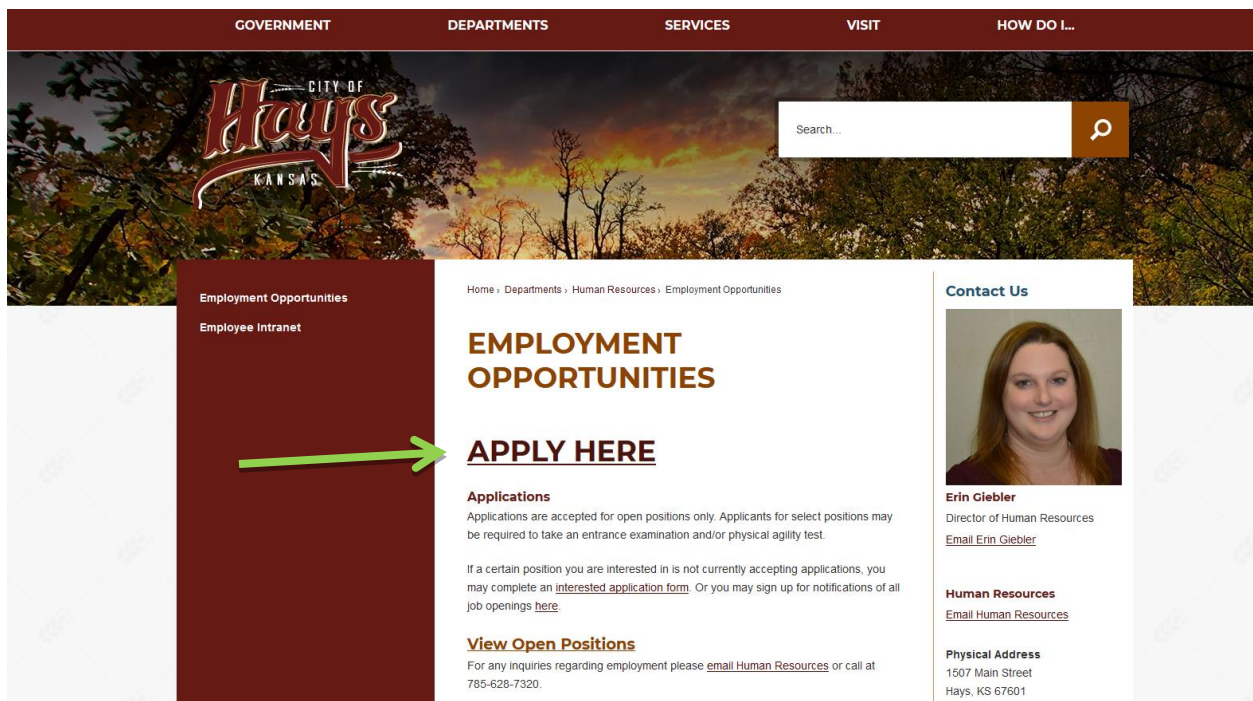


Applying for Job Online

1. Go to www.haysusa.com
2. Click on the “Employment” link on the bottom of the screen.



3. Click APPLY HERE.






4. This link will take you directly to all open jobs. From here you will click the job you are wanting to apply for. You will then need to log in using an existing account or create a new account.



Welcome Guest

Jobs Partners Log In Submit a Trouble Ticket

Open Job Opportunities

Job Title	Employer	Division	Open Date	Close Date
 Full-Time Police Officer	City of Hays	Police Department	2/27/2019	
 Part-Time Police Officer	City of Hays	Police Department	2/27/2019	
 Water Plant Operator	City of Hays	Water Resources	2/25/2019	

Vacancy Details

Employer Information

Supplemental Questions

To apply for this vacancy [Log In](#) or [Create an Account](#) Since this is a public safety position,

Employer: City of Hays
Division: Police Department
Job Title: Police Officer
Salary: \$39106.00 Annually

Job Description:

The City of Hays is looking for career-minded Police Officers to join its team. This hands-on & r

REQUIREMENTS

Applicants must be a U.S. Citizen & at least 21 years of age within 6 months of application. No f would be expected to work 12-hour shifts which provides, on average, 3.5 days off each week. screening.

COMPENSATIONS & BENEFITS

2018 Base pay range: \$39,106 - \$61,098. Placement depends on experience & certification. TI

HOW TO APPLY

Applications will be accepted online at www.haysusa.com until positions are filled. Questions ab

5. Create account by completing the required information and clicking “Create Account.”

Email Address:

Username (required):

Password (required):

Password must be at least 8 characters long, including at least one number and one special character.

Re-enter Password (required):

Enter your name as shown on your Social Security card.

First Name (required):

Middle Name or Initial:

Last Name (required):

Address:

Unit:

City:

State:

Postal Code:

Phone Number: (ex. 316-555-5555)

Call during these hours:

Alternate Phone Number:

Call Alternate during these hours:

[Create Account](#)

6. If you have an application already created, see Step 24.

Vacancy Details

Vacancy Details | **Employer Information** | **Supplemental Questions**

Apply Now Using this Job Application Profile: [Preview Application](#) [Apply Now](#)

I have previewed my selected Job Application Profile prior to Applying for this job.

7. If you have not created an application, click “Fill Out a Job Application Profile.”

Vacancy Details | **Employer Information** | **Supplemental Questions**

You must [Fill Out a Job Application Profile](#) before applying for a job. When finished, you may return to this page and apply for the vacancy.

8. Click on “Create a New Job Application Profile.”

[Create a New Job Application Profile](#)

9. Name your job application and click “Continue.”

Please review your Job Application Profile(s) for accuracy prior to applying for positions. If you apply for a position and later find an error or realize you omitted information from your application, you may re-apply for the same position if it is still open. Your most recently submitted application will be what is viewable to the hiring authority for the position you apply for. **If you have multiple Job Application Profiles as part of your profile, as shown below, please use care when applying for positions to ensure you are using the desired application to apply for the position. NOTE: Updating one application WILL NOT update any other or all applications you have created/saved. You will need to change each application separately. This is done so users can have unique applications for specific jobs. The same also applies if you have a public safety application on file.**

New Job Application Profile Name:

10. Read over Certification and Authorization and click “Continue.”

Certification and Authorization

1) I authorize the investigation of all statements I enter on my electronic application and certify that they are true and correct to the best of my knowledge. I understand that should investigation disclose material misrepresentation or falsification, my application may be disqualified, or if employed, my employment and all rights and privileges of my employment may be immediately terminated.

2) I understand that in order to determine my qualifications for positions I apply for it may be necessary to investigate my employment history, educational accomplishments, criminal history, and credit reports. I direct the custodian of these records to release this information to any authorized agent of the employing organization. I release any individual, institution, business or organization from any and all liability for damages which might arise from the release of pertinent information.

3) I understand that if the position I am applying for requires the operation of either employee or employer-owned motor vehicles I must maintain personal licensure appropriate to the vehicle and responsibilities of the position. Further, I authorize the employer to request and obtain Drivers License Records necessary to confirm my licensure and responsible driving history.

4) I understand that if offered employment, the offer may be contingent on my passing a pre-employment substance-abuse screen and a pre-employment medical/health examination. I voluntarily agree to submit to a pre-employment substance abuse screen and/or medical/health examination on request. I understand that failure to pass required substance abuse screens or medical/health examination may result in withdrawal of offer. While you are not required to report any criminal convictions in your past for most positions, be aware that certain positions are prohibited from employing individuals with certain misdemeanor or felony convictions. A criminal background check is required prior to any final offer for employment for many participating Partners.

By checking this box you are agreeing with the statement above and authorizing the hiring authority to begin conducting a background investigation.

11. Review Contact Information. If changes are needed, click “Edit Contact Information.” Once it is all correct click “Continue.”

Confirm Contact Information

Contact Info | Eligibility | Availability | Job History | Education | Skills | Additional Info | Voluntary Demographics | Application Preview

IF YOUR APPLICATION IS NOT COMPLETELY FILLED OUT, INCLUDING JOB HISTORY AND EDUCATION INFORMATION, YOU WILL NOT BE CONSIDERED FOR JOB OPENINGS.

Job Application Profile Name: Smiley Sterling

Please review your contact information and make changes as necessary:

Name: Smiley Sterling
Email Address: jsterling29@yahoo.com
Address: 555 Dry Creek Road
Hays, KS 67601
Phone #: 7856287320 Call during these hours:
Alternate Phone #: Call during these hours:

12. Fill out the Eligibility section using the drop downs and then click “Save and Continue to Next Section.”

Eligibility

Contact Info | Eligibility | Availability | Job History | Education | Skills | Additional Info | Voluntary Demographics | Application Preview

✓

Can you work legally in the United States; and, if hired, can you show proof of eligibility?

Are you 18 years of age or older?

13. Fill out Availability section and click "Save and Continue to Next Section."

Availability

Contact Info Eligibility **Availability** Job History Education Skills Additional Info Voluntary Demographics Application Preview

✓ ✓

Which status would you prefer?

- Full Time
- Part Time (20 to 40 hours per week)
- Part Time (1 to 19 hours per week)
- Temporary
- Any

Shift Desired:

- First Shift
- Second Shift
- Third Shift
- Any Shift

Save and Continue to Next Section

14. Fill out Employment History section by clicking "Add a Job."

Employment History

Contact Info Eligibility Availability **Job History** Education Skills Additional Info Voluntary Demographics Application Preview

✓ ✓ ✓

Please list, in order from the most recent, all employment and military experience, as well as relevant volunteer experience for the past 10 years.

Add a Job

Continue to Next Section

15. Fill out the Job History information and click "Save and Return to Employment History."

Contact Info Eligibility Availability **Job History** Education Skills Additional Info Voluntary Demographics Application Preview

✓ ✓ ✓

Employer Name (required):

Address:

City:

State:

Postal Code:

Phone Number:

May We Contact Them?

Position Title:

Supervisor Name:

Begin Date:

End Date:

Last Salary:

Duties:

(500 characters max)

Reason for Leaving:

(500 characters max)

Number Supervised:

Save and Return to Employment History

16. Repeat steps 18 & 19 until all job history has been added and then click “Continue to Next Section.”

Add a Job

AT&T (12/8/2010 - 4/25/2015) **Edit** **Delete**

Employer Name: AT&T
Address: 2520
Hays, KS 67601
Phone: 785-628-9999
May We Contact Them? Yes
Position: Salesperson
Supervisor: Matthew Mcougheny
Begin Date: 12/8/2010
End Date: 4/25/2015
Last Salary: \$15 (Hourly)
Duties: Helping Customers.
Number Supervised:
Reason for Leaving: Offered better job.

Continue to Next Section

17. Complete Educational History section by clicking “Add a New Educational History Entry.”

Educational History

Contact Info **Eligibility** **Availability** **Job History** **Education**

✓ ✓ ✓ ✓

Add a New Educational History Entry

18. Fill out Educational History and click “Save and Return to Educational History.”

Add New Educational History Entry

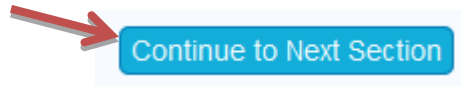
Contact Info **Eligibility** **Availability** **Job History** **Education** **Skills** **Additional Info** **Voluntary Demographics** **Application Preview**

✓ ✓ ✓ ✓

Institution Name (required): Golden University
Institution Type: High School
If Other, Please Describe:
Address: 4545 Dry Creek Road
City: Hays
State: Kansas
Postal Code: 67601
Diploma, Degree or Certificate Earned: Bachelor of Science in Dental Hygiene
If Other, Please Describe:
Subjects Studied: Dental hygiene
(50 characters max)
Number of Hours Completed: 100

Cancel and Return to Educational History **Save and Return to Educational History**

19. Repeat steps 21 & 22 until all Educational History has been added and then click “Continue to Next Section.”



20. Complete the Training/Certifications/Skills section. Complete each section and click “Save and Continue to Next Section.”

A screenshot of a web application form. At the top, there is a navigation bar with tabs: Contact Info, Eligibility, Availability, Job History, Education, Skills, Additional Info, Voluntary Demographics, and Application Preview. The "Skills" tab is active. Below the navigation bar, there are three text input fields. The first is labeled "Other Specialized or Technical Training Not Listed Previously (500 characters max):". The second is labeled "License, Certifications and Registrations not Listed Previously (include the name of the license/certification, license number, date of issuance, expiration date and issuing agency; 500 characters max):". The third is labeled "List Other Skills, Abilities or Qualifications relevant to this job. Include equipment and software you can operate (500 characters max):". At the bottom left of the form, there is a blue button labeled "Save and Continue to Next Section" with a red arrow pointing to it from the left.

21. Complete the Additional Info section by adding any additional information you want to provide and/or to attach a copy of your resume and/or cover letter. Click “Save and Continue to Next Section.”

Additional Information

A screenshot of a web application form. At the top, there is a navigation bar with tabs: Contact Info, Eligibility, Availability, Job History, Education, Skills, Additional Info, Voluntary Demographics, and Application Preview. The "Additional Info" tab is active. Below the navigation bar, there is a text input area with a rich text editor toolbar. The toolbar includes icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and a "Normal" dropdown menu. Below the toolbar is a large text input area. At the bottom left of the form, there is a blue button labeled "Save and Continue to Next Section" with a red arrow pointing to it from the left.

22. Complete the Voluntary Demographics section if you choose. Click “Save and Continue to Application Preview.”

Voluntary Demographics

Contact Info Eligibility Availability Job History Education Skills Additional Info Voluntary Demographics Application Preview

✓ ✓ ✓ ✓ ✓ ✓ ✓

The information requested below will be used to meet federal record keeping requirements. Your participation is completely voluntary and will not affect your employment opportunities. Please complete all items that apply to you. Thank you for your cooperation.

Sex:

Male

Female

Declared Race or Ethnic Group:

American Indian or Alaska Native

Black

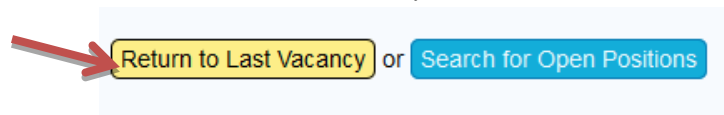
White

Asian or Pacific Islander

Hispanic

Save and Continue to Application Preview

23. Please Review Application. Click “Return to Last Vacancy.”



24. Pick application from drop down, click the box saying you previewed your job application and click “Apply Now.”

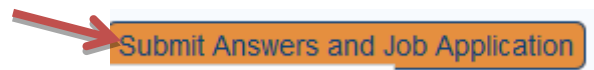
Vacancy Details

Vacancy Details Employer Information Supplemental Questions

Apply Now Using this Job Application Profile Select a Job Application Profile Preview Application Apply Now

I have previewed my selected Job Application Profile prior to Applying for this job.

25. Answer supplemental questions and “Click “Submit Answers and Job Application.”



26. **Once your application has been submitted, you will receive an email confirming that we have received your application and additional details may be included in this email.**

PLEASE NOTE: If you are applying for a Public Safety Position such as a Police Officer or Firefighter, you will be required to fill out a Public Safety Profile as well. Both application and Public Safety Profile will need to be submitted for these positions.