



## 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](http://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](http://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](mailto:jobs@cityofpalmdale.org)

## Available Resources:

#### Website

[www.cityofpalmdale.org](http://www.cityofpalmdale.org)

#### Job Opening Updates by Email

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

#### Job Hotline – lists job openings

(661) 267-JOBS (5627)

#### Computer Access

Human Resources lobby  
823 East Ave. Q-9, Suite B  
Palmdale, CA 93550  
(661) 267-5400

and

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](http://www.cityofpalmdale.org/svwc)

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