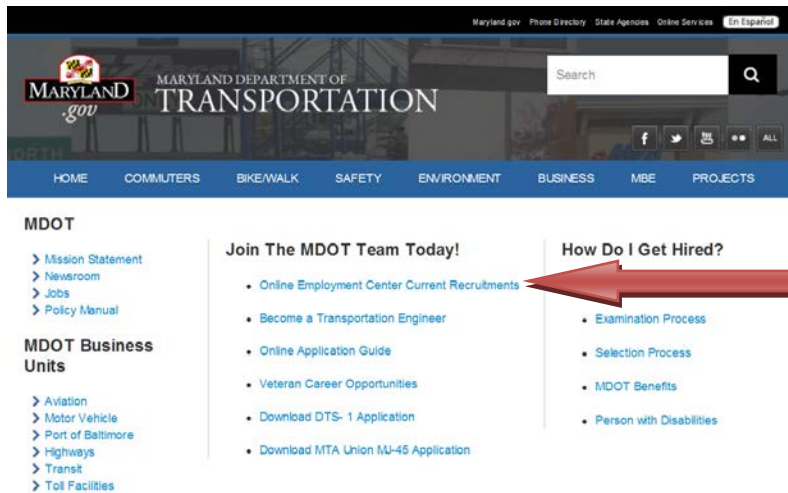
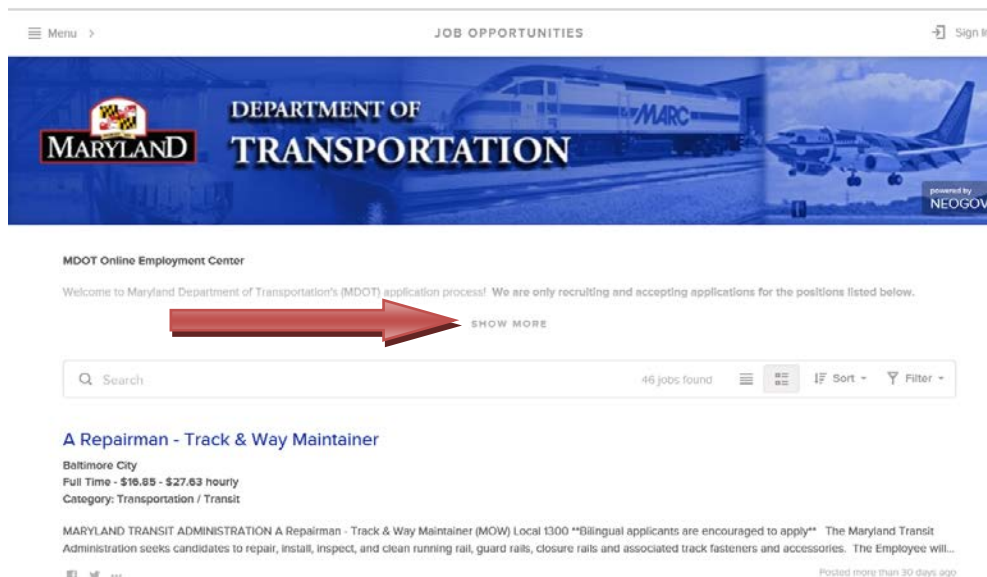


Maryland Department of Transportation Online Application Guide

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, including salary (\$27,048.00 annually), location (Statewide), department (Maryland Transportation Authority), and closing date (5/25/2015 11:59 PM Eastern). Below the details are tabs for 'DESCRIPTION', 'BENEFITS', and 'QUESTIONS'. The 'DESCRIPTION' tab is currently selected, showing the job description and qualifications.

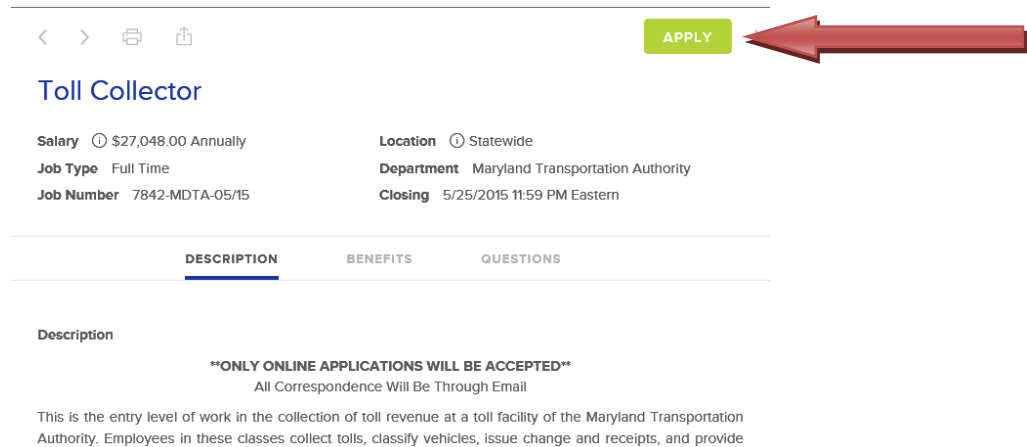
5. If you wish to submit an application, you may want to prepare your answers to any supplemental questions before starting the process. Click on the **Questions** tab to view the questions. Answers can be prepared in a word processing program. You will be able to copy and paste your answers into the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

This screenshot shows the same job listing page as above, but with the 'QUESTIONS' tab selected. A red arrow points to the 'QUESTIONS' tab. The questions displayed are:

- *01 What is the highest level of education you have completed?
 - Up to 7th Grade
 - 8th Grade to 11th Grade
 - High School Diploma or GED
 - Some College Courses to Associate's Degree
 - Bachelor's Degree or higher
- *02 I understand that all correspondence will be done electronically via email and that no hard copies of letters will be mailed to me.

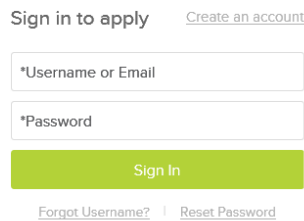
Below the questions, there is a 'Required Question' section and contact information for the Maryland Department of Transportation, including the agency name, address, phone number, and website.

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



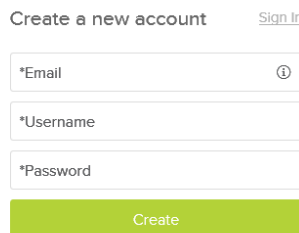
The screenshot shows a job listing for 'Toll Collector'. At the top right, there is a green 'APPLY' button with a red arrow pointing to it. Below the job title, there are details: Salary (\$27,048.00 Annually), Location (Statewide), Job Type (Full Time), Department (Maryland Transportation Authority), and Job Number (7842-MDTA-05/15). A closing date of 5/25/2015 11:59 PM Eastern is also listed. Below these details are three tabs: 'DESCRIPTION', 'BENEFITS', and 'QUESTIONS'. The 'DESCRIPTION' tab is active, showing a notice: '**ONLY ONLINE APPLICATIONS WILL BE ACCEPTED**' and 'All Correspondence Will Be Through Email'. Below this, a paragraph describes the entry level of work in toll collection at a facility of the Maryland Transportation Authority.

7. Click on the **CREATE AN ACCOUNT** link. If you created an account earlier, either 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 two links at the top: 'Sign in to apply' and 'Create an account'. Below these 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** (skip this step if you already have an account).



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

9. If 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)

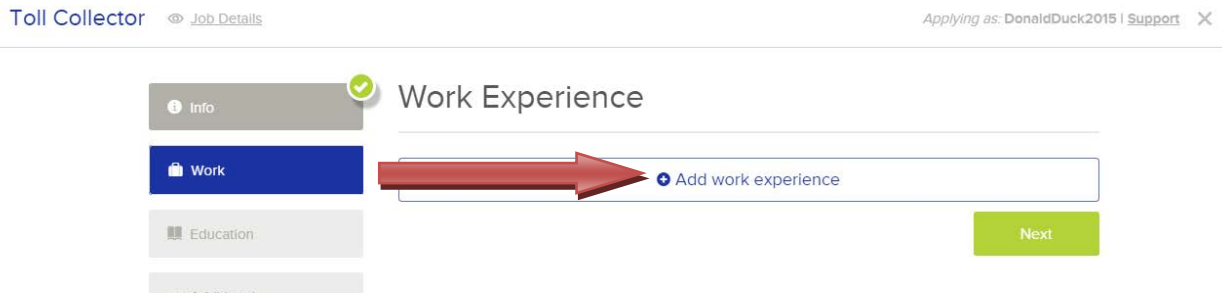
Address



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 **Plus +** icon to add a new work experience.

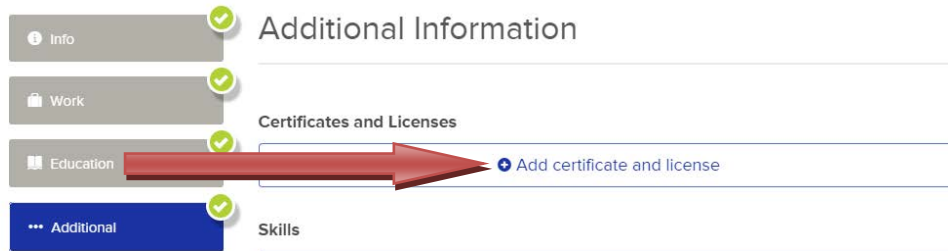




15. Complete the required fields.
16. Click the **Save** button .
17. Repeat Steps 14 - 16 for each work experience record you have to add.
18. When all work experience records have been added, click the **Next** button .
19. Complete the **Education** section. If you have **NO** education records to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

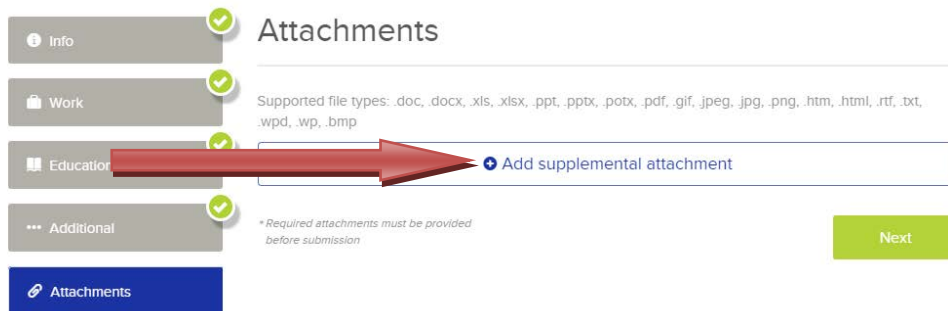


21. Complete the required fields.
22. Click the **Save** button .
23. Repeat Steps 20 - 22 for each education record you have to add.
24. When all education records have been added, click the **Next** button .

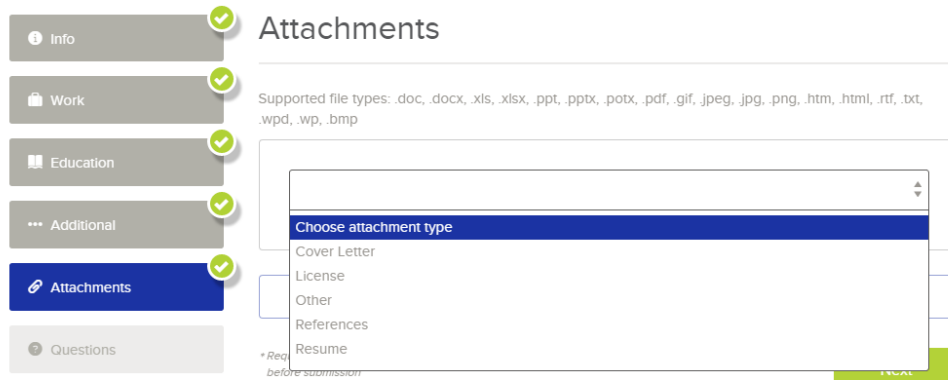
25. Complete the **Additional Information** section. If you have **NO** additional information to add, click the **Next** button and skip to **Step 29**.
26. Click the **Plus +** icon to add new records for each section.



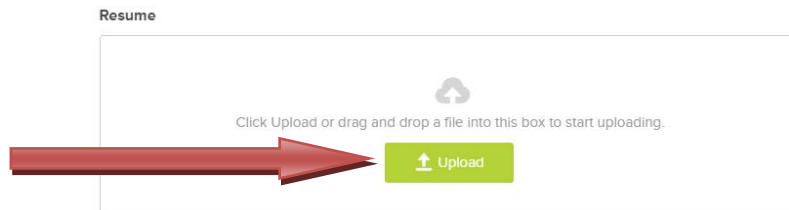
27. Click the **Save** button to save each record .
28. When all additional information records have been added, click the **Next** button .
29. Add **Supplemental Attachments** (e.g. resume, transcripts, veteran status documentation, etc.) If you have **NO** attachments, click the **Next** button and skip to **Step 36**.
30. Click the **Plus +** icon to add a new attachment.



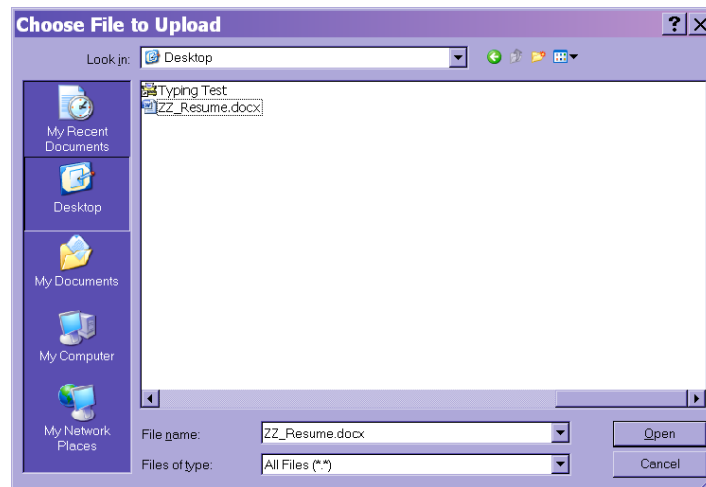
31. Select the attachment type (e.g. resume, cover letter, other).



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.

The screenshot shows the 'Attachments' section of an application form. On the left is a vertical navigation menu with items: Info, Work, Education, Additional, Attachments (1), Questions, and Review. The 'Attachments (1)' item is highlighted in blue. The main content area is titled 'Attachments' and lists supported file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .potx, .pdf, .gif, .jpeg, .jpg, .png, .htm, .html, .rtf, .txt, .wpd, .wp, .bmp. Below this is a 'Resume' section with a file upload area containing 'ZZ_Resume.docx' and a red 'x' icon. A button labeled 'Add supplemental attachment' is below the upload area. At the bottom right is a green 'Next' button. A note at the bottom left states: '* Required attachments must be provided before submission'.


36. Complete the **Agency and Supplemental Questions**.

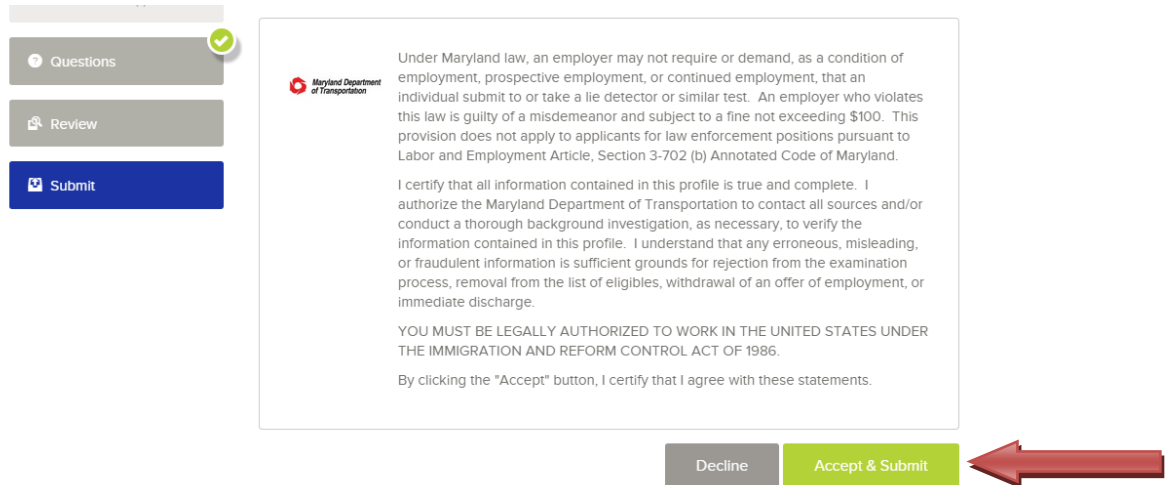
The screenshot shows the 'Agency Questions' section. The left navigation menu has 'Questions' highlighted in blue. The main content area is titled 'Agency Questions' and contains a paragraph explaining the purpose of the questions. Below the text is a question labeled '*01' asking for the last four digits of the user's Social Security Number. An 'Answer' input field is provided below the question.

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.

The screenshot shows the 'General Information' section. The left navigation menu has 'Review' highlighted in blue. The main content area is titled 'General Information' and includes a note: 'All fields are required unless they are marked (Optional)'. Below this is a 'Contact Information' section with a form containing the following details: Name: Donald Duck; Address: 1234 Main Street, Baltimore, MD 55555; Phone: 410-555-2336; Email: (field is empty). An 'Edit' button with a pencil icon is located to the right of the contact information, and a red arrow points to it.

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.



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.

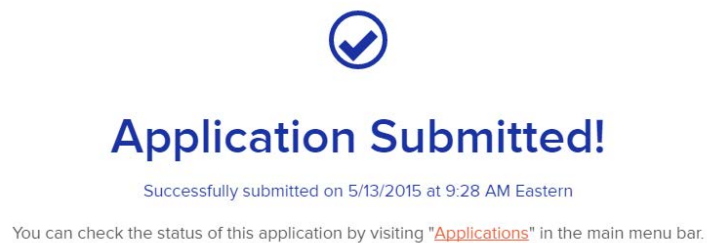
I certify that all information contained in this profile is true and complete. I authorize the Maryland Department of Transportation to contact all sources and/or conduct a thorough background investigation, as necessary, to verify the information contained in this profile. I understand that any erroneous, 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.

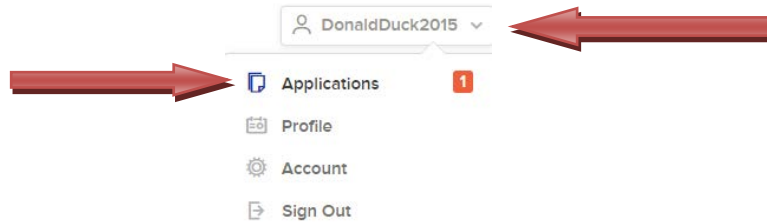
Decline Accept & Submit

42. You will receive a confirmation message.

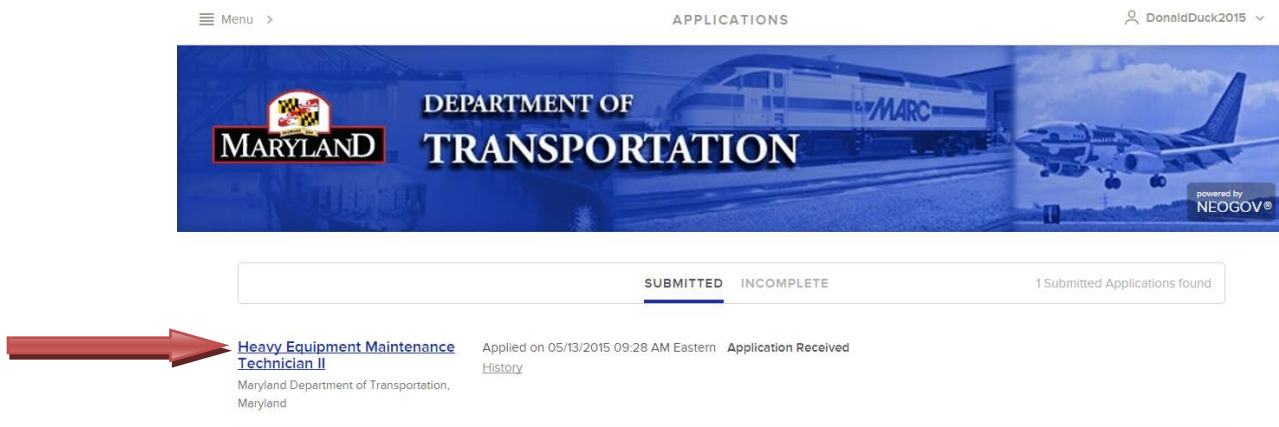


To Print an Application:

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 See Job Posting for Specific Address to Mail an Application -----, Maryland - ----- http://www.mdot.maryland.gov Mouse, Mickey M Database Specialist	Received: 06/14/2017 10:39 AM For Official Use Only: QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____
	PERSONAL INFORMATION	
POSITION TITLE: Database Specialist	Job Number: 4479-SHA-AD6/17	

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.