

How to apply.

Online Application Step by Step Guide

1. Go to the Office of Human Resources' website at www.phila.gov/jobs
2. Filter Position By Type: "Civil Service"
3. Find the job you would like to apply for by scrolling down the page. You may also search by keyword. Open Competitive jobs are open to everyone.
4. Click on the job title.
5. Then click "[Apply to this job](#)"
6. *Note: You will be taken to the Login screen. If you are a returning user and already have an account, simply enter your Username and Password and click "[Login](#)".*
7. Click "Create Account" on the right hand side of the screen or find "Don't have an account?" under the Login option and click "Create new account"
8. Enter the requested information into the form fields, including your desired username and password. Items with an asterisk (*) are required. Then click "[Create](#)" at the bottom of the form.
9. Click the "[Apply to this Job](#)" button. Enter the requested information into the form, beginning with "Personal Information". *Proceed to each page by clicking on the "Next" button.*
10. The "Additional Information" form will be the last form page you will need to fill out. After hitting Next on the "Additional Information" page, you will have an opportunity to review and edit your application before you submit it.
11. Make sure to review your information for accuracy before submitting. If all of the information is correct, Click on "Certify and Submit". You may also edit your application to correct information and print your application before you submit.
12. You will be brought to the "Certification" page. Please read and make sure you understand this page. Check the box at the bottom that indicates you have read and understand the Certification information and enter your initials in the box to confirm your identity, and then click the "[Submit this Application](#)".
13. You will then be brought to a voluntary demographics page. NOTE: You will see "Your application has been submitted" at the top of this page in the green colored box. If you do not see a green box with confirmation, you did NOT submit your application.
14. **Congratulations!** You have successfully completed the application process. Please write down your confirmation number.