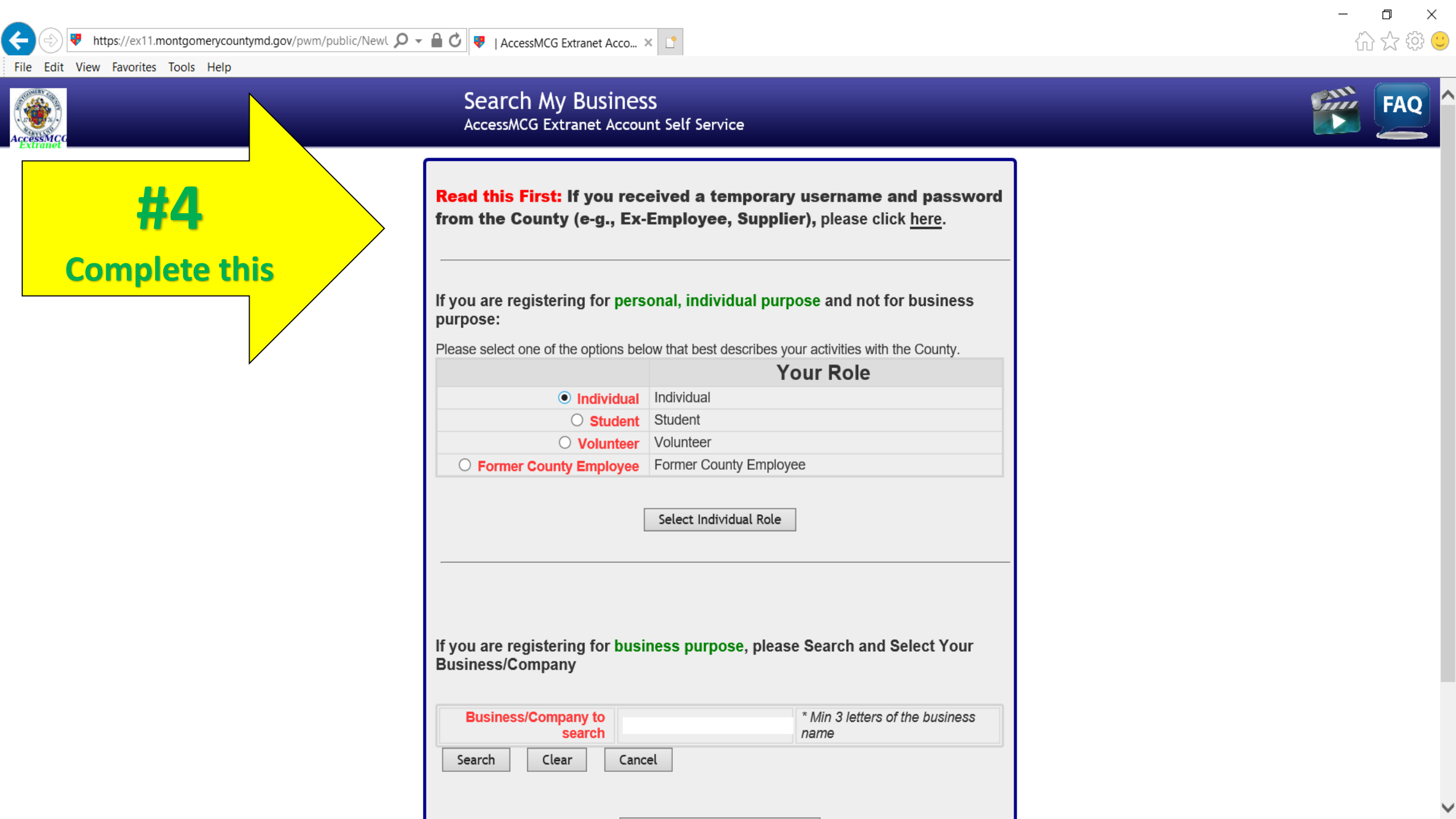
www.montgomerycountymd.gov/accessmcg

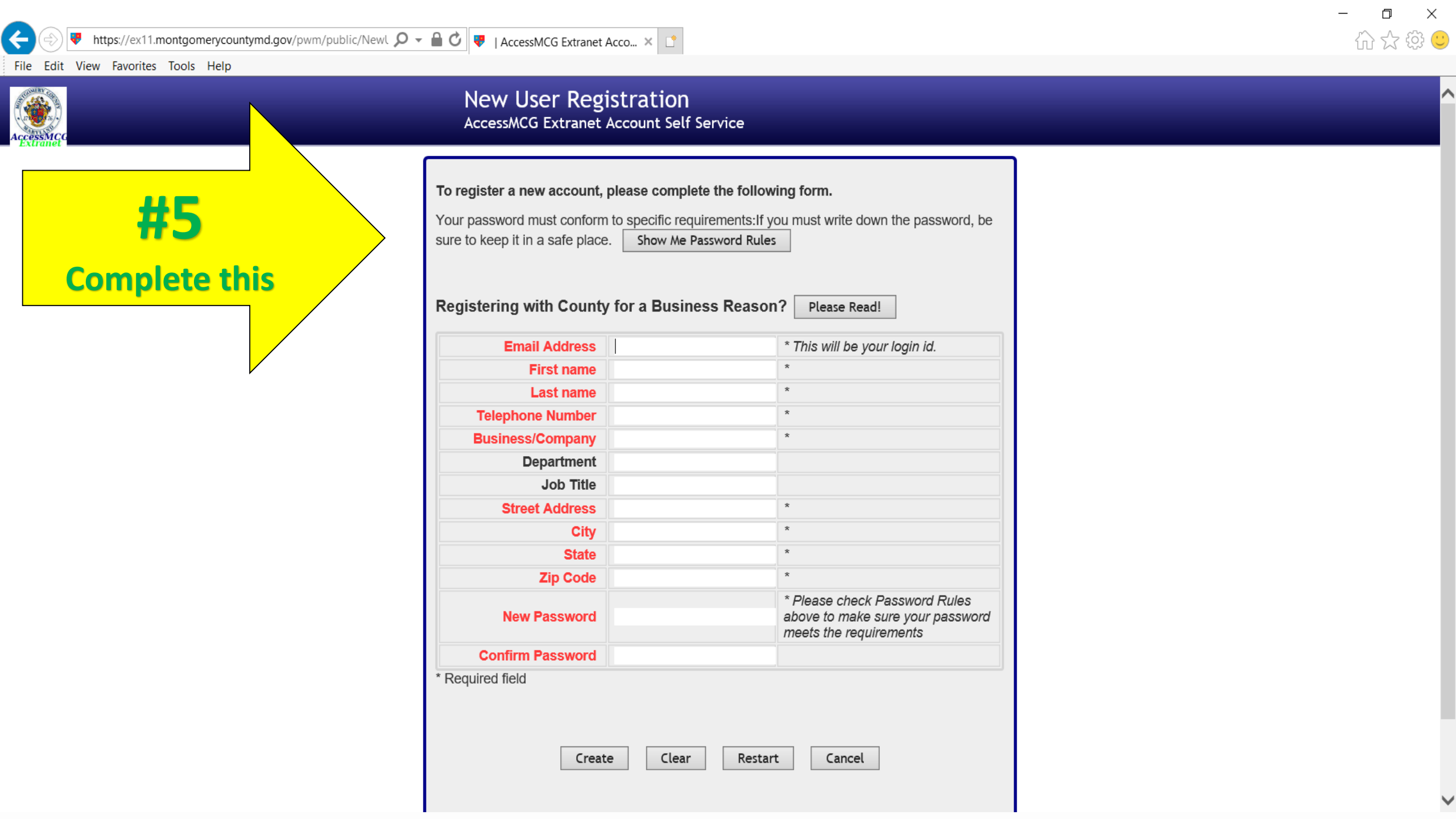
Type here to search

Desktop

4:38 PM
2/26/2018


https://ex01.montgomerycountymd.gov/das/UI/Login?realı
AccessMCG (Login)
File Edit View Favorites Tools Help
#3
Create an account
OR
use your existing
account
UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!
Sign in to AccessMCG Extranet
Your Email:
Password:
Log In
If you already have an account, go to #8.
accessMCG
extranet
application portal
Forgot Password?
County Has Setup My Account
Register New User
My Account
If you create a NEW account, see #4-#7.
Copyright © 2018 Montgomery County, MD. This software is based on the OpenSSO/OpenAM. Unauthorized access is prohibited and punishable by law! This is a Montgomery County, MD information system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for disqualification. Falsifying county information access, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by law as appropriate.


https://ex11.montgomerycountymd.gov/pwm/public/Newl
| AccessMCG Extranet Acco...
File Edit View Favorites Tools Help
AccessMCG Extranet
Search My Business
AccessMCG Extranet Account Self Service
FAQ
#4
Complete this
Read this First: If you received a temporary username and password from the County (e-g., Ex-Employee, Supplier), please click here.
If you are registering for personal, individual purpose and not for business purpose:
Please select one of the options below that best describes your activities with the County.
Your Role
Individual
Individual
Student
Student
Volunteer
Volunteer
Former County Employee
Former County Employee
Select Individual Role
If you are registering for business purpose, please Search and Select Your Business/Company
Business/Company to search
* Min 3 letters of the business name
Search
Clear
Cancel


https://ex11.montgomerycountymd.gov/pwm/public/Newl
| AccessMCG Extranet Acco...
File Edit View Favorites Tools Help
AccessMCG Extranet
New User Registration
AccessMCG Extranet Account Self Service
#5
Complete this
To register a new account, please complete the following form.
Your password must conform to specific requirements:If you must write down the password, be sure to keep it in a safe place.
Show Me Password Rules
Registering with County for a Business Reason?
Please Read!
Email Address
* This will be your login id.
First name
Last name
Telephone Number
Business/Company
Department
Job Title
Street Address
City
State
Zip Code
New Password
* Please check Password Rules above to make sure your password meets the requirements
Confirm Password
* Required field
Create
Clear
Restart
Cancel

Employment | Extranet P

Secure | https://ex11.montgomerycountymd.gov/extranetportal/employment/

Apps | Microsoft Exchange | Youth Development | Montgomery County | Child Trends | infoMONTGOMERY | Search Institute | MCPS Calendar | Gmail

Extranet Portal — Home — Hello,

Notice

- **Starts At:** 02/26/2018 5:15 pm (Future)
- **Ends At:** 02/26/2018 9:15 pm
- **App Availability:** EXPECT INTERMITTENT APPLICATION OUTAGES
- **Read More:** Activity Details

Job portal setup required

You are required to complete one-time setup.

AccessMCG Extranet Account Activation

You must check the box below and click continue in order to activate your AccessMCG Extranet account *

☑ **Yes, please activate my account**

NOTE: Account activation may take up to 15 minutes to complete.

Click Here to Continue

#6 Click here

Wednesday, 28th February

6:15 pm: County Enterprise Se

Friday, 2nd March

7:00 pm: ERP Weekly Backup

Friday, 9th March

7:00 pm: ERP Weekly Backup

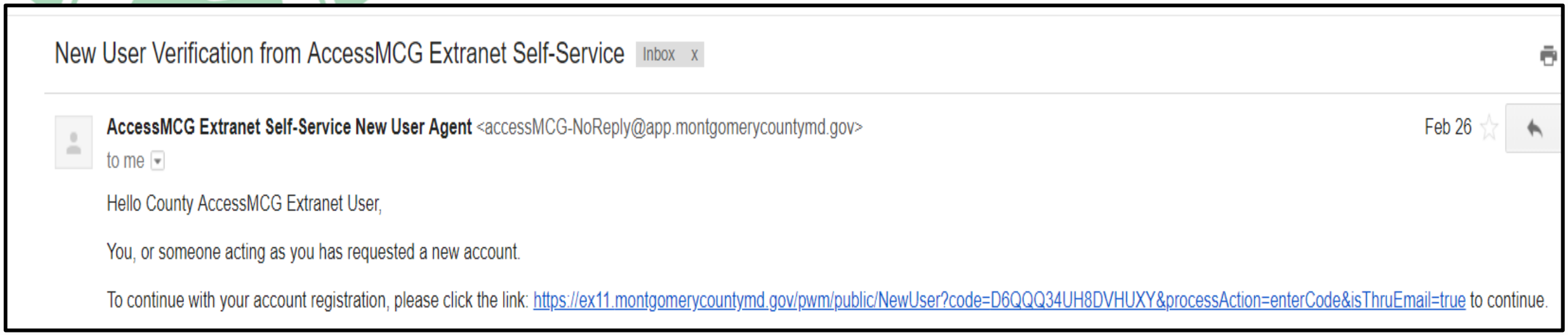
Apps by Keywords

AccessMCG account ach bank beer career careers cart class county job Course dlc employment invoice invoices irc irec irecruitment istore job job search jobs Learn licensee liquor mcg jobs OLM order orders owner password question recruitment rep report representative reps sales security Self Service shopping Training vacancies vacancy wine

#7
Email Confirmation

You'll receive a confirmation email within 15 minutes.

Check your email and open the one that looks like this:



Extranet Portal | FOR CO

Secure | https://ex11.montgomerycountymd.gov/extranetportal/

Apps | Microsoft Exchange | Youth Development | Montgomery County | Child Trends | infoMONTGOMERY | Search Institute | MCPS Calendar | Gmail

Extranet Portal

AccessMCG Extranet Portal

For Secured County Applications

Home | Activity Calendar | County Links » | Logout

All Apps | DLC Apps | Featured | HR Apps | MCG Apps

Welcome to County Extranet App Portal!

Employment

Once you compl… …unt activation, you will be able to… …check the status of y… …u MUST complet… …efore you can a… …up req…ete one-time setup. Acces… …unt Activation You must che… …d click continue in o… AccessMCG

Learning Services

Training for County Employees, Contractors and Community Partners Enroll in Courses, Attend Classes, Track Progress Get access to the County's published learning courses. Enroll in a class. Maintain learning paths to achieve your personal/career goals! You cannot proceed to the learning areaPlease obtain approval for learning catalogs first from below. Learning Catalogs Approval Access to County Learning

#8 Click here

Find an App

Search

Most Visited Apps

Employment	574987
Learning Services	121114
AccessMCG Self-Service	43022

Activity Calendar

Monday, 26th February

5:15 pm: County Enterprise Se

Wednesday, 28th February

6:15 pm: County Enterprise Se

Friday, 2nd March

7:00 pm: ERP Weekly Backup

Secure | https://ex11.montgomerycountymd.gov/ojn4/ijn2/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE

Apps | Microsoft Exchange - | Youth Development | Montgomery County | Child Trends | infoMONTGOMERY | Search Institute | MCPS Calendar | Gmail

iRecruitment

#9

Click on Search Jobs

Navigator | Favorites | Logout

Home | Search Jobs

General | My Account

Welcome to our Job Site Gallaghe

Notifications

Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications. Full List

From	Subject	Sent
No results found.		

Jobs Applied For

Below is a list of the jobs for which you have applied. Select Full List to see the complete list of Job Applications. Full List

Name	Job Title	Organization	Location	Status	Communication Details
No results found.					

My Appointments

Appointments Scheduled

Name	Date	Start Time	End Time	Type	Category	Status	Contact Name	Contact Number	Appointment Details
No results found.									

Home | Search Jobs | Logout

Privacy Statement

Available Jobs

Secure | https://ex12.montgomerycountymd.gov/ojn1/ijn1/OA_HTML/RF.jsp?function_id=14301&resp_id=23350&resp_appl_id=800&security_group_id=0&lang_code=US

Apps | Microsoft Exchange | Youth Development | Montgomery County | Child Trends | infoMONTGOMERY | Search Institute | MCPS Calendar | Gmail

Accessibility

Home | Search Jobs

Available Jobs

Search

Begin your search by selecting one or more of the options below. Hold down the **Ctrl** key and click to choose multiple Job Categories. Leave blank to select all areas. Select "All" from the Date Posted to return all jobs.

- All components of the Job Application Process and Qualification Assessment must be completed in order to be evaluated and considered for a position.
- Incomplete applications will not be reviewed, evaluated or considered for employment.
- Your Job Application is only complete when you have successfully uploaded your resume and received the following confirmation message, **"Thank you for submitting your application."**

Keywords

(example: Marketing Java DBA)

Job Category

- General Professional
- Health and Social Services
- Information Technology
- Managerial Executive
- Montgomery County Government Employees Only
- Public Safety
- Temporary/Seasonal/Substitute
- Trades and Labor

Date Posted: All

Search | Clear

Select	Name	Job Title	Organiz	Job Category	Location	Date Posted	Employment Status
	No search conducted.						

#10

Click on Temporary/Seasonal/Substitute

Home Search Jobs Accessibility

Privacy Statement

Jobs: Available Jobs

Save Search

Search

Begin your search by selecting one or more of the options below. Hold down the **Ctrl** key and click to choose multiple Job Categories. Leave blank to select all areas. Select "All" from the Date Posted to return all jobs. Click Go to execute the search.

View Saved Searches

- All components of the Job Application Process and Qualification Assessment must be completed in order to be evaluated and considered for a position.
- Incomplete applications will not be reviewed, evaluated or considered for employment.
- Your Job Application is only complete when you have successfully uploaded your resume and received the following confirmation message, **"Thank you for submitting your application."**

Keywords

(example: Marketing Java DBA)

Job Category

- Clerical/Administrative
- General Professional
- Health and Social Services
- Information Technology
- Managerial Executive
- Montgomery County Government Employees Only
- Public Safety
- Temporary/Seasonal/Substitute

Date Posted: All

Go Clear

Select Jobs: Previous 1-10 Next 10

Select All | Sele

Select	Name		Organization Name	Job Category	Location	Date Posted	Closing Date	Employment Status
☐	IRC3009	oach, Grade S4	Department of Recreation	Temporary/Seasonal/Substitute				Part Time
☐	IRC3015	52	Department of Recreation	Temporary/Seasonal/Substitute				Part Time
☐	IRC3015	54	Department of Recreation	Temporary/Seasonal/Substitute				Part Time
			Department of Recreation	Temporary/Seasonal/Substitute				Part Time
☐	IRC		Department of Recreation	Temporary/Seasonal/Substitute				Part Time
☐	IRC3015	S6	Department of Recreation	Temporary/Seasonal/Substitute				Part Time
☐	IRC30154	Re 1, Grade S3	Department of Recreation	Temporary/Seasonal/Substitute				Part Time
☐	IRC30156	Recreation istant V, Grade S5	Department of Recreation	Temporary/Seasonal/Substitute				Part Time
☑	IRC33424	Recreation Assistant I, Grade S1	Department of Recreation	Temporary/Seasonal/Substitute		28-Aug-2018	21-Jan-2019	Part Time
☐	IRC30098	Cashier, Grade S4	Department of Recreation	Temporary/Seasonal/Substitute				Part Time

Select Jobs: Previous 1-10 Next 10

#11

Click here (IRC33424)

iRecruitment

Navigator Favorites Logout

Home | Search Jobs

Available Jobs | Jobs Applied For

Search Jobs: Available Jobs >

Job: IRC33424

#12

You'll see the job description - Review ALL of this information

Then, click here

Apply Now

Description

Job Title **Recreation Assistant I, Grade S1**
Location
Organization Name **Department of Recreation**

Medical Exam **Medical History**
Background Investigation **Yes**
Financial Disclosure **No**
Job Description

Closing Date: January 21, 2019

This is a support position that provides entry level recreation work as a trainee or assistant to a higher-level recreation worker. This employment position encompasses several different opportunities located in various locations throughout Montgomery County. Work is performed under the close direct supervision of a higher-level recreation worker, but routine duties may be performed independently. On-the-job training is provided as necessary, and work is reviewed through conferences and observation of performance.

An employee in this class performs a variety of routine tasks in support of recreation programs, activities and/or community/senior centers. Duties may include, but are not limited to, special event support, customer service support, assist in leading a group in a program area, assist with administrative duties, stock materials, general grounds maintenance, lift and move tables/chairs as needed and other related duties as required. Outdoor work in various weather conditions may be required and applicant must be able to lift and move supplies and equipment of significant weight.

Applicants must exercise tact and judgment and develop and maintain positive relations with participants and the community, who may be of diverse ages, cultural and ethnic groups, and socio-economic levels. Applicants will be required to successfully pass a criminal background investigation. This investigation will include State, Federal and Sexual offender background checks. In addition, applicants hired to work at a summer camp program will be required to undergo a child protective services background check.

Availability: Must be able to work shift hours. Applicants hired to work at a summer camp program must be able to work the entire summer.

The hourly rate for this SEASONAL/TEMPORARY position is $12.25

-

Additional Employment Information

Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of

iRecruitment

Navigator Favorites Logout

Home Search Jobs

Application: Assessement

Cancel Next

NOTE:
Starting on this page, you can now click "Cancel" or "Back" to go back a page.

Let's Get Started

Welcome to the Montgomery County Government online employment application system. Please carefully read the job posting to ensure you understand the duties of the position and that you meet the minimum qualifications.

You must complete the following steps to be considered for an employment opportunity with the Montgomery County Government. The application process includes:

- Qualification Assessment
- Personal Information
- Resume Upload
- Job Application Details
- Review and Select Finish

Show Employment Application Terms

I have read, understand and agree to the Employment Application Process terms

#13
Read all, then click here...

Then here

Cancel Next

Home Search Jobs Logout

Privacy Statement

Next

Montgomery County Government

#14

Review this screen, then click Continue

Qualification Assessment

You must respond to a series of questions related to the education, relevant experience, knowledge, skills and abilities required for the job for which you are applying.

Important Reminders

1. Carefully read each question before responding.
2. You can go back to change a response to a question within the section by clicking the Previous button; however, you will not be able to go back to previously completed sections.
3. Please do not use the browser back arrow. Click the Previous button to return to the previous page in the section.
4. You will be asked to confirm your responses when you complete each section. Once you confirm, you will not be able to change your responses. Your responses are automatically saved.
5. You will receive a message when you have completed all required sections of the assessment.
6. Please allot sufficient time (at least 30 minutes) to read and respond accurately to the qualification assessment questions.

Continue

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Montgomery County Government

#15

Review this screen, then click Continue

Education and Relevant Experience

- In this section you are required to provide your education, relevant years of experience, licenses and certifications (*if required*) as it relates to the job for which you are applying.
- You **must fully complete** the information requested even if the information is reflected in your attached resume.
- Please **do not** skip this step, failure to fully complete this section may deem you **"Not Qualified."**

Continue

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Montgomery County Government

IRC33424 - REC - All Program Areas except Aquatics - Recreation Assistant I

#16

Complete ALL of these sections

Education

Please enter all academic achievements relevant to the job for which you are applying, including any degrees that are pending. Other degrees may be entered, however, only those degrees relevant to the job will be used to determine if an applicant has met the minimum education requirement.

☐ I have **not** completed high school or any formal education program.

+ ADD EDUCATION

Work Experience

Please enter the specific jobs from your resume and the duration of time you worked performing any of the indicated job responsibilities. Select the responsibilities or work areas in which you have experience and that are clearly indicated on your resume during the time period entered. The Start and End Date for your job experience must be completed. If you are currently working in the job and performing any of the indicated job responsibilities, please use today's date for the End Date. The system will not accept "Present" or any other text.

☐ I do **not** have any work experience.

+ ADD JOB

Certifications - Must complete if you have a certification

Please select any certifications you have obtained. If you have a certification that is not listed, please add it using the "Other" category.

☐ I have **not** obtained any certifications.

+ ADD CERTIFICATION

Licenses - Must complete if you have a license

Please select any licenses you have obtained. If you have a license that is not listed, please add it using the "Other" category.

☐ I have **not** obtained any licenses.

+ ADD LICENSE

Please select any licenses you have obtained. If you have a license that is not listed, please add it using the "Other" category.

...#16 continued
Complete ALL

☐ I have **not** obtained any licenses.

+ ADD LICENSE

English Language

I am able to read and write in English

○ No ○ Yes

Area of Interest

Please select the area of interest for placement. Please note the placement in your area of interest is based on the availability of the position

○ Sports Programs
○ 55+ Programs
○ Summer Programs
○ Therapeutic Recreation Programs
○ Community Centers
○ Programs and Activities
○ Out of School
◉ Teen Works
○ Admin Support

Click TEEN WORKS (nothing else)

IMPORTANT

Montgomery County Government

#17

You'll see this screen after you're finished with #16

- REC - All Program Areas e

Education

Please enter all academic achievements relevant to the job for which you are applying, including any degrees that are pending. Other degrees may be entered, however, only those degrees relevant to the job will be used to determine if an applicant has met the minimum education requirement.

☑ I have **not** completed high school or any formal education program.

Work Experience

Please enter the specific jobs from your resume and the duration of time you worked perfo work e d on your resume during the time period entered. The Start and End Date for your job experience must be co ndic The system will not accept "Present" or any other text.

☑ I do **not** have any work experience.

Certifications - Must complete if you have a certification

Please select any certifications you have obtained. If you have a certification that is not listed, please add it using the "C

☑ I have **not** obtained any certifications.

Licenses - Must complete if you have a license

Please select any licenses you have obtained. If you have a license that is not listed, please add it using the "Other" category.

☑ I have **not** obtained any licenses.

Confirm Submission of Section ×

Your answers for this section will be submitted by selecting "Submit Section." After submitting, you will not be able change your responses.

Submit Section | Do Not Submit Section

Click here, if you need to make changes

Click here, if ready to submit

Job Application – Step I Qualification Assessment

You are NOT done, however, all of the information you entered has been SAVED! Thank you for completing the Qualification Assessment; however, there are a few more steps required before your job application is **complete and can be considered for further evaluation.** Please do not stop here!

- You have only successfully completed the Qualification Assessment component of the Job Application Process.
- Please continue completing the Job Application Process by clicking **"Continue."**
- If you are not redirected to the Montgomery County iRecruitment web page or you have timed out of the system, you must re-login, search jobs, locate the job and **complete your application.**

Reminders:

- All components of the Job Application Process must be completed in order to be evaluated and considered for employment with Montgomery County, Maryland Government.
- Incomplete applications will not be reviewed, evaluated or considered for employment.
- Your Job Application is only complete when you have uploaded your resume (if required) and you receive the following confirmation message **"Thank you for submitting your application."**

Continue

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#18

Review this screen, then click Continue

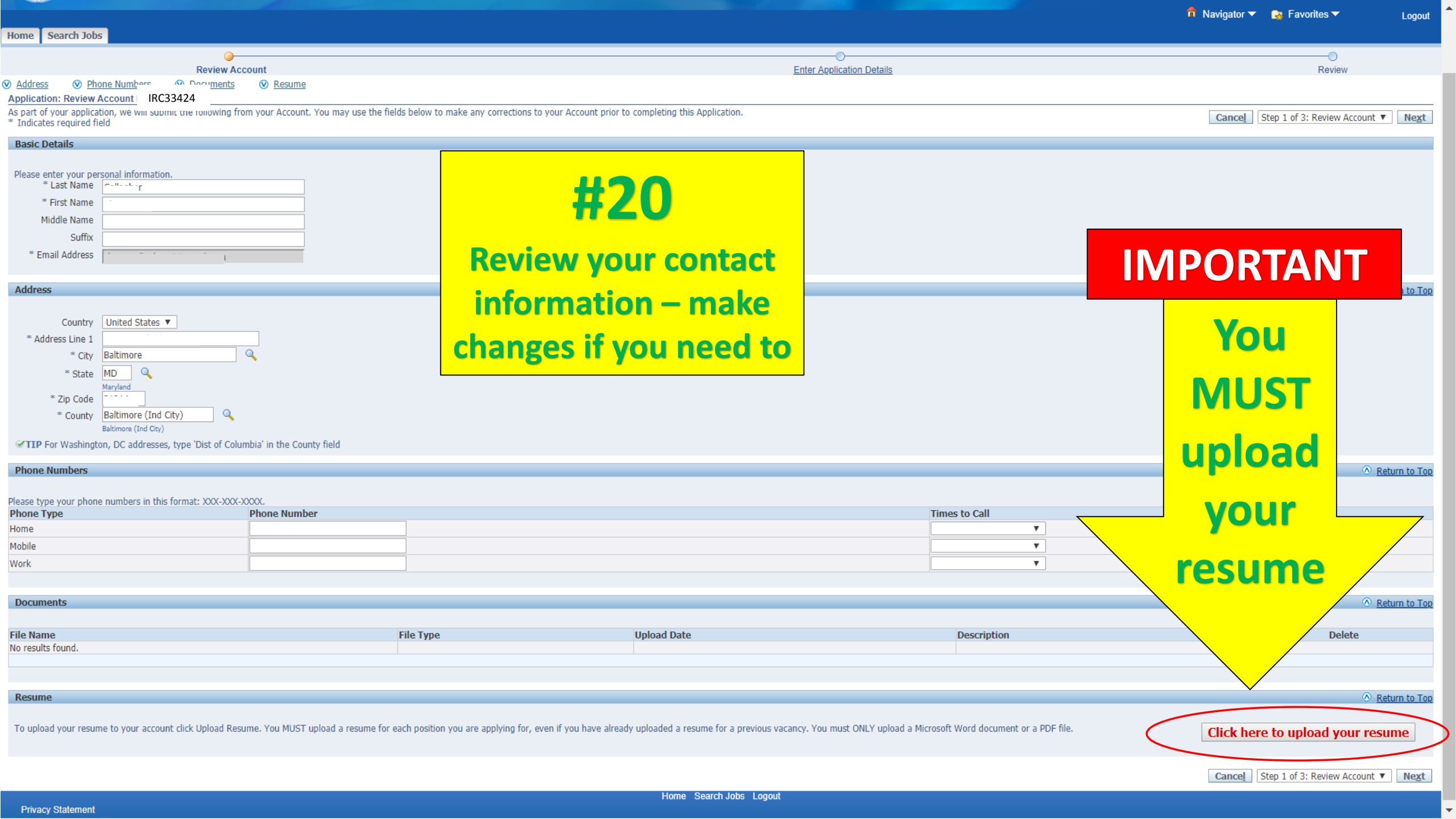
You have successfully completed Step 1: Qualification Assessment!

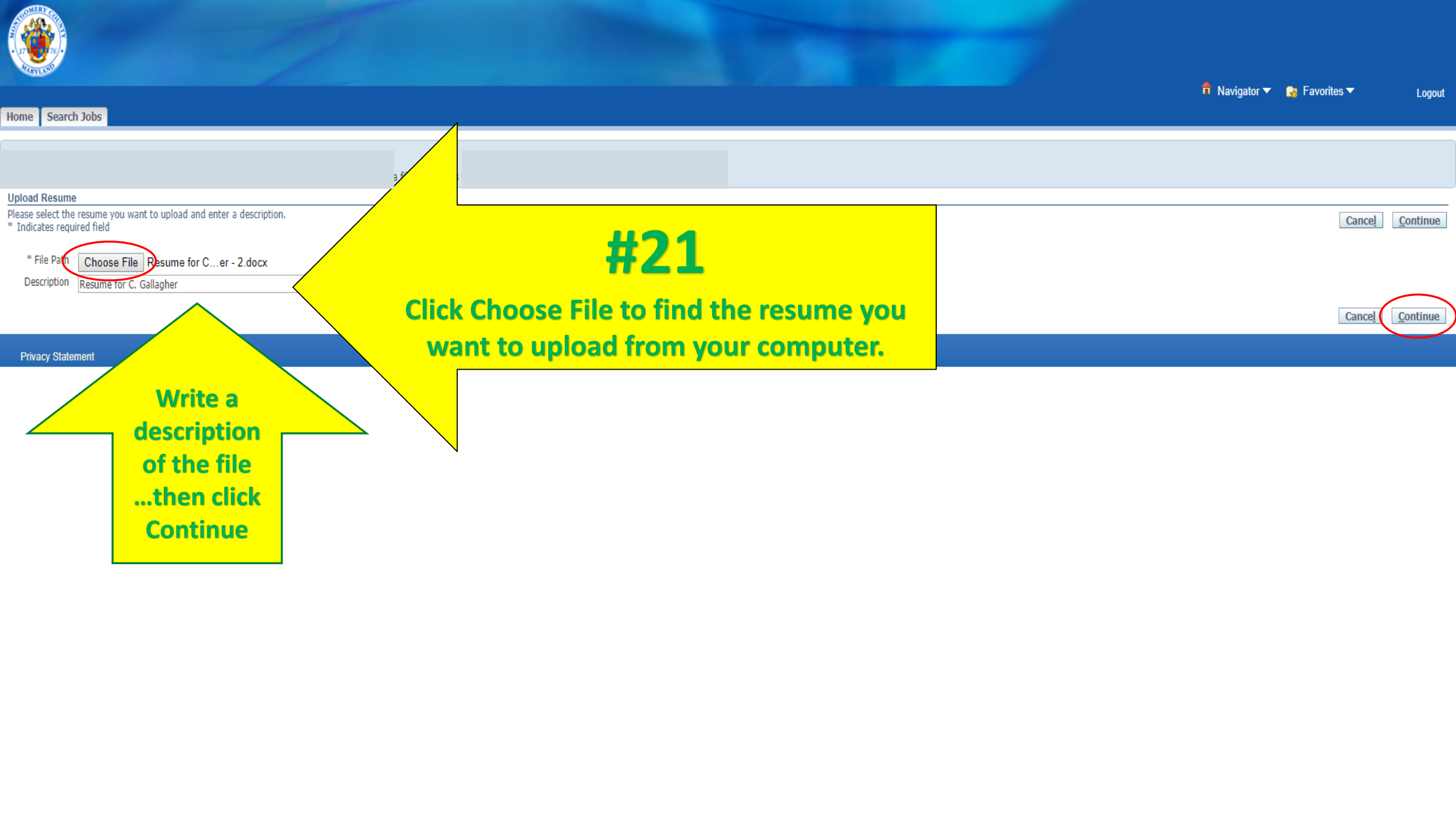
Please proceed to the following steps by clicking **"Next:"**

- Personal Information
- Resume Upload
- Job Application Details
- Review and Select Finish

#19

Review, then click Next


Navigator
Favorites
Logout
Home
Search Jobs
Review Account
Enter Application Details
Review
Address
Phone Numbers
Documents
Resume
Application: Review Account
IRC33424
As part of your application, we will submit the following from your Account. You may use the fields below to make any corrections to your Account prior to completing this Application.
* Indicates required field
Cancel
Step 1 of 3: Review Account
Next
Basic Details
Please enter your personal information.
* Last Name
* First Name
Middle Name
Suffix
* Email Address
#20
Review your contact information – make changes if you need to
IMPORTANT
You MUST upload your resume
Address
Return to Top
Country
United States
* Address Line 1
* City
Baltimore
* State
MD
Maryland
* Zip Code
* County
Baltimore (Ind City)
Baltimore (Ind City)
TIP For Washington, DC addresses, type 'Dist of Columbia' in the County field
Phone Numbers
Return to Top
Please type your phone numbers in this format: XXX-XXX-XXXX.
Phone Type
Phone Number
Times to Call
Home
Mobile
Work
Documents
Return to Top
File Name
File Type
Upload Date
Description
Delete
No results found.
Resume
Return to Top
To upload your resume to your account click Upload Resume. You MUST upload a resume for each position you are applying for, even if you have already uploaded a resume for a previous vacancy. You must ONLY upload a Microsoft Word document or a PDF file.
Click here to upload your resume
Cancel
Step 1 of 3: Review Account
Next
Home
Search Jobs
Logout
Privacy Statement


Navigator
Favorites
Logout
Home
Search Jobs
Upload Resume
Please select the resume you want to upload and enter a description.
* Indicates required field
Cancel
Continue
* File Path
Choose File
Resume for C...er - 2.docx
Description
Resume for C. Gallagher
Cancel
Continue
Privacy Statement
#21
Click Choose File to find the resume you want to upload from your computer.
Write a description of the file ...then click Continue

Apply Now: Enter Applic | Inbox - | New Tab

Secure | https://ex11.montgomerycountymd.gov/ojn4/ijn2/OA_HTML/OA.jsp?page=/oracle/apps/irc/candidateSelfService/webui/AplDocUpldPG&_ri=821&_ti=1519260625&retainAM=N&addBreadCrumb=N...

Apps | Microsoft Exchange | Youth Development | Montgomery County | Child Trends | infoMONTGOMERY | Search Institute | MCPS Calendar | Gmail

Basic Details

Please enter your personal information.

* Last Name
* First Name
Middle Name
Suffix
* Email Address ch

Address

Return to Top

Country United States
* Address Line 1
* City Baltimore
* State MD
Maryland
* Zip Code
* County Baltimore (Ind City)
Baltimore (Ind City)

TIP For Washington, DC addresses, type 'Dist of Columbia' in the County field.

Phone Numbers

Return to Top

Please type your phone numbers in this format: XXX-XXX-

Phone Type	Times to Call
Home	
Mobile	
Work	

#22

You will see that your resume has uploaded

Documents

Return to Top

File Name	File Type	Upload Date	Description	Delete
Resume for C ier - 2.docx	Resume	27-Feb-2018	Resume for C. G	

Resume

Return to Top

To upload your resume to your account click Upload Resume. You MUST upload a resume for each position you are applying for, even if you have already uploaded a resume for a previous vacancy. You must ONLY upload a Microsoft Word document or a PDF file.

Click here to up ne

Click Next

Cancel | Step 1 of 3: Review Account | Next

Home Search Jobs Logout

Privacy Statement

Type here to search

Desktop

As part of Montgomery County's EEO & Diversity Management Program and as required by the Department of Justice, we are required to maintain workforce statistics by race/ethnicity and gender. Furnishing this information is strictly voluntary and relies upon self-identification. It is confidential and will be used for data collection and reporting purposes. Further this information shall not be used in any selection process or promotional opportunity as a basis for that employment decision. Additionally, declining to provide this information will not preclude, enhance, or otherwise limit your opportunities for employment with Montgomery County.

Date of Birth 20
(example: 27-Feb-2018)
Sex Male
Race/Ethnicity White (Not Hispanic or Latino)
Select the ethnic group with which you identify most closely.
I do not want to disclose my EEO information.

Do you have a disability as defined by the Americans with Disabilities Act Amendment Act of 2008?
Disability Act Disability? No

Current Montgomery County Government Employees Only
Current employment status?
Employee Status?
Original Hire Date?
I am applying for:

Former Montgomery County Government Employees Only
* Are you a former Montgomery County Government Employee? No / Yes
These are mandatory questions for applicants who responded Yes indicating that they are a former Montgomery County Government Employee
Have you had a break in service of 5 or more years since your prior County employment?
Break in service?
Were you dismissed as a result of a disciplinary action?
Dismissed?
Were you terminated from County employment?
Terminated?
Did you retire from County employment?
Retired?
Did you resign in light of an investigation of possible misconduct, or after being issued a Statement of Charges for disciplinary action, or after being issued a Notice of Intent to Terminate?
Resigned due to above reasons?

Veteran's Preference
Are you claiming Veteran's Preference? No / Yes
These are mandatory questions for applicants who responded Yes indicating that they are claiming veteran's preference.
Were you honorably discharged from a branch of the United States Armed Services?
Honorably discharged?
Have you already used veteran's credit to receive priority consideration for appointment to a Montgomery County position?
Used Veteran's Credit?
Have you been rated by the Department of Veterans Affairs with a compensable service-connected disability of 30 percent or more?
Compensable Disability?

Person with a Disability
Are you applying for initial appointment to a County merit system position as a person with a documented disability under the criteria used by the Federal Office of Personnel Management for noncompetitive appointment to Federal Merit system positions under its special hiring authority and consistent with the provisions set forth in the Montgomery County Personnel Regulations, Section 6-11?
Documented Disability?
If yes, are you certified by the Maryland Department of Education Division of Rehabilitation Services or equivalent out-of-state vocational rehabilitation agency as meeting the standard of disability consistent with the provisions set forth in the Montgomery County Personnel Regulations, Section 6-11?
Certified Disability?

Any information requested in this application is strictly voluntary and not a requirement for the applicant for employment nor shall it impair or affect your ability to participate in competitive employment with Montgomery County. However, such information must be provided in order to claim employment preference consistent with the provisions set forth in the Montgomery County Personnel Regulations, Section 6-11. This information will be kept confidential and will only be used during the hiring process to apply employment preference consistent with the provisions set forth in the Montgomery County Personnel Regulations, Section 6-11 or any other confidential or mandatory EEO-related data collection/analysis purposes. It will not be used in evaluating your application for employment.
Click Here for Employment Preference Additional Information

All Applicants
This is a mandatory question that ALL applicants must answer
Have you ever been dismissed or asked to resign from any position? No / Yes
* If Yes, please enter a short explanation here (Maximum 150 characters)

How Did You Hear About Us

* Posting Source County Employee
Source Name
(example: if you saw our ad in a Newspaper, which Newspaper?)

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Read CAREFULLY, and answer ALL that apply to you

...then click Next

Cancel Back Step 2 of 3: Enter Application Details Next

Review Account | Enter Application Details | Review

Job Posting Details | Work Preferences

Review Application: IRC33424

Cancel | Back | Step 3 of 3: Review | Finish

Personal Details

Overview

Last Name Gal
First Name Cha
Middle Name
Suffix
Email Address cha ail.com
Display Language American English

Address Line 1
City
State MD
Maryland
County Baltimore (Ind City)
Baltimore (Ind City)
Zip Code
Country United States

#24

CAREFULLY review this page

Phone Numbers

	Phone Number	Times to Call
Home		
Mobile		
Work		

Documents

File Name	File Type	Description
Resume for Cha er - 2.docx	Resume	Resume for C. Ga

Job Posting Details

Return to Top

Job Posting Information

Source Type County Employee
Source Name

Work Preferences

Return to Top

Keywords
Distance From Location (Miles)
Amount of Travel
Minimum Salary
Currency
Match Competencies No
Match Qualifications No

Professional Area
Location
Employment Category Either
Work From Home

Read and respond

...then click Finish (click Back or Cancel if not finished)

By submission of this online application, ion with my application for employment are true and complete to the best of my knowledge. I understand that omissions or misrepresentations will be cause for rejection of this application, for removal of my name from the eligible list, or forfeiture of all rights to Montgomery County Government employment. I un n conjunction with my application for employment is subject to verification prior to or after employment with Montgomery County Government.

It is the responsibility of the app pplying for a position. The online system does not allow an applicant to apply more than once to any vacancy announcement. Once the submission has been made, an applicant cannot change, amend, add or delete to the existing submission regardless of whether or not the announceme t all information and documentation are included in your submission (i.e., cover letter, resume, preferred criteria, etc.) before you click "Finish." If you are unsure of what document you attached, you need to click "Cancel" and start over again.

Please be advised that should yo hat has been offered to you with Montgomery County Government, you will no longer be considered for any remaining positions that you may have applied for and your applications for those positions will be terminated.

* Do you agree? YES

Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Human Resources via email to Special.Accommodations@montgomerycountymd.gov. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.

Cancel | Back | Step 3 of 3: Review | Finish

iRecruitment

Navigator Favorites Logout

Home Search Jobs

General | My Account

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You'll see this confirmation that your application has been submitted

Log out when you're finished

Confirmation

Thank you for submitting your application.

Welcome to our Job Site Gall

Notifications

Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see al

From	Sent
No results found.	

Jobs Applied For

Below is a list of the jobs for which you have applied. Select Full List to see the complete list of Job Applications.

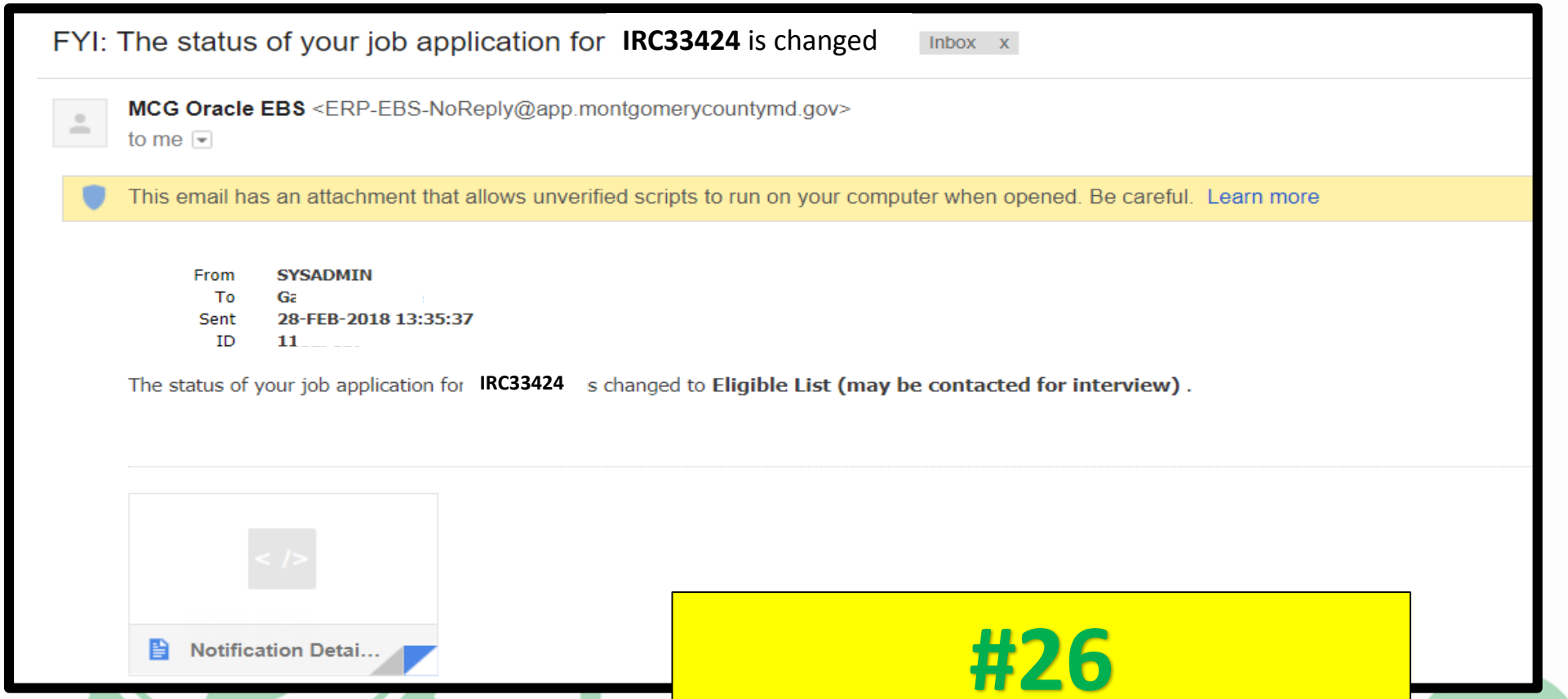
Full List

	Job Title	Organization	Location	Status	Communication Details
IRC33424	Recreation Assistant I, Grade S1	REC 72 Countywide Programs Sports		Active Application	

My Appointments

Appointments Scheduled

Name	Date	Start Time	End Time	Type	Category	Status	Contact Name	Contact Number	Appointment Details
No results found.									



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You will be sent a confirmation email almost instantly

NOTE:

Receiving an “Eligible” confirmation means that you *may* be contacted to schedule an interview.

Interviews and positions are not guaranteed.

EXPERIENCING DIFFICULTY?

If you get to a point in the process that you find difficult to complete, please contact:

Joshua Holt - *Recreation Specialist*

240-777-8068 / joshua.holt@montgomerycountymd.gov

Chass Seymour - *Recreation Coordinator*

240-777-6969 / chass.seymour@montgomerycountymd.gov

Thank you for your interest in joining the TeenWorks team!