



## Employment Applicant User Guide

Apply at [www.rfcity.org](http://www.rfcity.org)

City of River Falls  
Human Resources  
Phone: 715-425-0900

## Locations to Apply Online

### **Pierce County Libraries**

Chalmer Davee Library (UWRF)  
330 E Cascade Avenue  
River Falls, WI  
715-425-3321

312 W Main Street  
Ellsworth, WI  
715-273-3209

111 N Main Street  
Elmwood, WI  
715-639-2615

611 Main Street  
Plum City, WI  
715-647-2373

800 Borner Street, N  
Prescott, WI  
715-262-5555

E121 S 2<sup>nd</sup> Street  
Spring Valley, WI  
715-778-4590

### **St. Croix County Libraries**

Baldwin Public Library  
400 Cedar Street  
Baldwin, WI  
715-684-3813

127 Pine Street  
Glenwood City, WI  
715-265-7443

850 Davis Street  
Hammond, WI  
715-796-2281

700 1<sup>st</sup> Street  
Hudson, WI  
715-386-3101

155 E 1<sup>st</sup> Street  
New Richmond, WI  
715-243-0431

140 Union Street  
River Falls, WI  
715-425-0905

311 W Warren Street  
Roberts, WI  
715-749-3849

### **St. Croix Valley Job Center**

186 County Road U, #205  
River Falls, WI  
715-426-0388

# City of River Falls Apply Online

This guide will take you through the process of applying for a position with the City of River Falls online.

Below is the main job page at the City. Find the job you are interested in on the Job Opportunities page.

City of RIVER FALLS

Search Site:  Go

Home  
Applicant Login  
Job Opportunities  
Job Description  
Job Interest Cards

## Employment Opportunities

Monday, May 13, 2013

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Welcome to the City of River Falls application process!

You can now apply online by clicking on the job title you are interested in and clicking on the "Apply" link! If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. This application can be saved and used to apply for more than one job opening.

Online applications are stored on a secured site. Only authorized employees and hiring personnel will have access to your application information.

Print this page

4 records found.  
Page # 1 of 1 go

Position	Emp. Type	Salary	Closing Date
Assistant City Engineer	Full-Time Reg	\$26.02 - \$35.69 Hourly	06/14/13
Community Service Officer	Part-time Reg (20 to 30 hrs) Limited Benefits	\$14.54 - \$19.94 Hourly	
Paramedic Full-time and Part-time (Tempo...	Temporary - Designated work period/No Benefits	\$15.00 - \$19.90 Hourly	
Volunteer Paid Per Call Emergency Medica...	Paid Per Call Volunteer	See Position Description	

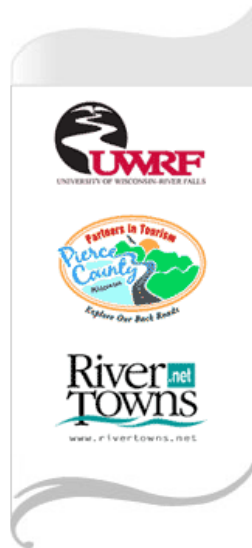
Page # 1 of 1 go

**STEP 1:** Click on the job you are interested in and it will take you to the following screen.

- Home
- Applicant Login
- Job Opportunities
- Job Description
- Job Interest Cards

## Employment Opportunities

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**Job Title:** Community Service Officer  
**Opening Date/Time:** Thu. 04/18/13 12:00 AM Central Time  
**Closing Date/Time:** Continuous  
**Salary:** \$14.54 - \$19.94 Hourly  
**Job Type:** Part-time Reg (20 to 30 hrs) Limited Benefits  
**Location:** Police 950 125 East Elm River Falls, Wisconsin  
**Department:** Police

[Print Job Information](#) | [Apply](#)

Description	Benefits	Supplemental Questions
<p>(Regular Part-time 20 hours/week) Limited Benefits</p> <p><b>This position will remain open until filled.</b> The Community Service Officer is a non-sworn position within the River Falls Police Department. The position will interact with each division of the department and perform job duties and responsibilities consistent with this job description. The position will require interaction/coordination with other agencies/departments and have a service minded approach to the community.</p>		
<p><b>Essential Job Functions:</b></p> <ol style="list-style-type: none"><li>1. Ability to speak and communicate clearly when operating a radio, telephone and in personal interaction with other employees, customers, etc.</li><li>2. Ability to hear, comprehend, and understand radio, telephone, and in person verbal communication.</li><li>3. Prepare investigative and other reports using appropriate grammar, sentence structure and written communication skills.</li><li>4. Exercise independent judgment in determining the basis of further investigation, issuance of a citation, etc., in the standard course of job responsibilities.</li><li>5. Ability to operate a motor vehicle during both day and night pursuant to job responsibilities.</li><li>6. Ability to gather information as part of an investigation by interviewing and obtaining statements from citizens, victims or witnesses.</li><li>7. Ability to maintain a professional demeanor when confronted by hostile views and opinions.</li></ol>		

**STEP 2:** Click on the [Apply](#) link. It will take you to the [www.governmentjobs.com](http://www.governmentjobs.com) website login page. You must create an account if you haven't already done so. You should remember your user name and password for future job openings. **Please note:** You will not be able to create another applicant account using the same email address once your account has been set up.

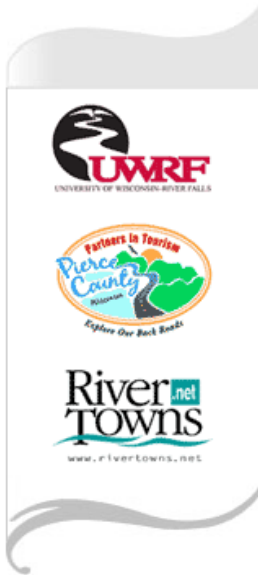
- Applicant Login
- Job Opportunities
- Job Description
- Job Interest Cards

## Login

### Are you registered?

To apply online for a position, please [create an account](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#)   [Help](#)



**Username:**

**Password:**

[I Forgot My Username and/or Password](#)

[Not Registered Yet? Create Your Account Here!](#)

#### Career Seeker Login Update:

In our ongoing effort to ensure a high-level of security to protect your personal information, we have made some changes to the password reset process. To use the password reset features, you must enter the email address you used on your account. An email will then be sent to this email address with a link to reset your password. In the event that you forget your login information and do not have an e-mail address on your account, or no longer have access to the email address used on your account, you will need to create a new account and application form. If you do not currently have an email address entered on your account, we strongly recommend you enter an email address to allow you to reset your password in the future. Please note that email accounts are available for free from many different providers (e.g. Gmail, Hotmail, and Yahoo).

To access the personalization features of GovernmentJobs.com you must first be a registered user. Registration is completely free and takes only a few seconds. We don't share your information with anyone and we're not going to send you an unsolicited e-mail. For more information about privacy at GovernmentJobs.com, please read our [Privacy Policy](#).

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Once you've set up your log in, the website will walk you through setting up your account step by step starting with "Create an Application". *Tip:* You do not need to create a new application every time you're applying for a position. You can have one application or several saved under various names in your account (Will also advise that you attach a resume if you have one).

**STEP 3:** Complete all the applicable areas of the application; education, work experience, certificates/ licenses, skills, etc. After each area is completed, click on **Save & View Application**.

- Home
- Applicant Login
- Job Opportunities
- Job Description
- Job Interest Cards

# Employment Application

Welcome, Melinda Johnson

[Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

**Community Service Officer** - Application process steps:

- ① [Job Application](#)
- ② [Agency-wide Questions](#)
- ③ [Supplemental Questions](#)
- ④ [Confirm Application](#)

## Agency-wide Questions



\* Required Field

You have already answered some or all of the supplemental questions on one of your previous applications. To have the form automatically populated with your most recent responses, click the **Populate** button. You will still be able to modify your answers if necessary.

**IMPORTANT: After clicking the 'Populate' button you must still click one of the 'Save' buttons at the bottom of this form in order to save your answers.**

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If you need more than **30 minutes** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. **Typing does not extend your session.** All questions marked **'Required'** need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

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**THE FOLLOWING QUESTIONS ARE CONFIDENTIAL.** How you answer **WILL NOT** adversely affect your employment candidacy with the City of River Falls or your status as an employee after appointment. The voluntary information you provide is to assist us in complying with our governmental and reporting requirements. This information will be kept strictly confidential and will not be used for any purpose other than mandatory governmental reporting.

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\*1. Age

- Under 18
- 18-39
- 40-65
- Over 65

2. ONLY if you are under age 18, please provide your birthdate. Format (MM/DD/YYYY)

**STEP 4:** Next, move onto #2, **Agency-wide Questions**. This is for EEOC purposes only. This data is confidential and will not be viewed by the recruiter or hiring manager. Note: If you've previously completed an application and filled out the Agency-wide Questions, click on populate. The Agency-wide Questions will be populated from the answers by simply choosing a different answer.

**STEP 5:** Move through each of the areas prompted by the numbers, 1-Job Application, 2-Agency-Wide Questions, 3-Supplemental Questions, 4-Confirm Application, 5-Certify and Submit.

Once you certify and submit, you will receive a confirmation email. If at any time you are having difficulty with a step, please click the help tab that is located on every page.

**Congratulations!** You have now completed the steps to apply online at the City of River Falls.