

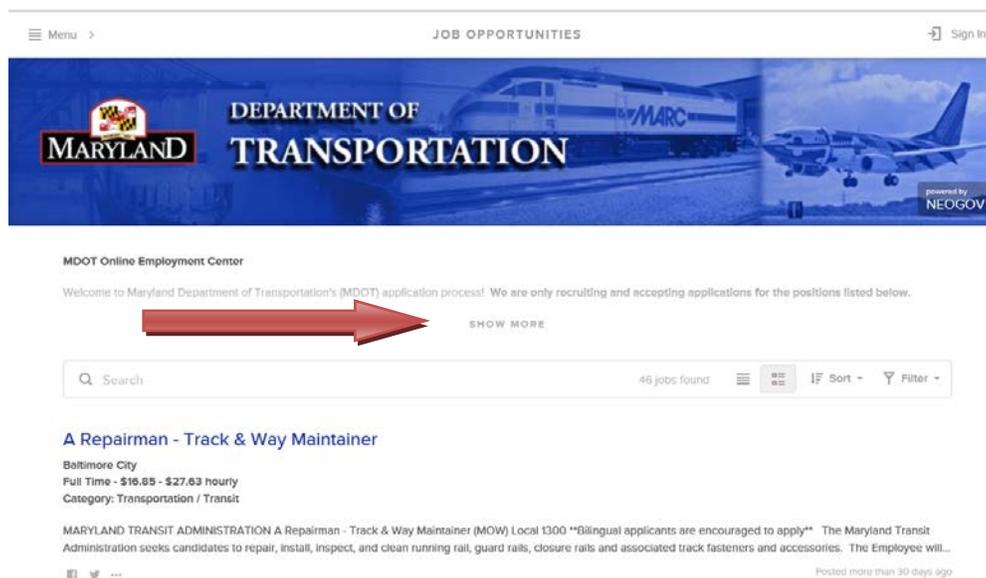
Maryland Department of Transportation Online Application Guide

It is recommended that you use the **Google Chrome** or the **Mozilla Firefox** browser when completing online applications.

1. Go to: <http://www.mdot.maryland.gov/Employment>
2. Click on: Online Employment Center - Current Recruitments



3. Current job opportunities are listed in alphabetical order. To view more information about the MDOT Online Employment Center, click the Show More link.



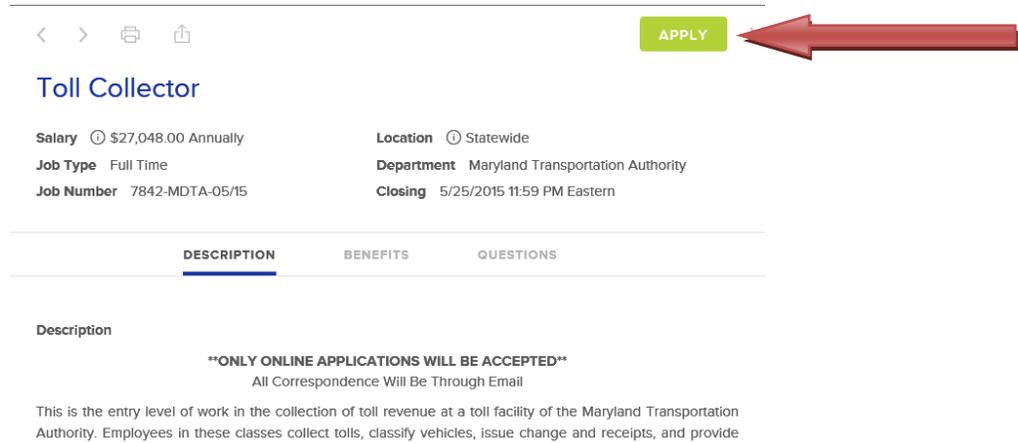
4. Click on a job title to view the job announcement.

The screenshot shows a mobile application interface for job listings. On the left, a list of job titles is visible, including 'Supervisor Light Rail Service & Inspection', 'Toll Collector', and 'Transit Data Systems Specialist'. A red arrow points to the 'Toll Collector' job title. On the right, the details for the 'Toll Collector' job are displayed. The job title is at the top, followed by a green 'APPLY' button. Below the title, key details are listed: Salary (\$27,048.00 Annually), Job Type (Full Time), Job Number (7842-MDTA-05/15), Location (Statewide), Department (Maryland Transportation Authority), and Closing (5/25/2015 11:59 PM Eastern). A tabbed interface shows 'DESCRIPTION', 'BENEFITS', and 'QUESTIONS'. The 'DESCRIPTION' tab is active, showing a notice: '**ONLY ONLINE APPLICATIONS WILL BE ACCEPTED** All Correspondence Will Be Through Email'. The description text follows, detailing the role of a Toll Collector at the Maryland Transportation Authority, including supervision, shift work, and weather conditions. It also mentions the resulting eligible list for vacancies at various locations and the qualifications required, such as education (eighth grade) and experience (none).

5. If you wish to submit an application, you may want to prepare your answers to any supplemental questions before starting the process. Click on the Questions tab to view the questions. Answers can be prepared in a word processing program. You will be able to copy and paste your answers into the application.

This screenshot shows the same 'Toll Collector' job details page as in the previous image. The 'QUESTIONS' tab is now selected and highlighted with a red arrow. The questions are listed below the description. Question *01 asks for the highest level of education completed, with options: Up to 7th Grade, 8th Grade to 11th Grade, High School Diploma or GED, Some College Courses to Associate's Degree, and Bachelor's Degree or higher. Question *02 is a statement: 'I understand that all correspondence will be done electronically via email and that no hard copies of letters will be mailed to me.' Below the questions, there is a section for 'Required Question' and contact information for the Agency (Maryland Department of Transportation), Address (See Job Posting for Specific Address to Mail an Application), Phone (See Job Posting), and Website (http://www.mdot.maryland.gov).

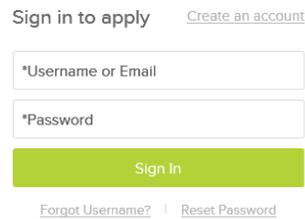
6. When you're ready to submit your application, click on the Apply button.



The screenshot shows a job listing for 'Toll Collector'. At the top right, there is a green 'APPLY' button with a red arrow pointing to it. Below the job title, there are details: Salary (\$27,048.00 Annually), Location (Statewide), Job Type (Full Time), Department (Maryland Transportation Authority), Job Number (7842-MDTA-05/15), and Closing (5/25/2015 11:59 PM Eastern). Below these details are three tabs: 'DESCRIPTION', 'BENEFITS', and 'QUESTIONS'. The 'DESCRIPTION' tab is selected and shows the following text: ****ONLY ONLINE APPLICATIONS WILL BE ACCEPTED****
All Correspondence Will Be Through Email
This is the entry level of work in the collection of toll revenue at a toll facility of the Maryland Transportation Authority. Employees in these classes collect tolls, classify vehicles, issue change and receipts, and provide

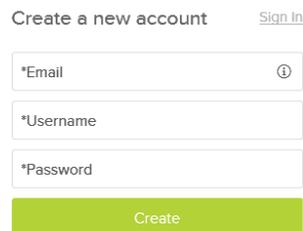
7. Click on the **CREATE AN ACCOUNT** link. If you created an account earlier, here or at www.governmentjobs.com, you may sign in at this point.

If you forgot your password, use the **Reset Password** link. If you forgot your Username, use the **Forgot Username?** link.



The sign-in form has the following elements: 'Sign in to apply' and 'Create an account' links at the top. Below are two input fields: '*Username or Email' and '*Password'. A green 'Sign In' button is positioned below the password field. At the bottom, there are two links: 'Forgot Username?' and 'Reset Password'.

8. Complete the required fields and then click **Create**.



The 'Create a new account' form has the following elements: 'Create a new account' and 'Sign In' links at the top. Below are three input fields: '*Email', '*Username', and '*Password'. A green 'Create' button is positioned below the password field.

9. When prompted to Import Your Resume, click on Skip This Step.

Toll Collector Job Details Support X

Import Your Résumé

Save time by importing your information into our system automatically

Transfer from LinkedIn
Use your LinkedIn résumé information for your new profile. You can edit this info later.

Upload from Computer
Supported file types: .pdf, .doc, .txt

To manually fill in your information, you can **Skip this step**

10. Complete the following sections: Contact Information, Personal Information, & Preferences.

Toll Collector Job Details Support X

General Information

All fields are required unless they are marked (Optional)

Contact Information

Name

First M (Opt.) Last

Former Last (Optional)

Address

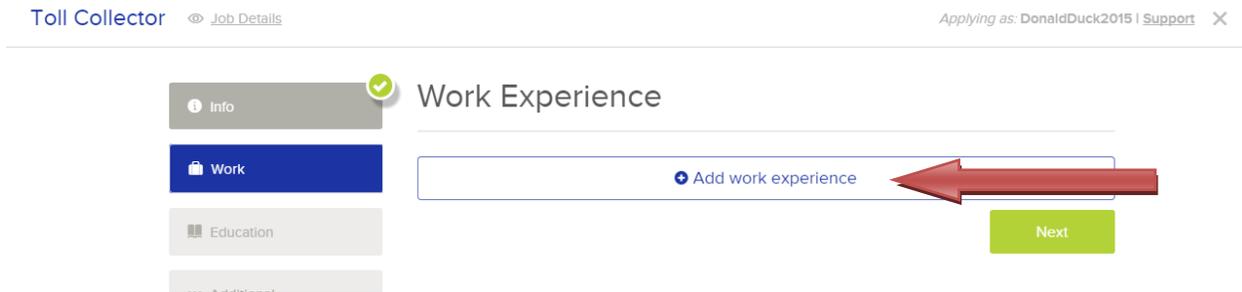
Address Line 1

Address Line 2 (Optional)

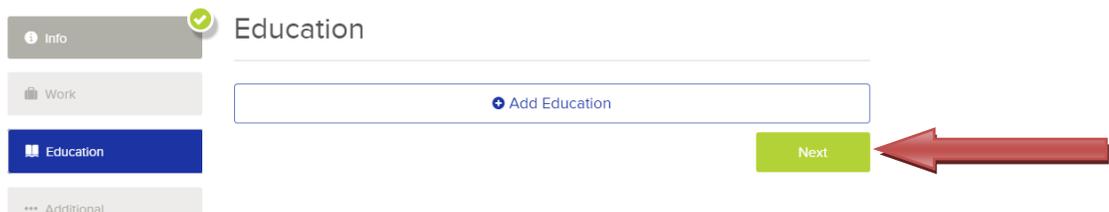
11. Click the Save button **Save** after entering each section.

12. Click the Next button **Next** located at the bottom of the screen.

13. Complete the Work Experience section. If you have NO work experience, click the Next button and skip to Step 19.
14. Click the + icon to add a new work experience.



15. Complete the required fields.
16. Click the Save button .
17. Repeat Steps 14 - 16 for each work experience record you have to add.
18. When all work experience records have been added, click the Next button .
19. Complete the Education section. If you have NO education records to enter, click the Next button and skip to Step 25.
20. Click the + icon to add a new education record.



21. Complete the required fields.
22. Click the Save button .
23. Repeat Steps 20 - 22 for each education record you have to add.
24. When all education records have been added, click the Next button .

25. Complete the Additional Information section. If you have NO additional information to add, click the Next button and skip to Step 29.

Additional Information

Info ✓

Work ✓

Education ✓

Additional ✓

Certificates and Licenses

+ Add certificate and license

Skills

26. Click the + icon to add new records.

27. Click the Save button to save each record .

28. When all additional information records have been added, click the Next button .

29. Add Supplemental Attachments (e.g. resume, transcripts, veteran status documentation, etc.) If you have NO attachments, click the Next button and skip to Step 36.

30. Click the + icon to add a new attachment.

Attachments

Info ✓

Work ✓

Education ✓

Additional ✓

Attachments

Supported file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .potx, .pdf, .gif, .jpeg, .jpg, .png, .htm, .html, .rtf, .txt, .wpd, .wp, .bmp

+ Add supplemental attachment

* Required attachments must be provided before submission

Next

31. Select the attachment type (e.g. resume, cover letter, other).

Attachments

Info ✓

Work ✓

Education ✓

Additional ✓

Attachments ✓

Questions

Supported file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .potx, .pdf, .gif, .jpeg, .jpg, .png, .htm, .html, .rtf, .txt, .wpd, .wp, .bmp

Choose attachment type

Cover Letter

License

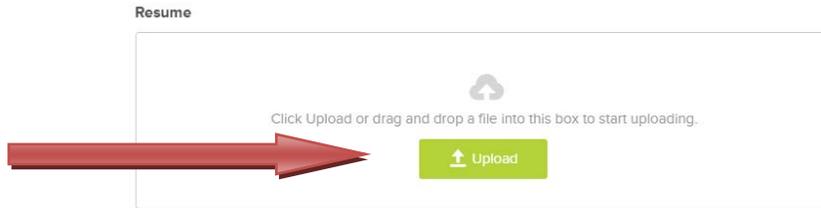
Other

References

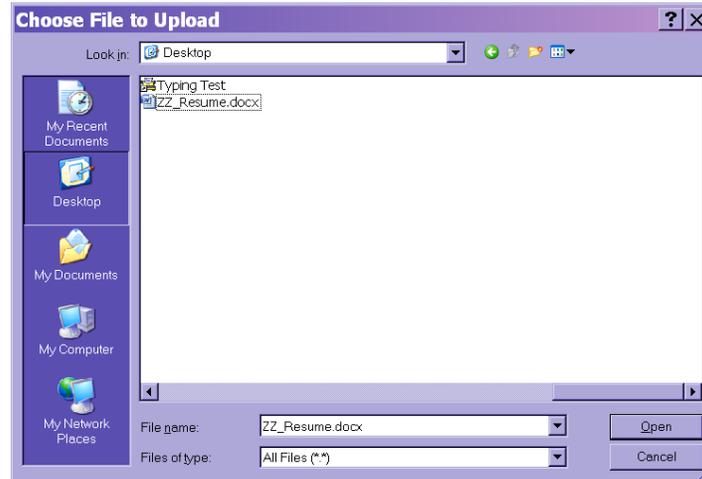
Resume

* Required attachments must be provided before submission

32. Click the Upload button to select the file to attach.

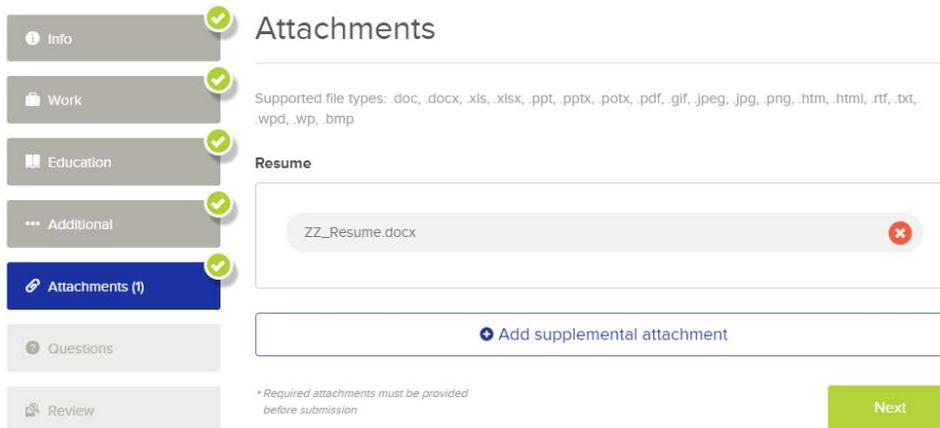


33. Specify the location of the file to upload.



34. Click Open.

35. When all files have been attached, click the Next button.



36. Complete the Agency and Supplemental Questions.

Agency Questions

The purpose of the following questions is to obtain additional job related information to evaluate you for the position for which you are applying, or to provide us with the statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies.

*01 Please provide the LAST four (4) digits of your Social Security Number. This information will be used for verification purposes.

Answer

37. Click the Proceed to Review button .

38. Review the information on your application. If you need to make a change, click the Edit button.

General Information

All fields are required unless they are marked (Optional)

Contact Information

Name
Donald Duck Edit

Address
1234 Main Street
Baltimore, MD 55555

Phone
410-555-2336

Email

39. Scroll to the bottom of the screen and click the Proceed to Certify and Submit button .

40. Read the certification statement.

41. Click the Accept & Submit button.

Questions

Review

Submit

Maryland Department of Transportation

Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100. This provision does not apply to applicants for law enforcement positions pursuant to Labor and Employment Article, Section 3-702 (b) Annotated Code of Maryland.

I certify that all information contained in this profile is true and complete. I authorize the Maryland Department of Transportation to contact all sources and/or conduct a thorough background investigation, as necessary, to verify the information contained in this profile. I understand that any erroneous, misleading, or fraudulent information is sufficient grounds for rejection from the examination process, removal from the list of eligibles, withdrawal of an offer of employment, or immediate discharge.

YOU MUST BE LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES UNDER THE IMMIGRATION AND REFORM CONTROL ACT OF 1986.

By clicking the "Accept" button, I certify that I agree with these statements.

Decline Accept & Submit

42. You will receive a confirmation message.



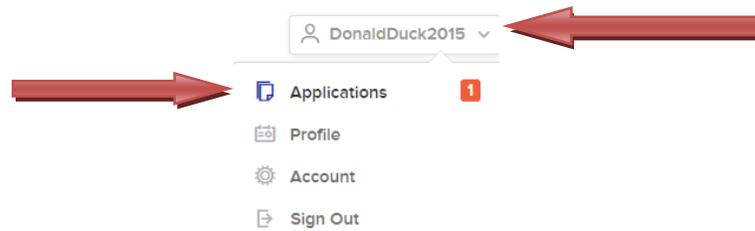
Application Submitted!

Successfully submitted on 5/13/2015 at 9:28 AM Eastern

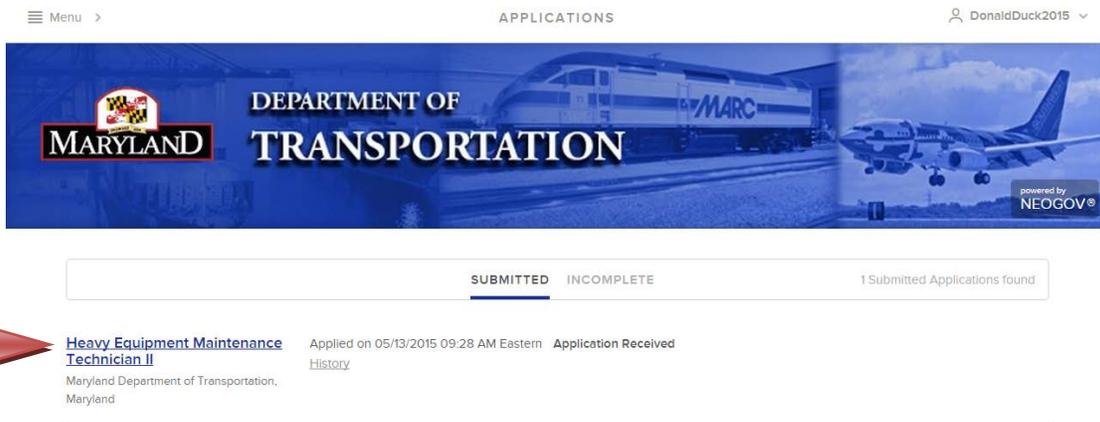
You can check the status of this application by visiting "[Applications](#)" in the main menu bar.

To Print an Application:

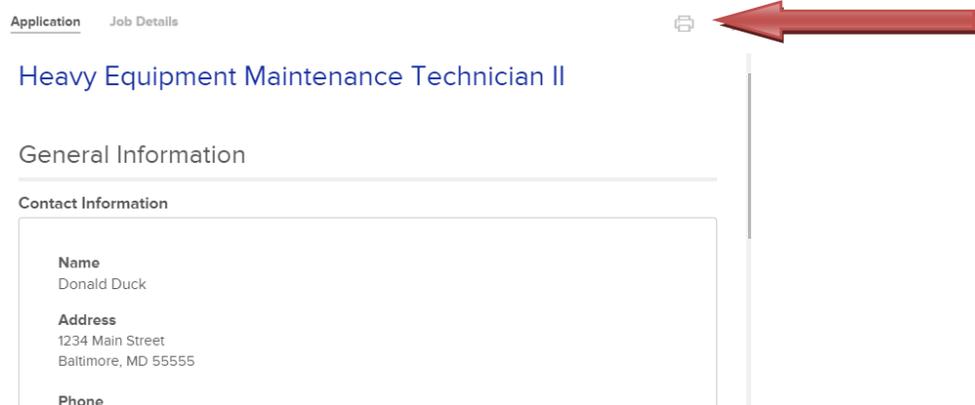
1. From your online account, click the on down-arrow next to your User Name.
2. Click on Applications.



3. Click on the Job Title to open up the application.



4. Click the Printer icon.



5. Print out the application from your browser's print menu.

EMPLOYMENT APPLICATION	
 <p>Maryland Department of Transportation See Job Posting for Specific Address to Mail an Application, Maryland - http://www.mdot.maryland.gov Duck, Donald Heavy Equipment Maintenance Technician II</p>	<p>Received: 05/13/2015 09:28 AM For Official Use Only: QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____</p>
PERSONAL INFORMATION	
<p>POSITION TITLE: Heavy Equipment Maintenance Technician II</p> <p>NAME: (Last, First, Middle) Duck, Donald</p>	<p>Job Number: 7125-multi-2014</p> <p>SOCIAL SECURITY NUMBER:</p>

Additional Assistance:

If you need assistance accessing your account or completing your online application, please call **NeoGov's Insight Help Line** at **1-855-524-5627** and leave a message detailing your question or problem. A NeoGov representative will return your call, usually within 1-2 hours.