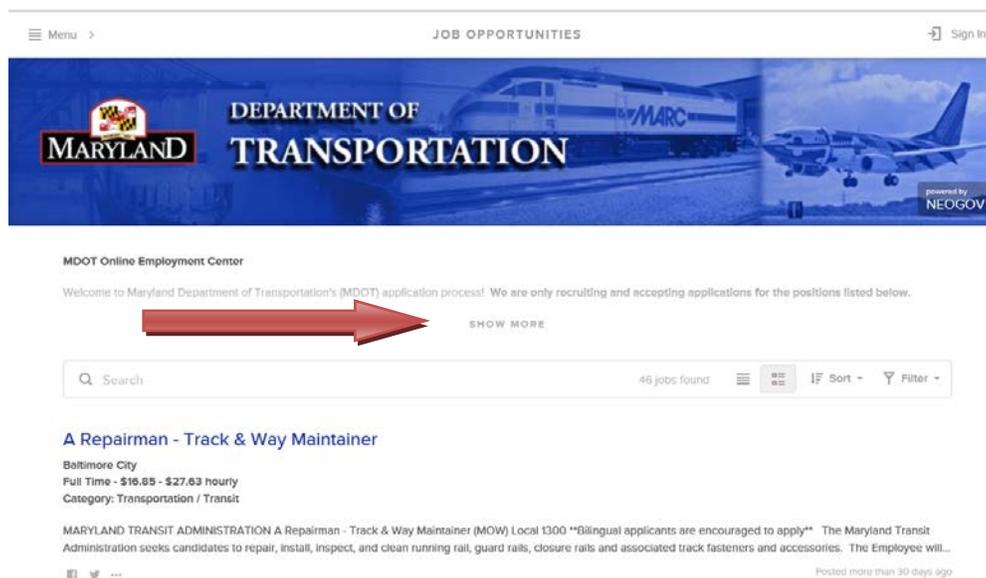# Maryland Department of Transportation
Online Application Guide

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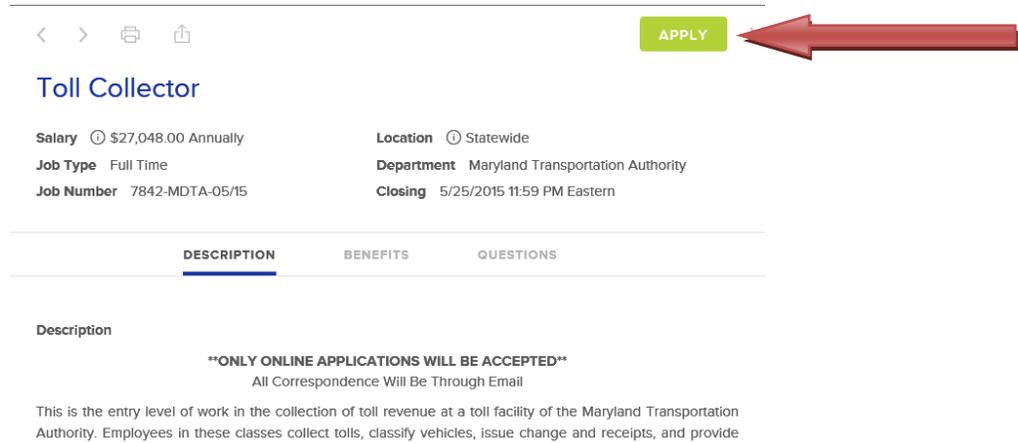
4. Click on a job title to view the job announcement.

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.

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

Toll Collector

Salary	(i) $27,048.00 Annually	**Location**	(i) Statewide
Job Type	Full Time	**Department**	Maryland Transportation Authority
Job Number	7842-MDTA-05/15	**Closing**	5/25/2015 11:59 PM Eastern

DESCRIPTION   BENEFITS   QUESTIONS

Description

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.
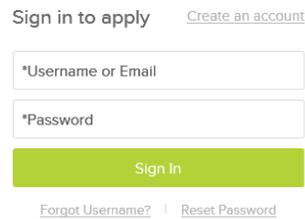
    Sign in to apply   Create an account

    *Username or Email

    *Password

    Sign In

    Forgot Username? | Reset Password

8. Complete the required fields and then click Create.
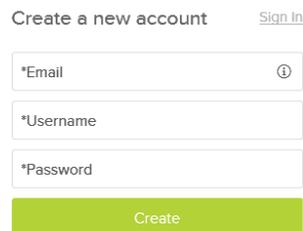
    Create a new account   Sign In

    *Email   (i)

    *Username

    *Password

    Create

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

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


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.
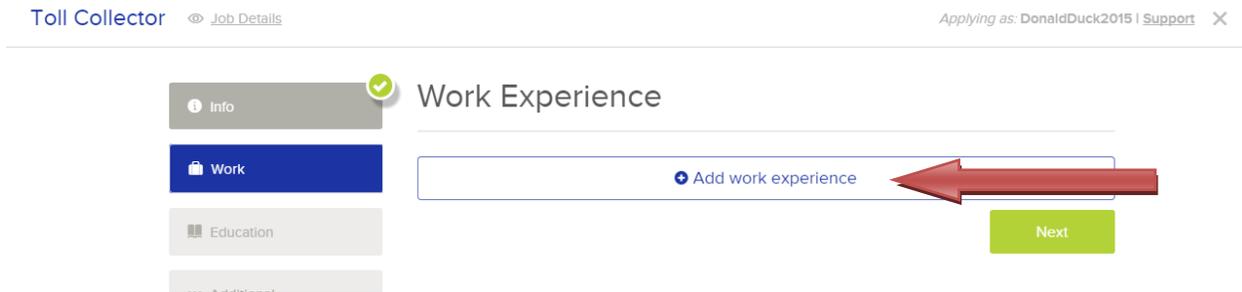
15. Complete the required fields.

16. Click the Save button [Save] .

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 [Next] .

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.
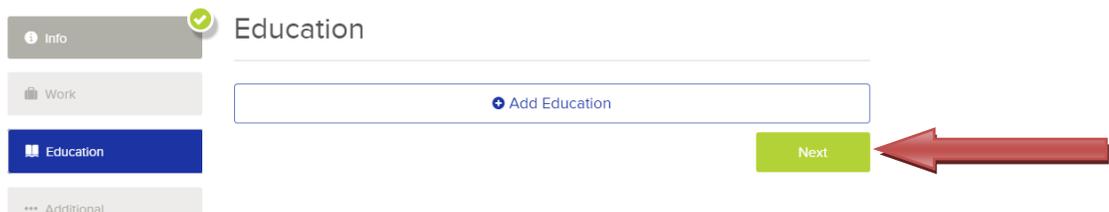
21. Complete the required fields.

22. Click the Save button [Save] .

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 [Next] .

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

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.

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

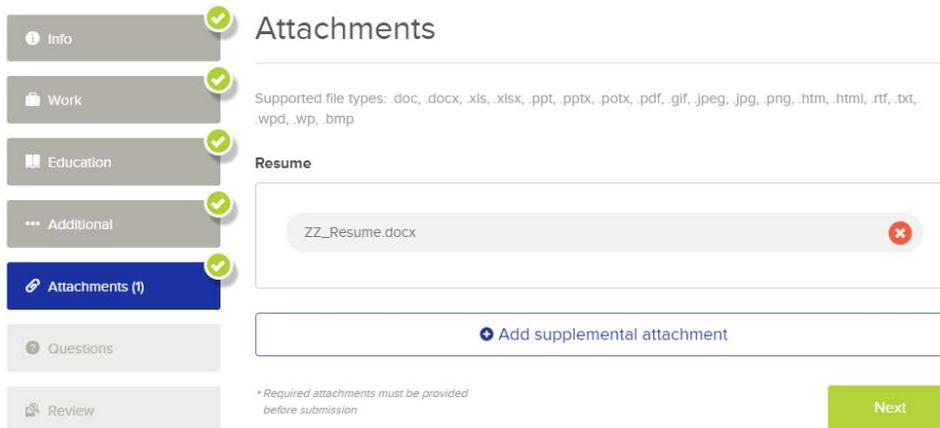32. Click the Upload button to select the file to attach.
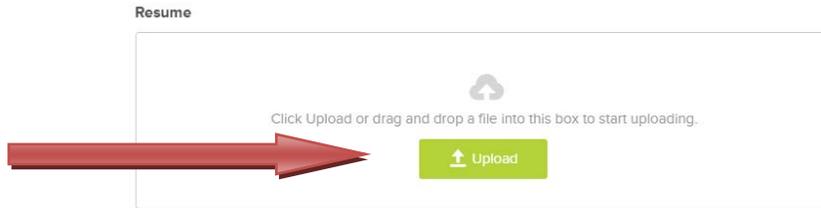
33. Specify the location of the file to upload.
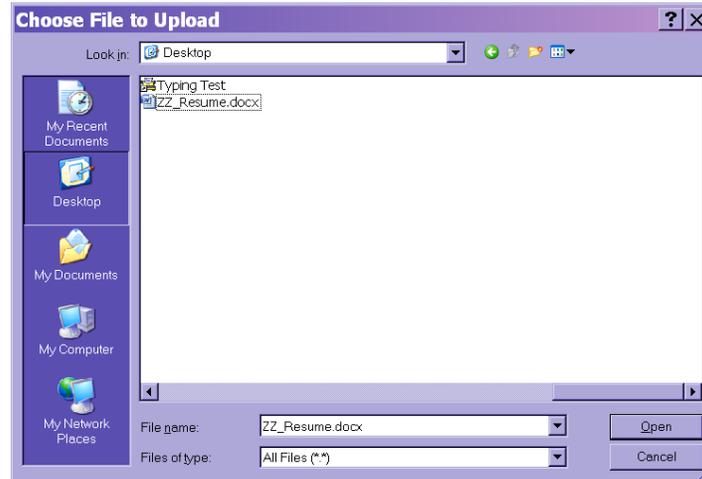
34. Click Open.

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

36. Complete the Agency and Supplemental Questions.

37. Click the Proceed to Review button [Proceed to Review].

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

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

40. Read the certification statement.

41.   Click the Accept & Submit button.

42.   You will receive a confirmation message.

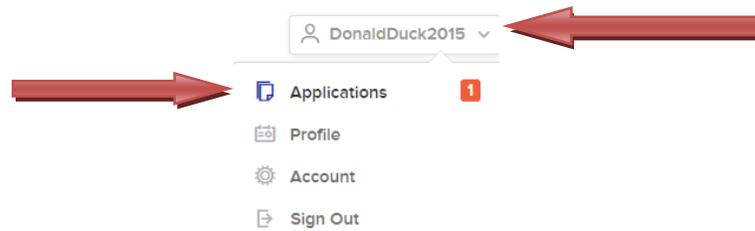**Application Submitted!**
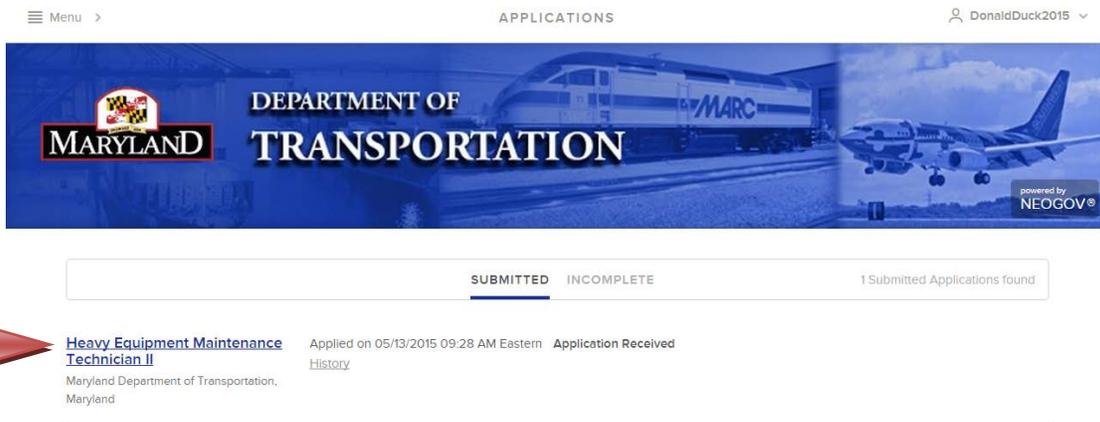
Successfully submitted on 5/13/2015 at 9:28 AM Eastern

You can check the status of this application by visiting "Applications" in the main menu bar.

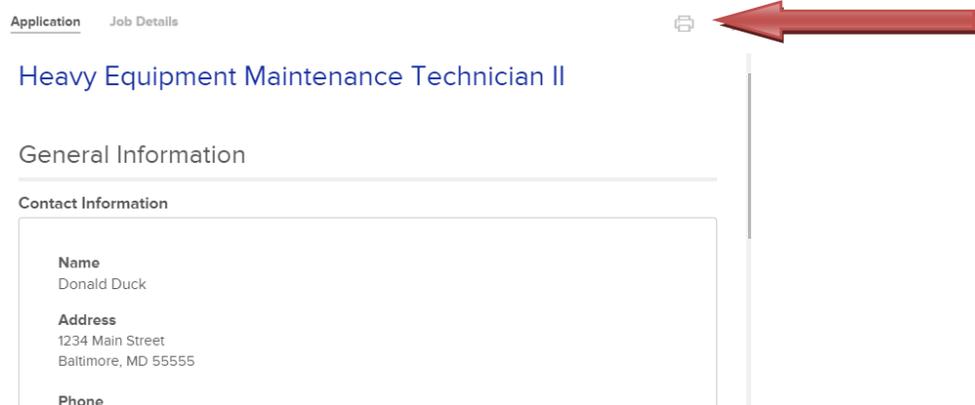**To Print an Application:**

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		
Maryland Department of Transportation	Received: 05/13/2015 09:28 AM	
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**	For Official Use Only: QUAL:_____ DNQ:_____ ☐ Experience ☐ Training ☐ Other:_____	

PERSONAL INFORMATION	
POSITION TITLE: Heavy Equipment Maintenance Technician II	**Job Number:** 7125-multi-2014
NAME: (Last, First, Middle) Duck, Donald	**SOCIAL SECURITY NUMBER:**

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.