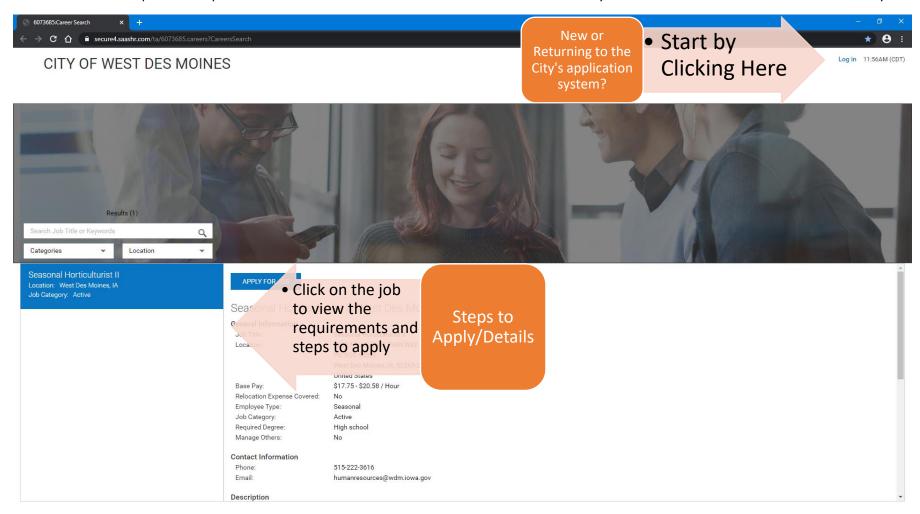
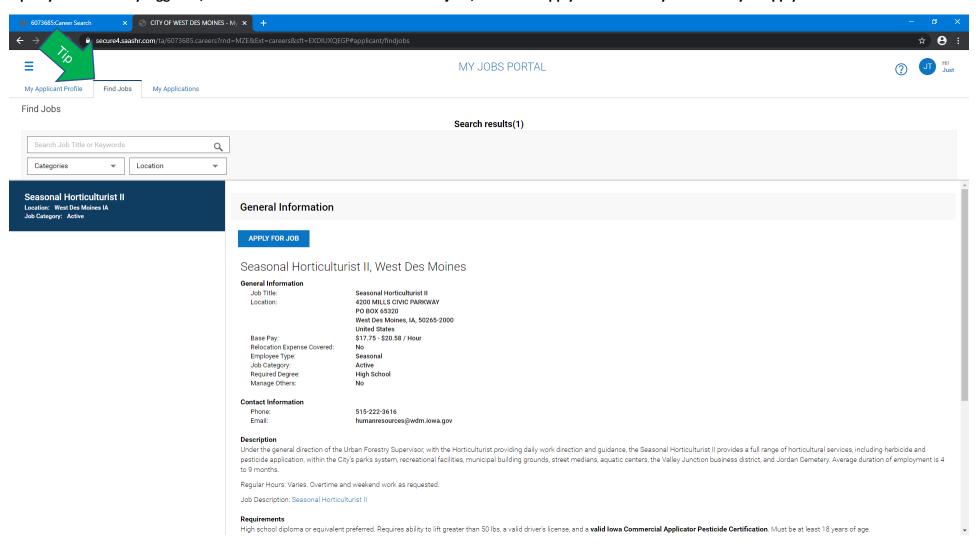
View and Apply for Open Job Postings with the City of West Des Moines

Before applying for a job, make sure you have completed ALL sections of your Profile. Refer to the Creating a Profile instructions if you have not yet created a profile.

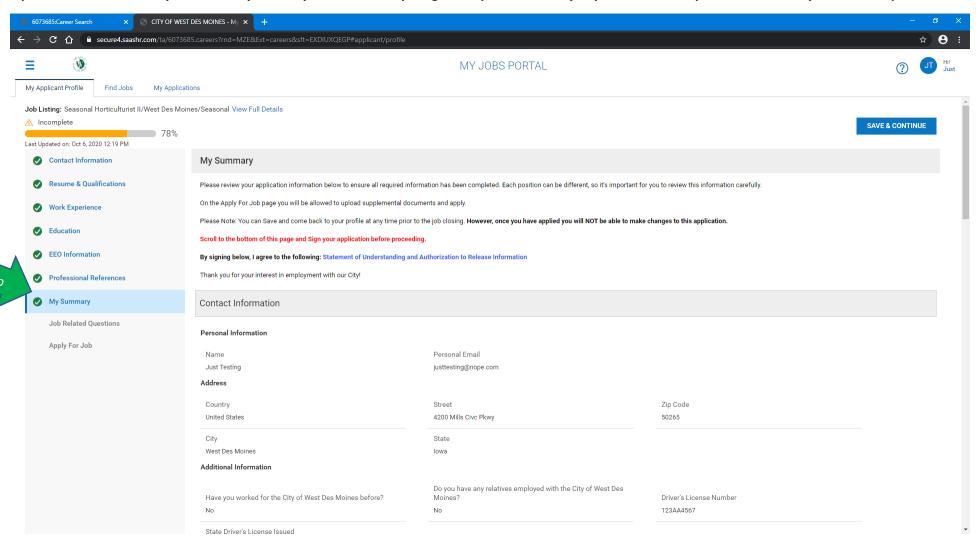
Need access to a computer? Computers are available in the Human Resources Office located at City Hall and in the West Des Moines Public Library.



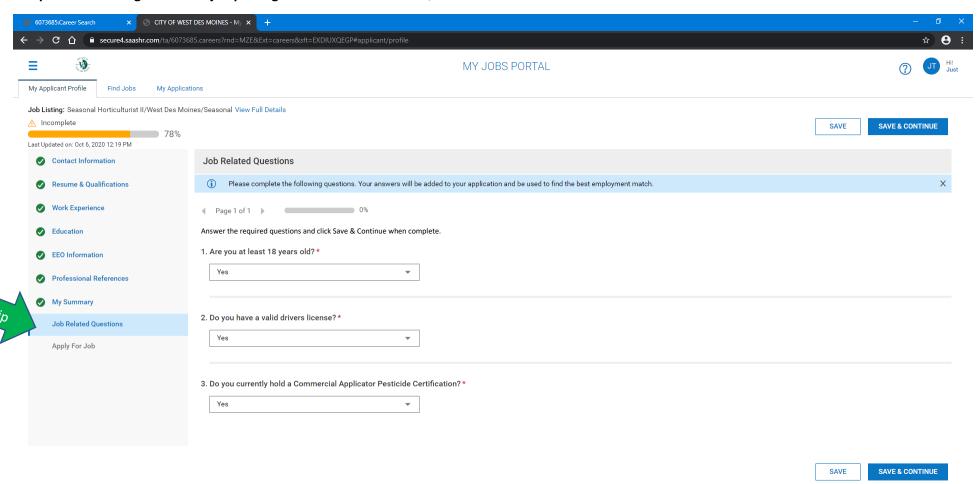
Tip: If you are already logged in, click on the Find Jobs tab to find active jobs, then click Apply for Job when you are ready to apply.



Tip: Make sure to review your summary carefully to ensure everything is complete. You can jump back to the respective sections if you need to update.

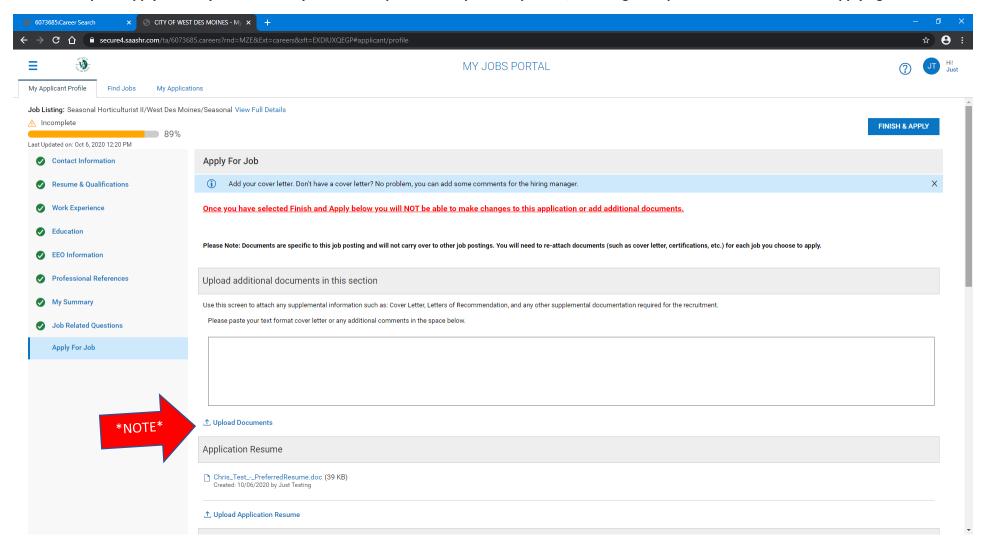


Tip: If there are Job Related Questions, be sure to complete each question. If you do not complete all questions and leave this page, you will have to complete them all again. Not all job postings will have Job Related Questions.

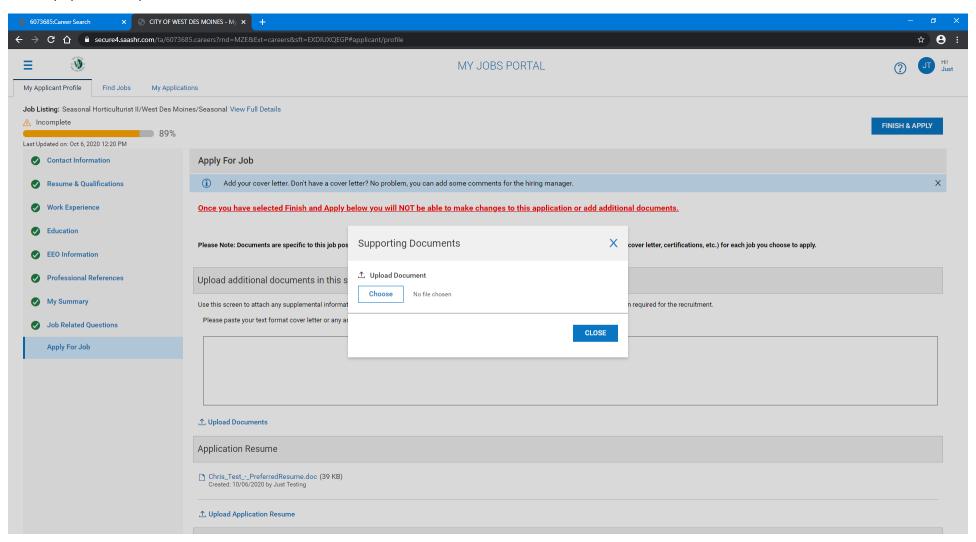


NOTE BEFORE clicking the Finish & Apply button, this will be your last chance to attach any required documents to your profile. Once you have clicked Finish & Apply, you will NOT be permitted to attach any other documents for this job.

Read the Steps to Apply carefully to make sure you have completed all steps of the process, including all required attachments before Applying.



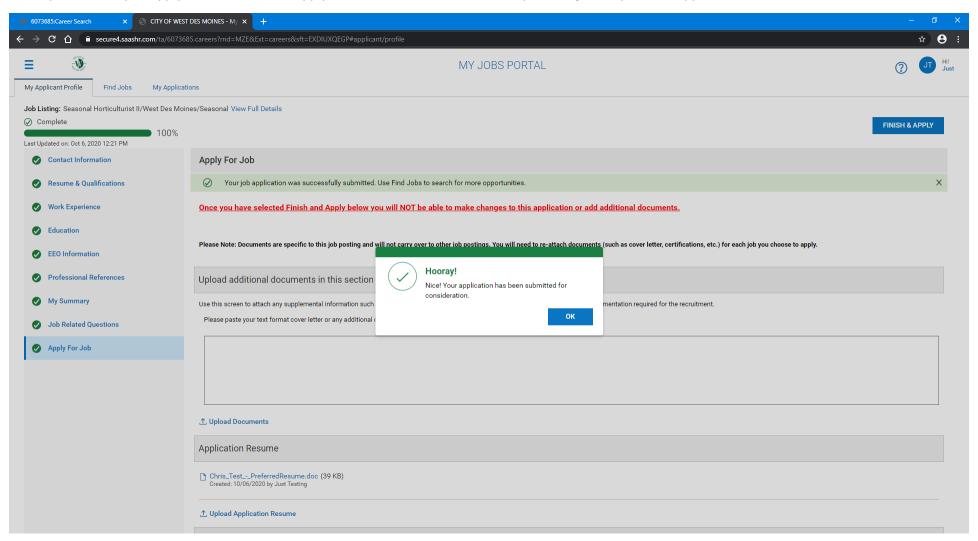
You may upload multiple documents, but will need to do so one at a time.



NOTE BEFORE clicking the Finish & Apply button, this will be your last chance to attach any required documents to your profile. Once you have clicked Finish & Apply, you will NOT be permitted to attach any other documents for this job.

Read the Steps to Apply carefully to make sure you have completed all steps of the process, including all required attachments before Applying.

When you are ready to Apply, click the Finish & Apply button. You will receive a Hooray! message that you have applied.



Tip: On the My Applications tab you will see a list of jobs you applied for. If you do NOT see a date/timestamp under Job Details, you have not applied and need to do so before the posted deadline. If you do not apply before the posted deadline, you will not be considered for this position.

