



HOW TO APPLY TO A POSTING WITH THE CITY OF FLINT

1. On the job posting that you would like to apply to, at the top right of the screen, click “APPLY”

EXTERNAL JOB

Automotive & Equipment Mechanic Helper

Salary	\$31,200.00 - \$35,201.45 Annually	Location	12th Street Yards (Garage)-City of Flint
Job Type	Full-Time Permanent	Job Number	23-00021B
Department	Finance	Opening Date	05/03/2023
Start Date	5/17/2023 11:50 PM Eastern	FLSA	Determined by Position

2. 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

Facebook

- A. Usernames may contain letters, numbers and underscore characters
- B. Password must be at least 8 characters in length, contain upper and lower case letters, at least one number and one special character

Create a new account [Sign in](#)

All fields are required

Email

Username

Password

Create

or create with

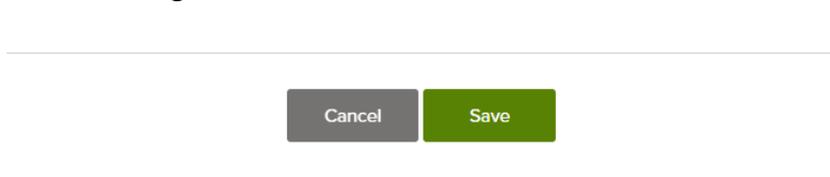
Facebook



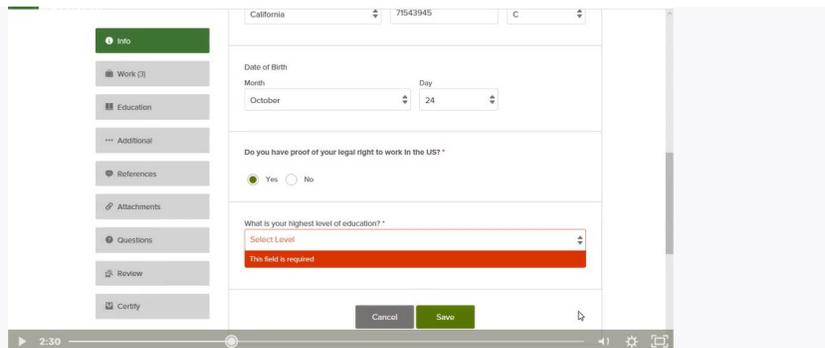
3. Import/Upload your resume if you wish, or SKIP.

NOTE: If you skip this step...it will not **display again**. If you wish to add your resume to an application if the step has been skipped originally, the applicant can add it under “additional attachments”. But be sure, that the information that is transposed correctly and transferred from the resume/attachment accurately before hitting submit at the end.

4. After entering in contact information, Click SAVE



If a required field has not been completed, it will look like this:



5. Once all of the sections are completed, required questions have responses, and everything has been completed and submitted...this screen will appear:



Application Submitted!

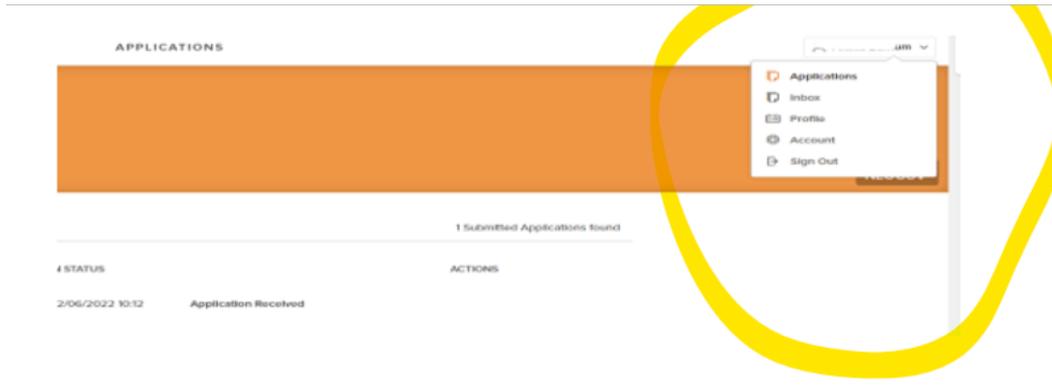
Successfully submitted on 12/06/2022 at 10:12 AM Eastern
You can check the status of this application by visiting ["Applications"](#) in the main menu bar.

Thank you for applying for employment with City of Flint.
Our hiring team will review your application and if qualified, you will receive an email or phone call following up including the next steps. Please be sure to check your junk and/or spam folder.
Thank you again for taking the time to apply.

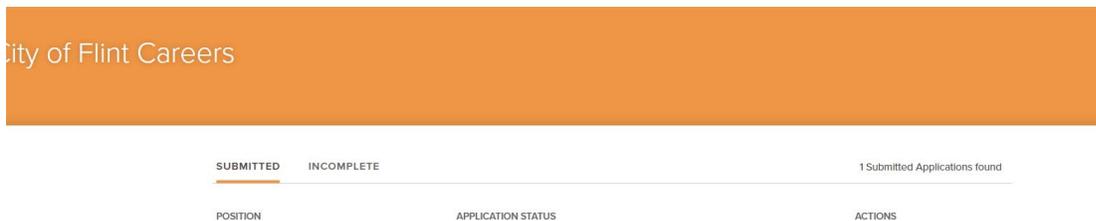
Best Regards,
City of Flint



To check on the status of an application, go in and view your account/ applications/inbox/ top right of the screen:



To see the list of applications that you have applied to, you will see the SUBMITTED tab and INCOMPLETE tab.



Once you submit an application, you will receive an automatic email to confirm your application has been received. Be sure to check your junk/spam/clutter email folder just in case.

If you are having difficulties with the application or creating an account, please contact NEOGOV applicant support help desk.

Opening days/hours: Monday through Friday 6am to 5pm Pacific Time

Email address: support@governmentjobs.com

Toll-free number: 1-855-524-5627