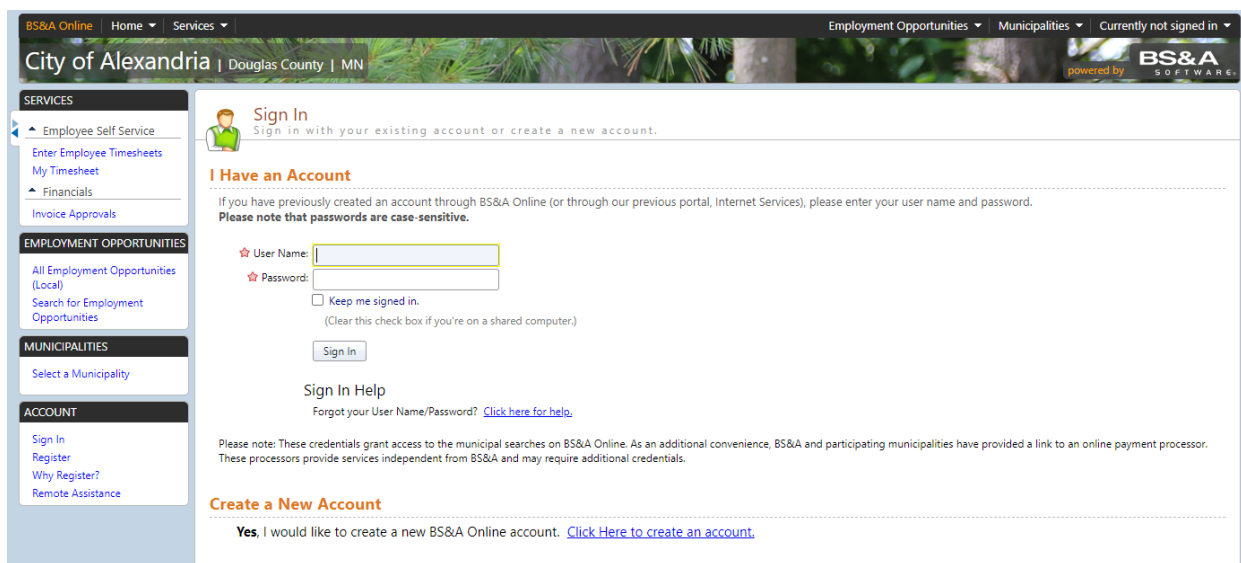# BS&A Online: Applicant Profile/Online Application

To apply for jobs with the City of Alexandria, an applicant must use our online application system. We do not accept hard copy paper resumes or resumes submitted via email or fax. Public access computers are available at all County Libraries. Appended below are instructions on how to apply online.

Before starting your application, please review the application packet requirements on the job announcement to determine what documents need to be included with your application. You must submit/upload a completed application packet in order to be considered for the position.

NOTE: ALL POSITIONS REQUIRE ADDITIONAL DOCUMENTS SUCH AS AN APPLICATION (AT MINIMUM) OR COVER LETTER AND RESUME. SOME POSITIONS REQUIRE VERIFICATION OF LICENSES/CERTIFICATES AND SUPPLEMENTAL DOCUMENTS/QUESTIONNAIRE. ALL DOCUMENTS MUST BE SUBMITTED ONLINE. IF TRANSCRIPTS ARE REQUESTED, THESE CAN EITHER BE OFFICIAL OR UNOFFICIAL TRANSCRIPTS.

If this is the first time you are applying using our online job application (through BS&A Online), you will need to create an account and select a Username and Password.

STEP 1: Create an Account

Click on "Click Here to create an account". Your user name should be your email address. Your password should either be your last name and last four digits of your SSN (all lowercase, no spaces), or one you created yourself. It is very important to keep your username and password in order to apply for other positions and to edit or add to your resume.

For the purpose of applying for jobs, our application system requires a unique email address for each user – do not use another person's email account. If you do not have an email address, there are websites you can go to, e.g. Yahoo, Google and Hotmail, where you can sign up for a free email account.

Create an Account
Please provide the information requested below to create an Account.

Your User Name should be your email address

Already Registered? Click here to Sign In

Create a New Account

Please note: These credentials grant access to the municipal searches on BS&A Online. As an additional convenience, BS&A and participating municipalities have provided a link to an online payment processor. These processors provide services independent from BS&A and may require additional credentials.

User Name:

Your **User Name** is what you will use to log into the site in the future. Please make note of your User Name.

Your password should either be your last name and last four digits of your SSN (all lowercase, no spaces), or one you create yourself

My e-mail address is:
Confirm e-mail:

*Once registered you will need to activate your account by opening the link sent to your email account associated with your BS&A account.

Protect your account and information with a password.

Enter a new Password:
Re-enter password:

Account Information (Optional)

Enter in any information about your account which will be requested if you sign up as a Business Account. Additionally your information may be required to use certain features within the site. This information can be entered at a later time if you wish.

Verify Code

Check the box below to verify you are a human. This security feature helps prevent automated programs from registering for accounts.

☐ I'm not a robot

New Account Activation
Thank you for registering for a new **BS&A Online** account.

Thank you **myemailaddress**, your account has been activated and you may now log into the site.

Click here to use your User Name and Password to log in.

STEP 2: Create an Applicant Profile

New Account Activation
Thank you for registering for a new **BS&A Online** account.

Click the button below to confirm and activate your new account.

Activate Account

Employment Services
This is your applicant profile. It will be sent to potential employers when you apply for positions.

Required fields are marked with ☆

Personal Information

First Name:
Middle Initial:
Last Name:
Email:
Street Address:
City:
State:
Zip Code:
Phone Number:
Cell Phone:
License State:
License Number:
Your full driver's license number.

☐ I have legal documentation to work in the US.
☐ I will submit to a drug screen.

⊞ Gender & Date of Birth (Optional)
⊞ Relocation Preferences
⊞ Employment History
⊞ Military Experience
⊞ Personal History

Save

***These sections are optional***

This information will be captured in the required application related to the position, which will be uploaded in the next step.

2

STEP 3:   Upload Documents

The Documents and Attachments Tab is where you will attach and upload all of your attachments.
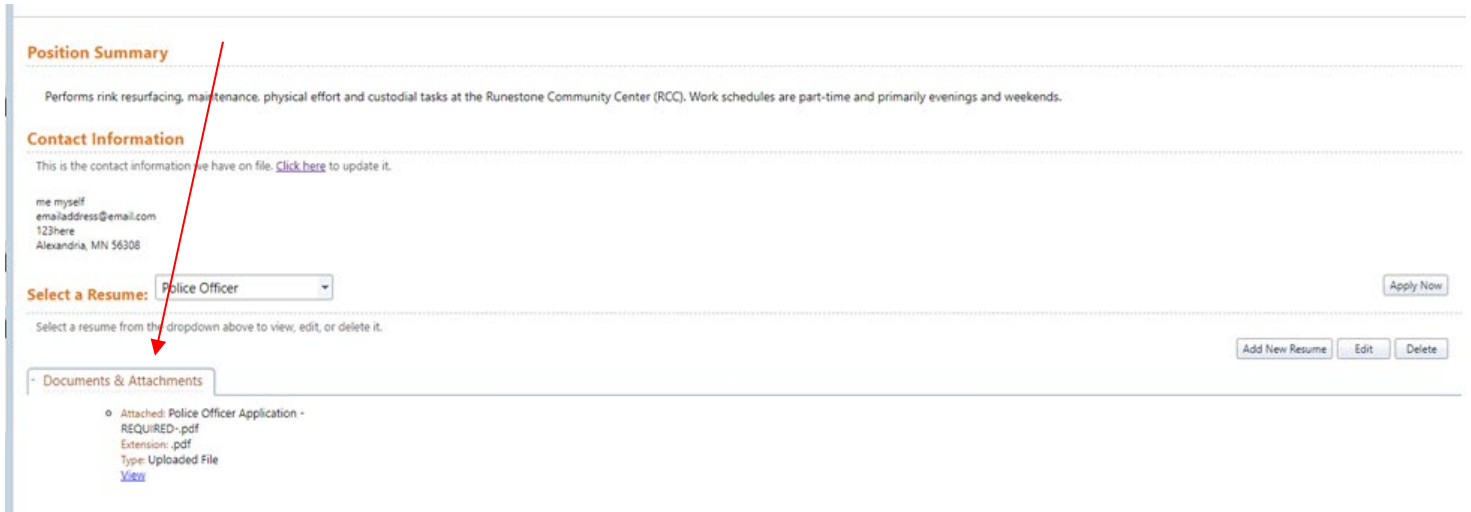
NOTE: DO NOT MAIL OR BRING COPIES OF YOUR APPLICATION, RESUME, TRANSCRIPTS, LETTERS OF RECOMMENDATION OR ADDITIONAL SUPPORT DOCUMENTS UNLESS REQUESTED.
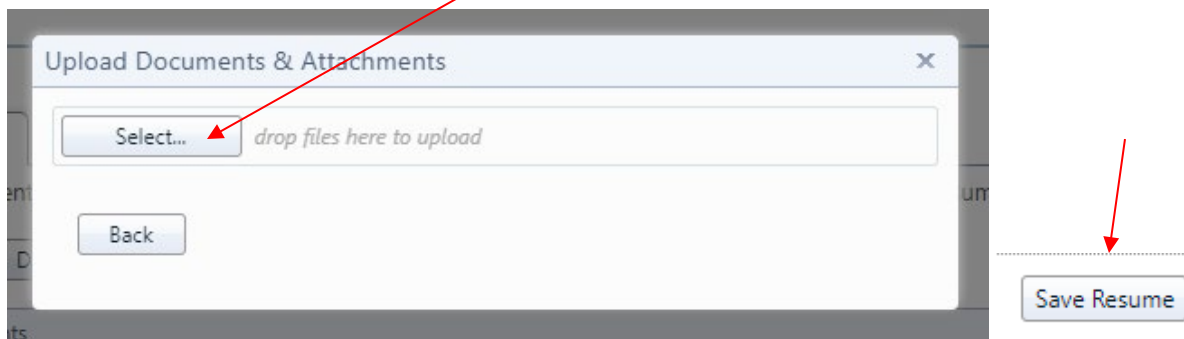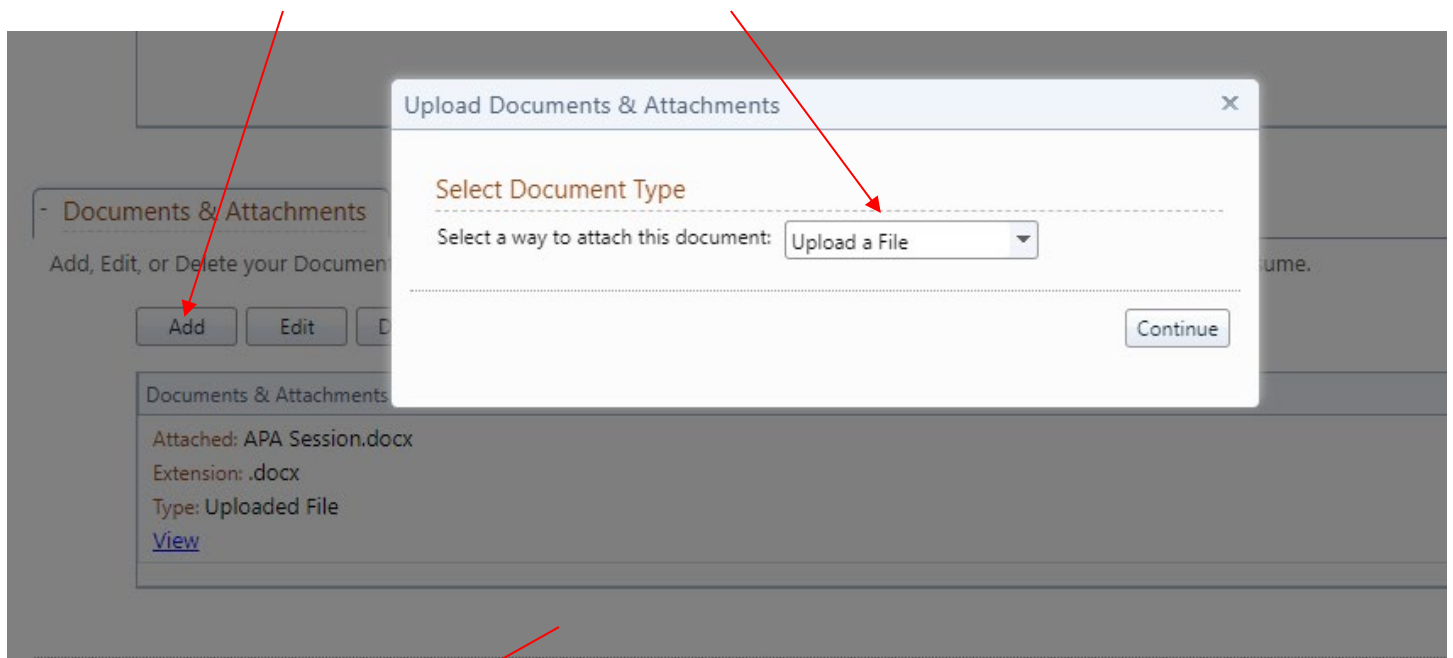
Editing Resume: test application

Edit your resume below, then click Save to save your changes.

Resume Name

This will NOT be sent in with your applications. It's simply a way

⭐ Name: test application

> ***These sections are optional***
>
> This information will be captured in the required application related to the position, which are uploaded using the **Documents & Attachments Tab**.

+ Education History

Add, Edit, or Delete your Education History below. Check

+ Work Experiences

Add, Edit, or Delete your Work Experiences below. Check the box

+ Skills

Add, Edit, or Delete your Skills below. Check the boxes next to th

+ References

Add, Edit, or Delete your References below. Check the boxes nex

+ Certifications

Add, Edit, or Delete your Certifications below. Check the boxes n

- Documents & Attachments

Add, Edit, or Delete your Documents & Attachments below. Che

This section is required

STEP 4: Acknowledgments & Submit

Click on Apply Now.

Read any Acknowledgments and Questions. You must check applicable the boxes: i.e. "Yes", "OK", "I Agree", then click on "Apply Now".

Thank you for your interest in employment opportunities with the City of Alexandria. If you have any questions about this online application or have problems, please contact the Human Resources Department at (320) 759-3647.