



CITY OF PALMDALE

APPLICANT TIPS

Prepare Ahead of Time

Collect details about your education and employment history. You may submit a resume, by pasting it into or attaching it to the application. Do not use html tags. The first time you create an application, be ready to spend 30 minutes or more, though you can save your work at any time and return to it later. You will also need an email account. If you do not already have one, free email is available through providers such as Yahoo, Hotmail, and AIM mail (AOL).

Log In to Our Secure Website

- Go to www.cityofpalmdale.org. From there you will go to job openings.
- Click on the job title you are interested in. Review the job qualifications. Then click on "Apply." If this is your first online application with us, you will set up an account with a Username and Password. Save them for future use:

Username: _____

Password: _____

Create a New Application or Edit a Prior One

Be thorough. Your application is the primary tool used to evaluate your job qualifications. Applications may be rejected if incomplete.

For More Help

- ✓ Visit FAQs at www.cityofpalmdale.org jobs page
- ✓ Click on 'HELP' after you are logged in
- ✓ During business hours contact Human Resources at (661) 267-5400 or jobs@cityofpalmdale.org

Available Resources:

Website

www.cityofpalmdale.org

Job Opening Updates by Email

To receive updates on new job openings sign up at <http://www.cityofpalmdale.org/Stay-Connected>

Job Hotline – lists job openings

(661) 267-JOBS (5627)

Computer Access

Palmdale City Library
700 East Palmdale Blvd.
Palmdale, CA 93550
(661) 267-5600

TDD number for the hearing impaired

(661) 267- 5167

Reasonable Accommodation

If you need reasonable accommodation in completing the application, or in any other part of the application process, please contact the Human Resources Department

Job Seekers

South Valley Worksource Center
38510 Sierra Highway
Palmdale, CA 93550
Phone: 661/265-7421
TTY: 661/265-9649
www.cityofpalmdale.org/svwc

The City of Palmdale is an equal opportunity employer and a drug-free workplace.