



## **Allen County Public Library**

### **Frequently Asked Questions about Completing Job Applications**

#### **Q1) How do I apply for a job?**

A1) The application process has three steps:

1. Create a username and password or, if you have already done so, enter it to gain access to your account. Be sure to jot these down somewhere so that you can use them next time you want to login to the system to check the status of your application, edit an application, apply to a new posting or update your personal information.
2. Search for open positions. You can bookmark, print or email the posting to a friend.
3. Apply to the posting by completing the online application.

#### **Q2) Can I apply for more than one job at a time?**

A2) Yes. Once you have created an account your information will auto-fill into any new postings to which you apply.

#### **Q3) What if I want to apply and do not have a home computer or access to the web?**

A3) There are several ways that you can access the ACPL online employment site:

- ❖ There are public computers available at all library locations. To learn more about the PC reservation process please click [HERE](#).
- ❖ There are 2 computers available for use in the Human Resources area at the main library. Human Resources is open from 9:00 a.m. to 5:00 p.m. Monday through Friday.

#### **Q4) Can someone help me complete the online application?**

Q4) As mentioned above, Human Resources is open weekdays from 9:00 a.m. to 5:00 p.m. The phone number for HR is 260-421-1230. HR staff can get you started and answer questions but they cannot complete the application for you.

**Q5) How do I attach a resume or cover letter?**

A5) When you are completing the online application you will come to an "Applicant Documents" screen that will offer directions for how to attach a resume and/or cover letter. Click on "Add Optional Resume" or "Add Optional Cover Letter" and browse to the correct file on your computer. You can also select the "Write a Document" link to create your resume from scratch if you don't already have one.

**Q6) How do I check the status of my application?**

A6) Login using the username and password you created in section A1). On the left-hand side of the page you will see "Your Applications." Click here to see the current status of your application.

**Q7) What do I do if I can't remember my password?**

A7) If you can't remember your password, click on Login and then click on "Forgot your username or password?" Enter your email address next to the forgotten item and it will be emailed to you.

**Q8) How do I update my personal information?**

A8) After you login, click on "Account Settings" to edit your information.