



The Application Process

- View open positions by clicking on the City's [Job Openings](#) page. To apply, follow the instructions listed in the job announcement.
- For most positions, the City accepts electronic applications through [CalOpps.org](#). Visit the CalOpps [FAQ's](#) and [Create an Account](#) pages to get started. Once your account is established, you will create an applicant profile which is used to apply for job openings. Be sure to keep your applicant profile up-to-date.
- Applications are only accepted when there is an open recruitment for a position. If the position that you are seeking is not currently open, you can [sign up](#) to receive email and/or text notifications when there is an open recruitment.
- Resumes will not be accepted in lieu of a fully completed application, but may be submitted as a supplement to the application. Occasionally, a supplemental questionnaire or other documentation (i.e. typing certificate, DMV driving history, license/certificate) are required and your application will be considered incomplete if not submitted.

Helpful Tips

- Review the job announcement carefully and thoroughly as it contains important information concerning the closing date/deadline to apply, duties and qualifications of the position, licenses or certifications, as well as experience and training needed for the position.
- Applications must be submitted before the recruitment closing date/time. Be sure to allow plenty of time to complete the application process before the closing time. Late submissions are not accepted.
- Your application must be accurate and complete as it will be used to assess your experience and abilities for the position. Be sure to complete all of the application questions. Applications are screened to determine the candidates best suited to the City's needs. Meeting the minimum qualifications does not guarantee that your application will be selected to continue in the process.
- Once you have submitted an application, you are responsible for notifying Human Resources of any change in address, telephone number or email address.
- Please be patient following the recruitment deadline. The City often receives a large number of applications and we thoroughly review each application. All applicants will be notified of their status via email following the City's review.
- A written test is administered for some positions. Applicants invited to take the test will be notified by email and/or phone of the testing time and location.
- One or more interviews will be conducted prior to the final selection.

If You Are Selected

- All appointments are subject to the successful completion of a background investigation, including a fingerprint check conducted by the Department of Justice, as well as a medical examination. The City is strongly committed to a drug-free workplace and the medical exam may include a drug screen.
- To comply with the Immigration Reform and Control Act, all new employees are required to provide proof of U.S. citizenship or authorization to work in the United States on their first day of employment.

Equal Opportunity Employer

The City of Pleasant Hill is an Equal Opportunity Employer. In accordance with Federal and State laws, the City does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age. The City of Pleasant Hill is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA). Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process may contact the Human Resources Department at (925) 671-5270.