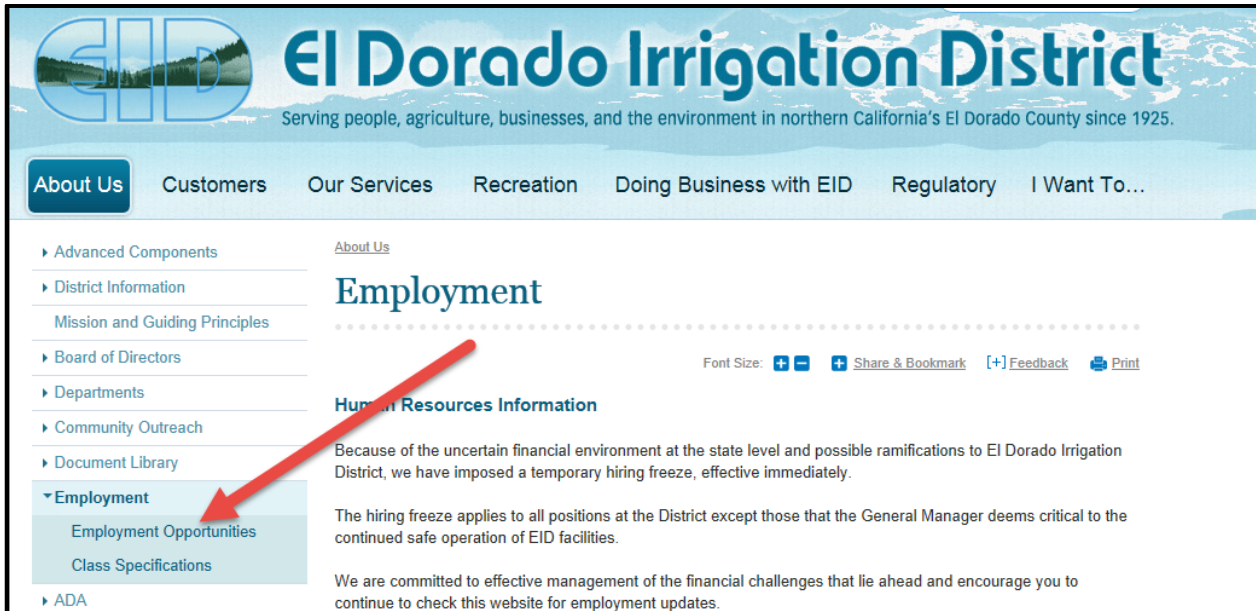


# APPLICATION INSTRUCTION

1. Click on Employment Icon on EID website home page.



2. Click on Employment Opportunities



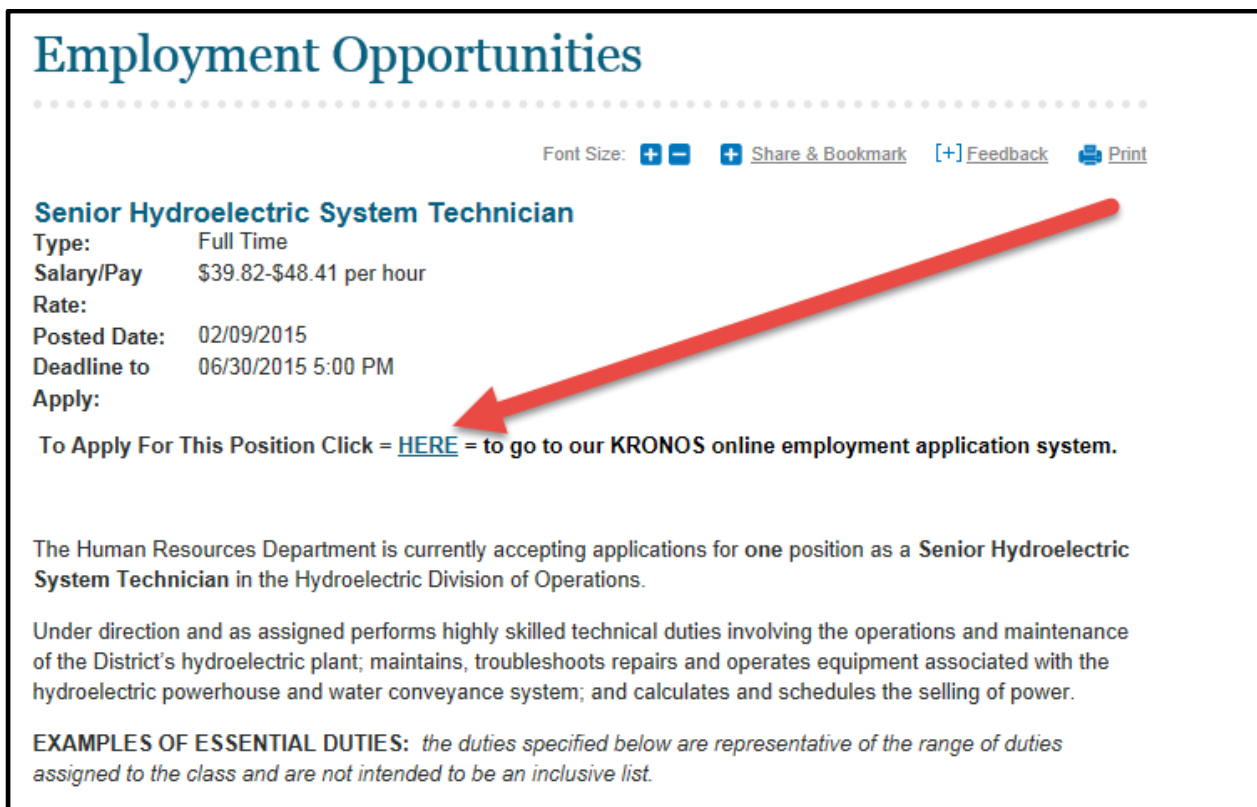
3. You will see a listing of job openings at the District. Click on the job posting you are interested in for additional information and how to apply information.



The screenshot shows the El Dorado Irrigation District website. The header includes the EID logo and the text "El Dorado Irrigation District" with the tagline "Serving people, agriculture, businesses, and the environment in northern California's El Dorado County since 1925." The navigation menu includes "About Us", "Customers", "Our Services", "Recreation", "Doing Business with EID", "Regulatory", and "I Want To...". The main content area is titled "Employment Opportunities" and includes a breadcrumb trail "About Us » Employment". Below the title are filters for "(All Categories)" and "(All Job Types)", and utility links for "Font Size", "Share & Bookmark", "Feedback", and "Print". A table lists job openings with columns for "JOB", "TYPE", "APPLICATION DEADLINE", and "SALARY". A red arrow points to the first row of the table.

JOB	TYPE	APPLICATION DEADLINE	SALARY
Senior Hydroelectric System Technician	Full Time	06/30/2015 5:00 PM	\$39.82-\$48.41 per hour

4. Once you have decided you would like to apply for a particular position, you can click on the "HERE" hyperlink within the job posting, which will take you to the KRONOS online Employment Page.



The screenshot shows the detailed job posting for "Senior Hydroelectric System Technician". The title is "Senior Hydroelectric System Technician". The details listed are: Type: Full Time; Salary/Pay: \$39.82-\$48.41 per hour; Rate: (blank); Posted Date: 02/09/2015; Deadline to: 06/30/2015 5:00 PM. The "Apply:" section contains the text "To Apply For This Position Click = [HERE](#) = to go to our KRONOS online employment application system." A red arrow points to the "HERE" hyperlink. Below this, there is a paragraph from the Human Resources Department and a section for "EXAMPLES OF ESSENTIAL DUTIES".

**Senior Hydroelectric System Technician**  
Type: Full Time  
Salary/Pay: \$39.82-\$48.41 per hour  
Rate:  
Posted Date: 02/09/2015  
Deadline to: 06/30/2015 5:00 PM  
Apply:  
To Apply For This Position Click = [HERE](#) = to go to our KRONOS online employment application system.

The Human Resources Department is currently accepting applications for one position as a **Senior Hydroelectric System Technician** in the Hydroelectric Division of Operations.

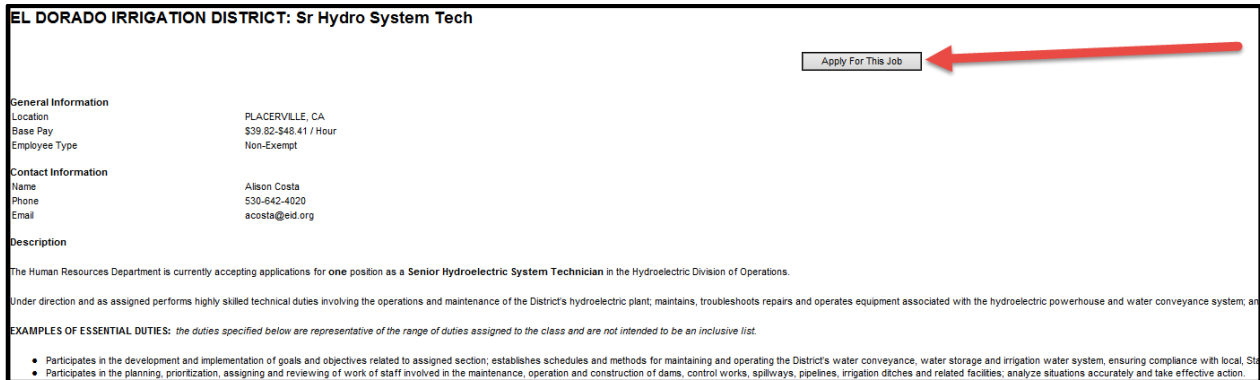
Under direction and as assigned performs highly skilled technical duties involving the operations and maintenance of the District's hydroelectric plant; maintains, troubleshoots repairs and operates equipment associated with the hydroelectric powerhouse and water conveyance system; and calculates and schedules the selling of power.

**EXAMPLES OF ESSENTIAL DUTIES:** *the duties specified below are representative of the range of duties assigned to the class and are not intended to be an inclusive list.*

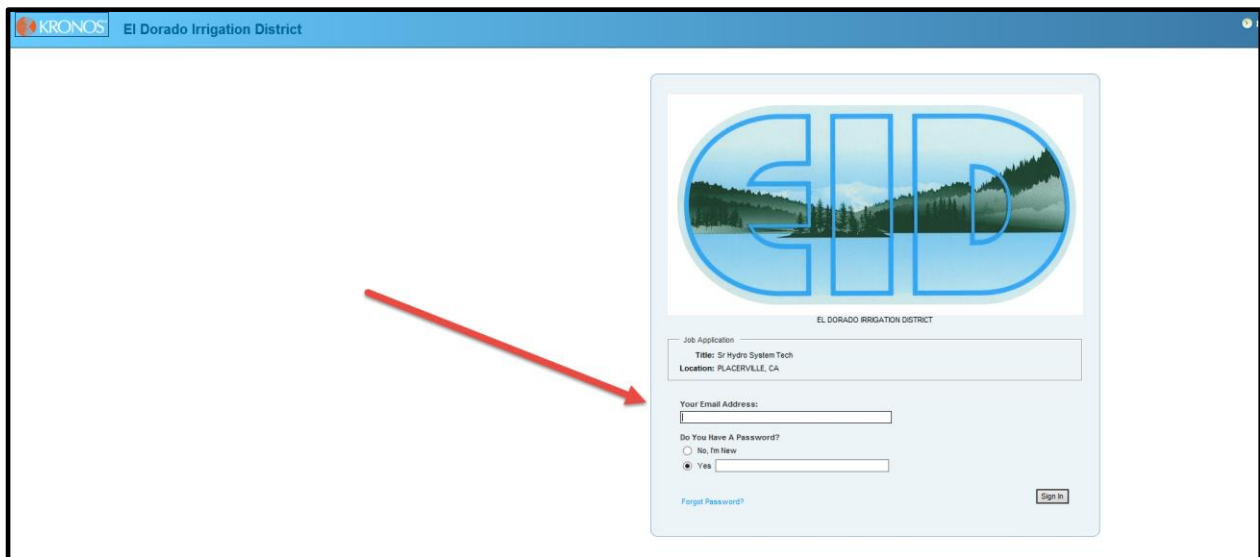
5. You are now on the KRONOS Career Search Page. Click on the job posting that you are interested in applying for. (You may need to click on SEARCH to refresh listing).



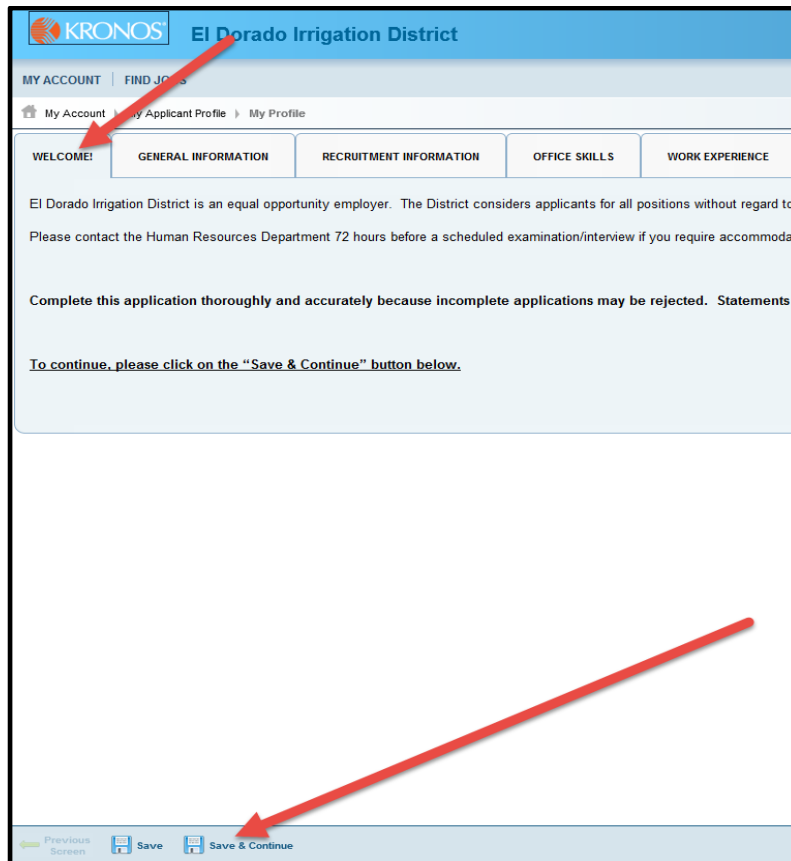
6. The job posting will open on KRONOS, and then you will need to click on "Apply For This Job" icon.



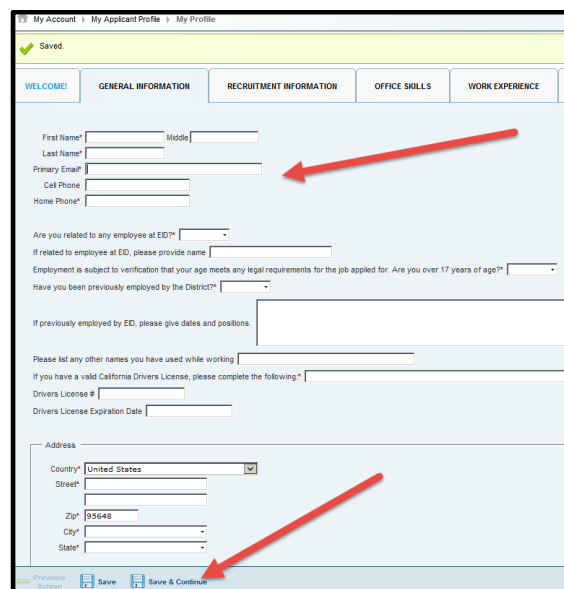
7. If this is the first time you are applying using our online job application, you will need to create an account and select a Username (e-mail address) and password. After your account has been established, you can build an application. This application can be saved and used to apply for more than one job opening.



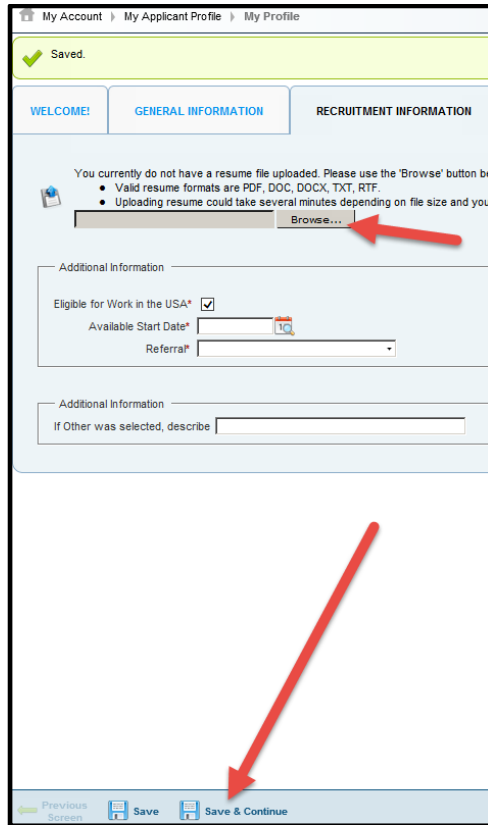
8. Once you have logged in with your username and password, it is important that your application show all the relevant education and experience you possess. Applications may be rejected if incomplete. If you wish to upload any other supporting documentation, including your resume, you may do so online. Beginning with the “Welcome” tab, follow the instructions on each tab until you have completed your application. You will need to click on “Save & Continue” on the bottom of each tab in order to save the data on that tab and move to the next.



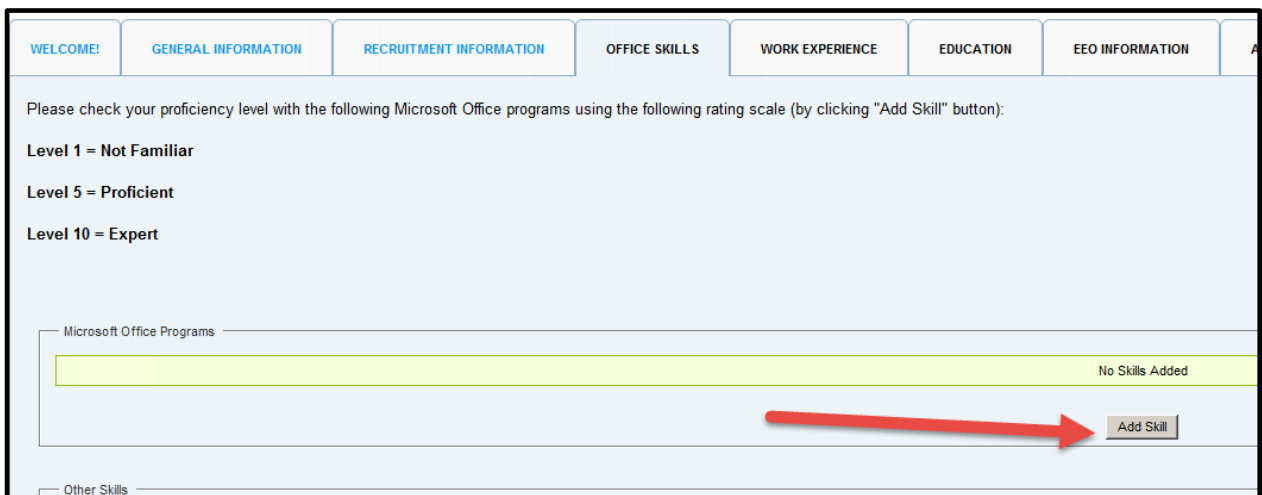
9. If you see \* next to a field, that means it is a required field. The more information you can provide to us regarding your possible qualifications for a position, the better. Make sure to click on “Save & Continue” on the bottom of each tab to progress through the application.



10. To upload your resume, cover letter, and any other documentation, on the “Recruitment Information” tab click on “Browse,” find your document on your system and double click on the file. Your file will appear on this page. When you have completed the remainder of the field on this tab, click on “Save & Continue” on bottom of page. For security purposes, you will not be able to upload any documents using the District kiosk in the lobby. Please contact Human Resources at 642-4020 for additional assistance.









11. On the “Office Skills” tab, click on the Add Skills button to add your Microsoft Office application skills to your application.




12. The following window will open. Check the boxes next to the Microsoft Office applications that you are familiar with and then click on select at the bottom of this window.

Skills Lookup

Rows On Page: 1000 4 Rows   Tools ▾

<input type="checkbox"/>	Category	Name	Description
	starts with ▾	starts with ▾	like ▾
<input type="checkbox"/>	 Microsoft Office	Excel	
<input type="checkbox"/>	 Microsoft Office	Outlook	
<input type="checkbox"/>	 Microsoft Office	Powerpoint	
<input type="checkbox"/>	 Microsoft Office	Word	

 Select

13. This will bring you back to the “Office Skills” tab, where you will assign your level of expertise to each of the Microsoft Office applications you previously selected. You may also add any other skills in the text box that you believe are relevant to the job posting. Make sure to click on “Save & Continue” at bottom of each tab to continue.

The screenshot shows the 'Office Skills' tab in the Kronos system. The page displays a rating scale for Microsoft Office programs (Excel, Outlook, Powerpoint, Word) with dropdown menus for 'Level' and 'Years'. There is an 'Add Skill' button and a text box for 'Other Skills'. Red arrows point to the 'Level' dropdowns, the 'Add Skill' button, and the 'Save & Continue' button at the bottom.

14. On the “Work Experience” tab, fill in all pertinent information. When you get to the Employment History section, choose the # of previous Employer information you would like to submit (up to five), and the form will refresh to give you additional data entry points. **Make sure you periodically save your data, especially if you are going to step away from your computer, or the website will automatically log you out for privacy reasons.** Once you have completed inputting all of your information, click on “Save & Continue.”

The screenshot shows the 'Work Experience' tab in the Kronos system. The page displays the 'Employment History' section with fields for company name, supervisor name, starting/ending pay, and reason for leaving. There are dropdown menus for '# Employers' and '# Of Job Titles Held With The Company'. Red arrows point to the '# Employers' dropdown and the 'Save & Continue' button at the bottom.



15. On the “Education” tab, please select the number of schools that you would like to enter data for, and the form will update to give you additional data entry points, if applicable. Once you have completed entering your information, click on “Save & Continue.”

The screenshot shows the 'EDUCATION' tab selected in a navigation bar. Below the navigation bar, there is a dropdown menu for '# Schools' with the value '1' selected. A red arrow points to this dropdown. Below this, there are input fields for 'School #1 (Current/Most Recent School)', 'School Name', 'School Type', 'Major', and 'Minor'. There is also a 'General Information' section with a dropdown for 'Check Diploma/Certificate you have'. At the bottom of the form, there are three buttons: 'Previous Screen', 'Save', and 'Save & Continue'. A red arrow points to the 'Save & Continue' button.

16. This is the “EEO Information” tab. This information is not required. If you choose to enter the data, once completed, click on “Save & Continue.”

The screenshot shows the 'EEO INFORMATION' tab selected in a navigation bar. Below the navigation bar, there is a paragraph of text: "Applicant: Please complete this questionnaire as part of your application. This information is confidential. It will be separated from your application and will not be used for any effectiveness of our equal employment opportunity efforts." Below this, there is a question: "A person with a disability is anyone who:" followed by three numbered options: "1. has a physical or mental impairment which substantially limits one or more major life activities (i.e., walking, hearing, speaking, working, or learning); or", "2. has a record of such impairment; or", and "3. is regarded as having such an impairment." Below the options, there is a dropdown menu for "Are you disabled according to any of the above definitions?". Below this, there are three dropdown menus for "Gender", "Ethnicity" (with the value "Unidentified/Opt Out" selected), and "Veteran". At the bottom of the form, there are three buttons: "Previous Screen", "Save", and "Save & Continue". A red arrow points to the "Save & Continue" button.



**17. On the “Additional Information” tab, answer all of the questions and click on “Save & Continue.”**

WELCOME! GENERAL INFORMATION RECRUITMENT INFORMATION OFFICE SKILLS WORK EXPERIENCE EDUCATION EEO INFORMATION **ADDITIONAL INFORMATION**

If your answer to any of the following questions is “yes,” please give details in the box provided.

Additional Information

The policy of El Dorado Irrigation District is to require a physical exam and drug screen. Would you object to a physical examination that includes a drug screen?\*

Would you object if we contacted your present and/or past employers?\*

Have you ever been discharged from any employment or resigned in lieu of discharge?\*

Details

Previous Screen Save Save & Continue

**18. On the “Certification” tab, you will need to review all of the information you previously entered into your application. When you have reviewed all of the information and you are ready to sign, click on “Electronic Signature.”**

WELCOME! GENERAL INFORMATION RECRUITMENT INFORMATION OFFICE SKILLS WORK EXPERIENCE EDUCATION EEO INFORMATION **ADDITIONAL INFORMATION** CERTIFICATION

Read carefully before signing.

Certification: I certify that all the information provided on this application is true to the best of my knowledge. I authorize any duly accredited representative of El Dorado Irrigation District to obtain any information related to my work achievement, performance, and disciplinary information. I direct prior and current employers to release such work-related information, regardless of any prior agreement I may have had with my prior or current employer. I release and agree as a result of complying with the terms of this authorization.

All information is subject to verification prior to an after employment. All statements made on or in connection with this application form are true and complete to the best of my knowledge. I understand and agree that misrepresentation will result in disqualification from the District.

Electronic Signature

WELCOME!

GENERAL INFORMATION

Name  
Primary Email  
Home Phone

Are you related to any employee at EID?  
Employment is subject to verification that your age meets any legal requirements for the job applied for. Are you over 17 years of age?  
Have you been previously employed by the District?  
Please list any other names you have used while working  
If you have a valid California Drivers License, please complete the following:  
Drivers License #  
Drivers License Expiration Date

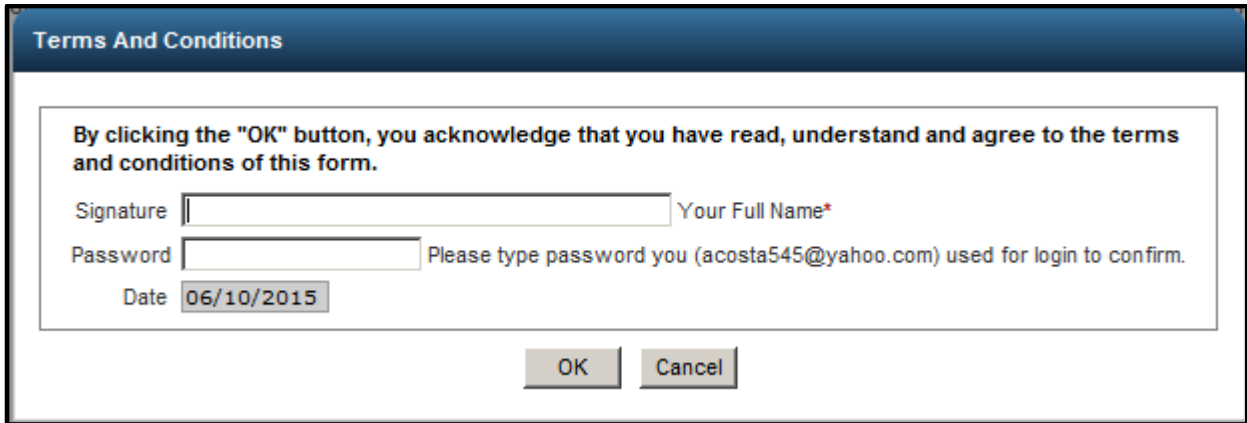
Address

RECRUITMENT INFORMATION

Additional Information  
Eligible for Work in the USA  
Available Start Date

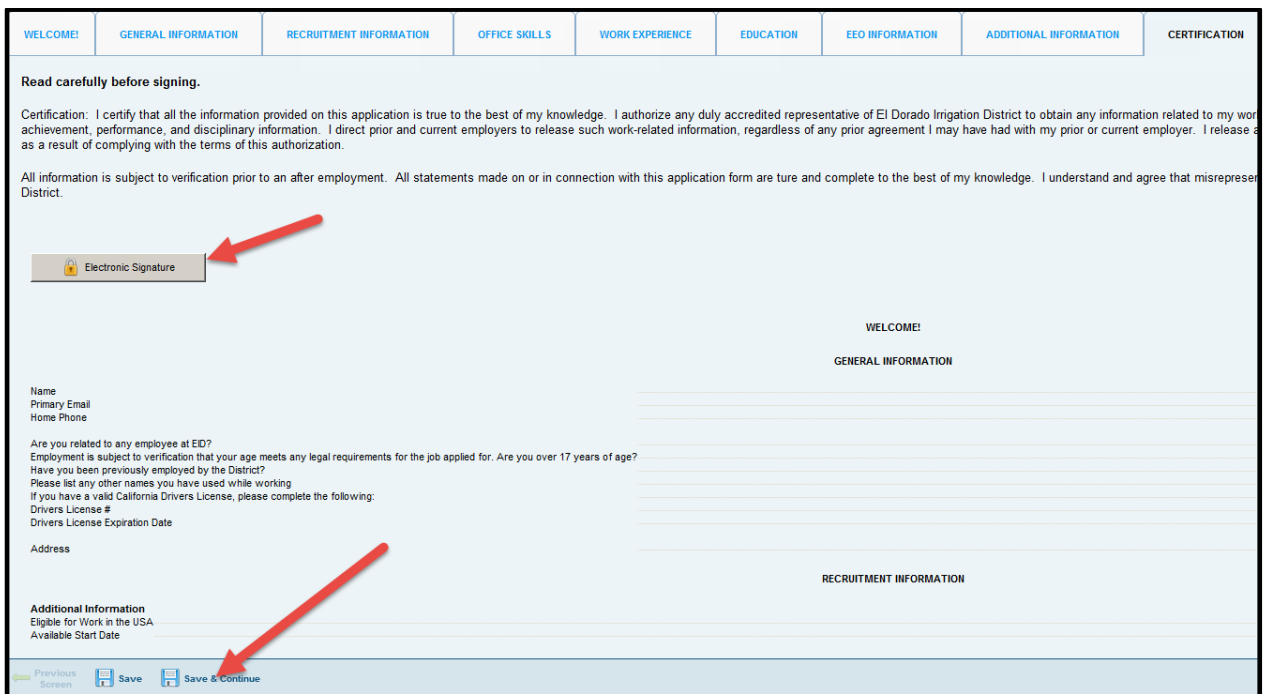
Previous Screen Save Save & Continue

19. The following window will pop up, with your full name as it appears on your application. You will need to type in the password you set up earlier for your KRONOS login. The date will already be populated. Click on “Okay.”



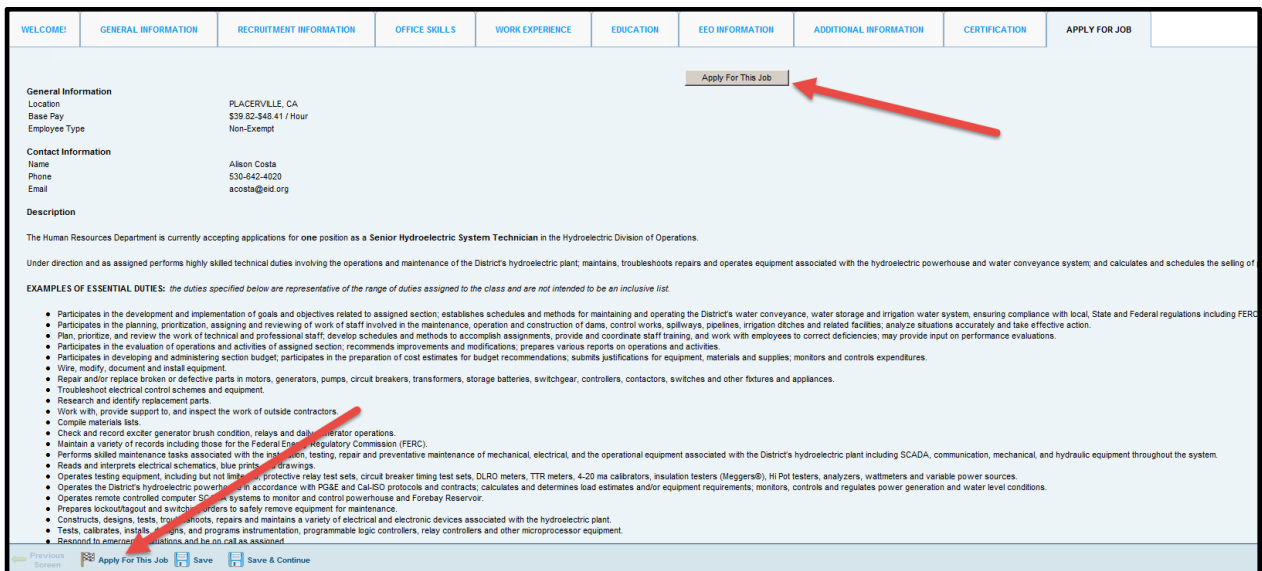
The image shows a dialog box titled "Terms And Conditions". It contains a text area with the following text: "By clicking the 'OK' button, you acknowledge that you have read, understand and agree to the terms and conditions of this form." Below this text are three input fields: "Signature" with a text box and the label "Your Full Name\*", "Password" with a text box and the label "Please type password you (acosta545@yahoo.com) used for login to confirm.", and "Date" with a text box containing "06/10/2015". At the bottom of the dialog are two buttons: "OK" and "Cancel".

20. This will take you back to the “Certification” tab. Click on “Save & Continue.”

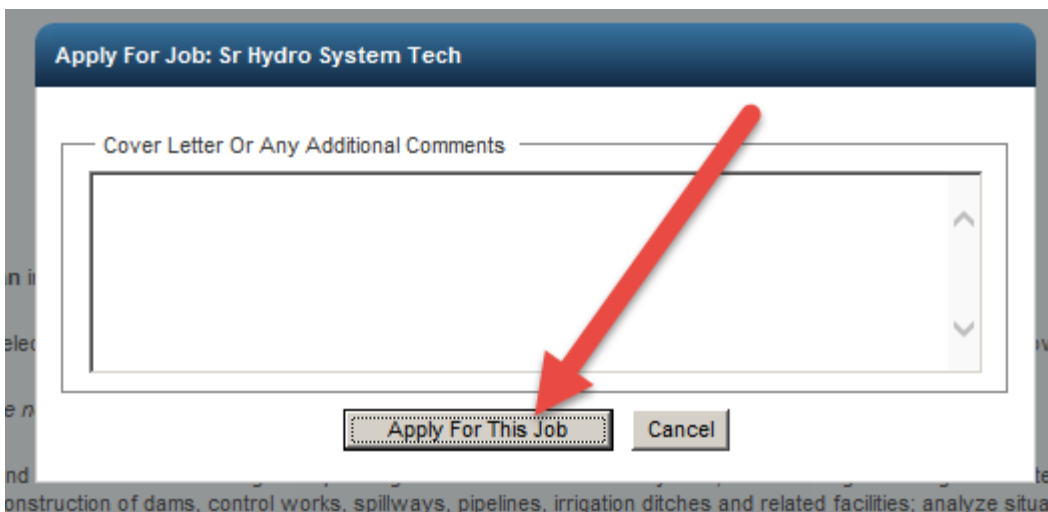


The image shows a screenshot of an application form with a navigation bar at the top containing tabs: WELCOME!, GENERAL INFORMATION, RECRUITMENT INFORMATION, OFFICE SKILLS, WORK EXPERIENCE, EDUCATION, EEO INFORMATION, ADDITIONAL INFORMATION, and CERTIFICATION. The "CERTIFICATION" tab is active. Below the navigation bar, there is a section titled "Read carefully before signing." containing a certification statement and a verification statement. Below this is an "Electronic Signature" button with a red arrow pointing to it. The form is divided into sections: "WELCOME!" and "GENERAL INFORMATION" (with fields for Name, Primary Email, Home Phone, and questions about employment and previous names), and "RECRUITMENT INFORMATION" (with fields for Drivers License #, Drivers License Expiration Date, Address, Eligible for Work in the USA, and Available Start Date). At the bottom of the form are three buttons: "Previous Screen", "Save", and "Save & Continue", with a red arrow pointing to the "Save & Continue" button.

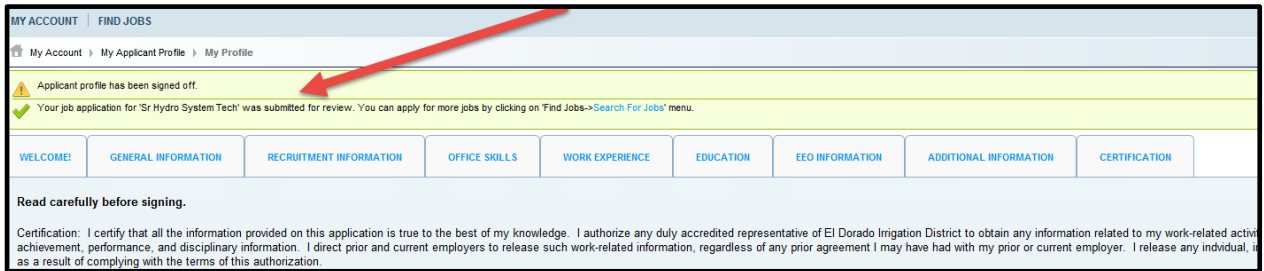
**21. You are now on the “Apply for Job” tab. The job posting that you are applying for will be displayed on this tab. Click on “Apply For This Job” either at the top or the bottom of this tab.**



**22. A new pop up box will appear. You can add a cover letter or any additional comments here. When complete, click on “Apply For This Job.”**



23. You will return to the “Certification” tab, and you will see a new message at the top advising you that “Your job application for ... (job title) ... was submitted for review. You can apply for more jobs by click on ‘Find Jobs→Search For Jobs’ menu. You will receive a confirmation e-mail, so check your email inbox. All future correspondence from the District regarding your application will be via e-mail. You may contact Human Resources at 642-4020 for additional assistance.



**Your application is now saved on the District’s web-based application site.**

**Please check back on our website for future openings or sign up for e-notifications at [www.eid.org](http://www.eid.org).**

**Thank you for your interest in the District!**