

How to Apply

1. Visit www.employment.pa.gov and click the Open Jobs tile.

The screenshot shows the PA Employment website homepage. At the top left is the logo "PA EMPLOYMENT". To the right are navigation links: "OPEN JOBS", "INTERNSHIPS", "ABOUT PA", "BENEFITS", and "VETERANS". The main content area is divided into several tiles:

- WORK FOR PA:** A video player showing a man in a suit. Text: "Real employees talk about the rewards of working for the commonwealth". Button: "WATCH VIDEO".
- OPEN JOBS:** A blue tile with a briefcase icon. Text: "Opportunities across a wide variety of occupations". Button: "VIEW JOBS & APPLY".
- INTERNSHIPS:** A photo of a group of students. Text: "For high school, college and post-graduate students". Button: "VIEW PROGRAMS & APPLY".
- SPOTLIGHTS:** A photo of a man working at a computer. Text: "Meet our employees and learn about the work we do". Button: "LEARN MORE".
- ABOUT PA:** A map of Pennsylvania. Text: "A great place to work, live and play". Button: "LEARN MORE".
- BENEFITS:** A white tile with a briefcase icon. Text: "Financial, health & wellness, work-life balance, career development and other rewards". Button: "LEARN MORE".
- VETERANS:** A tile with an American flag. Text: "Put your experience to work for us". Button: "LEARN MORE".

2. Click on Subscribe to Job Alerts to set up email alerts for jobs are posted in specific categories, or click on Continue to Open Jobs to see the full list of job postings.

The screenshot shows a section of the PA Employment website. At the top left is the logo "PA EMPLOYMENT". To the right are navigation links: "OPEN JOBS", "INTERNSHIPS", "ABOUT PA", "BENEFITS", and "VETERANS". Below the navigation is a banner with a photo of a group of people sitting on the floor with laptops. The text reads: "Don't miss an opportunity! You can receive instant notifications about new job openings in your field of interest with Job Alerts." Below this text are two links: "Subscribe to Job Alerts" and "Continue to Open Jobs". At the bottom of the page are two buttons: "OPEN JOBS" and "CONTACT US".

3. You should be on the Commonwealth of PA Job Opportunities page.

Menu >

COMMONWEALTH OF PA JOB OPPORTUNITIES



Create a **Job Alert** to receive notifications for future openings in your field of interest.

Click on the title of the position to learn more and apply.

SHOW MORE

Job Title	Job Type	Salary	Closing	Posted	Category	Department	Location
Part-time Clerical Employment Opportunities Available!	Non-Civil Service Temporary Part-time	\$10.15 hr		05/14/15	Office and Administrative Support	Multi-Agency	Dauphin, PA
Revenue Seasonal Tax Service Positions	Various Types	\$10.15 - \$16.02 hr		07/08/15	Tax Administration	Department of Revenue	Multi-County, PA

4. Click a job title to view the associated posting.

Revenue Seasonal Tax Service Positions	Various Types	\$10.15 - \$16.02 hr	07/08/15	Tax Administration	Department of Revenue	Multi-County, PA
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5. Read the posting details, and click "Apply" in the upper-right corner.



Revenue Seasonal Tax Service Positions

Salary ⓘ \$10.15 - \$16.02 Hourly

Location ⓘ Multi-County, PA

Job Type Various Types

Department Department of Revenue

Job Number BSE027A

DESCRIPTION

BENEFITS

QUESTIONS

6. If you already have an account, sign in. If not, click "Create an account."

Sign in to apply

[Create an account](#)

All fields are required

Username or Email

Password

Sign In

[Forgot Username?](#) | [Reset Password](#)

or sign in with



LinkedIn



Facebook

Enter your email address, followed by a username and password of your choice. Then click "Create."

Note: The password you create must be eight characters long, and include upper and lower case letters, numbers, and symbols.

Create a new account

[Sign In](#)

All fields are required

Email



Username

Password

Create

or create with



LinkedIn



Facebook

7. After setting up your username and password, a screen that gives you the option to upload your resume will display. For now, please click "Skip this step" in the lower-right corner to enter your detailed work experience and education into the application. You will still be able to include a resume in the attachments section of the application, if you choose to do so.

Résumé

Import Your Résumé

Save time by importing your information into our system automatically



Transfer from LinkedIn

Use your LinkedIn résumé information for your new profile. You can edit this info later.



Upload from Computer

Supported file types: .pdf, .doc, .docx, .txt

To manually fill in your information, you can [Skip this step](#)

8. The next screen will allow you to enter general information about yourself.

Info

- Work
- Education
- Additional
- References
- Attachments
- Questions
- Review
- Certify

General Information

Fields marked with an asterisk (*) are required

Contact Information

Name

First * Middle Last *

Address

Address Line 1 *

Address Line 2

City *

Once you have entered and saved your information, click "Next" at the bottom of the screen.



9. You will be prompted to navigate through additional sections of the application, including Work, Education, Additional, References, Attachments, and Questions. After completing these sections, you will be given the opportunity to review your application and ensure the information you provided is complete and accurate. You can edit your information by clicking the "Edit" icon at the right of each section.

A screenshot of a web application interface. On the left is a vertical sidebar with menu items: "Info", "Work", "Education", "Additional", "References", "Attachments", "Questions", and "Review". Each item has a green checkmark icon to its right. The "Review" item is highlighted in dark blue. The main content area is titled "General Information" and contains a note: "Fields marked with an asterisk (*) are required". Below this is a "Contact Information" section with fields for Name (Jane Doe), Address (4 Fake Street, Fake City, PA 17013), Phone (1234567890), and Email (fake@fake.com). An "Edit" button with a pencil icon is located to the right of the Name field and is circled in red.

10. Once you have finished reviewing your application, click "Proceed to Certify and Submit" at the bottom of the page.



11. Read the information on the certify page carefully before clicking "Accept & Submit" at the bottom of the page.



12. You should see a message indicating your application has been successfully submitted.



Application Submitted!