Getting Started

What do I need to get started?

- Access to a computer/tablet with a Web browser program
- A connection to the Internet
- An email address
- The Information you'll need to complete your application (resume, work history, education, etc.)

Do I need to sign up for an account?

You can search for jobs anytime without creating an account or logging in. To apply for jobs, you must create a secure online account. You can create an account and start building your profile anytime, so it's ready when you find a job posting you would like to apply for.

Keep a record of your Username and Password once you have set up your account; you will need them to apply for other positions or to check the status of your application.

What web browsers are acceptable?

The preferred web browsers are Google Chrome or Internet Explorer 11.0 or higher.

If you are still using an older version of one of the above browsers, an upgrade to one of the later versions is recommended.

What if I do not have a computer?

Use a public access computer at any Public Library. Click the link to find a Public Library near you. Contact a friend who may have a computer/tablet you can borrow.

I don't have an email address. What can I do?

An email address is required to create an online profile and apply for City of Cape Coral positions. There are many sources for free email accounts. Several options to set up free email accounts may be found at http://www.emailaddresses.com/

May I use my existing governmentjobs.com account to apply for City of Cape Coral jobs?

Yes.

I forgot my username and/or password. Is there a way to retrieve that Information?

Yes. On the "Sign in to Apply" page, click on "Forgot Username" or "Reset Password" and follow the instructions that appear on the screen. An email will be sent to you with either your username or a link to reset your password, depending on which you need to retrieve. Follow the instructions within the email. Call (855) 524-5627 for assistance if this fails to work for you.

NOTE: If you get the message: "The email address you've entered does not exist in our records. Please try again." try any other email addresses you may have used to create your account. If you receive the same message, you must create a new profile.

I still can't log in or have technical difficulties; what can I do?

If you have tried and are unsuccessful, call (855) 524-5627 for assistance.

Will the spam filters on my computer block emails from the system?

Yes, they may. To ensure that our emails are not filtered into your "junk" or "bulk" folder, please add GovernmentJobs.com to your list of trusted senders.

Is this a secure site?

Yes. Only authorized employees in the Human Resource Department and authorized staff designated to review specific job information will have access.

Search for jobs

Do I need an account to search for jobs?

No. You can search for jobs anytime without creating an account or logging in. You will need an account to apply for jobs.

Is there a way to search for job vacancies posted since my last login?

There is no way to search for job vacancies with those search criteria, but you may review "Most Recent Postings."

I don't see a job vacancy that I am interested in. Can the system notify me when a particular job is posted?

Yes. Go to the "Job Interest Form". Select the check boxes for the job category you are interested in or click "Select All Categories" for all. Complete your personal Information. Click "Submit Request". You will be notified via email whenever a position is posted that matches your area of interest for 12 months.

To cancel your notifications, click on the link at the bottom of your Job Interest Form Notification email and follow the on-screen instructions.

Apply for jobs

How do I apply for a job opening?

Once you find a job you'd like to apply for, click on the Apply button at the top of the job posting. Please follow the application instructions in the job posting to ensure your materials are submitted correctly.

Do I have to apply for each job vacancy separately, or is there a way to select more than one job at a time?

You must apply for each job vacancy separately because the requirements and questions of each position may differ.

How many job postings can I apply for?

You may apply for as many job postings as you choose; however, to be competitive, you must meet the qualifications and experience described in the posting.

How do I know if I am qualified for a job posting?

Carefully read the job posting. Compare your qualifications to those identified on the posting, usually found under the "Qualifications" section.

How do I know if I am eligible to apply for a job posting?

Carefully read the job posting. If it indicates that it is only open for "Internal Candidates," you must be a full-time or contract employee. If the City of Cape Coral does not currently employ you, you will not be considered for promotional jobs.

I started applying for a job vacancy but had to save and return later. How do I finish applying?

To finish applying for a job posting, log into your profile with your username and password. Once logged in, click on your username in the upper right corner, click "Applications & Status" and click "Incomplete." Click on the job title to complete and submit the remaining application. To be considered for a job, your online application must be submitted by the closing date and time identified on the posting. A job posting with a closing date of "Continuous" means that applications are evaluated as they are received, and the posting may close any time after ten (10) business days.

When I apply for a job posting, the same Agency-Wide Questions appear. Do I have to respond to these questions every time I apply?

Once you have answered these questions when applying to a City of Cape Coral posting, your responses to the Agency-Wide Questions will automatically populate the next time you apply using the same profile. Verify the answers each time you apply to a posting.

I did not receive an email confirmation that my online application was received. Why not?

Verify you've listed the correct email address on your profile and that you can receive emails. The email may have been received as junk mail if you have spam blockers. Add www.governmentjobs.com to your safe senders list.

What happens after I apply for a job posting?

You will receive a confirmation email immediately, and your materials will become available to the human resources office for further screening. Applicants who are the best match for the position will be contacted to continue in the process.

What if I notice an error on my application after I submitted it?

You cannot change your application once you have certified and submitted it to the City of Cape Coral. You must reapply and make any corrections at that time before submitting your new application.

What do I do if I apply for a job vacancy and need to submit documentation with my application?

Click on the "Attachments" section of your application. If you have submitted attachments on previous applications, then those attachments will appear for you to select or not. To add a new attachment, save the document as one of the supported file types on your computer. The file must be closed. Click on "Choose Attachment Type" first to select the type of attachment you are including. Then click the "Upload" button to browse and select the attachment. Continue following the process until you have included all required attachments. Click on the "Next" button to proceed to the next step in the application process. Important Note: Do not include social security numbers on any attachments.

What file attachments are accepted?

The currently acceptable file extensions with a maximum size of 10 MB per attachment are:
- Acrobat Portable Document Format - .pdf
- Internet Explorer or another web browser - .htm, .html
- Microsoft Excel Spreadsheet - .xls, .xlsx
- Microsoft PowerPoint Presentation - .ppt, .pptx, .potx
- Microsoft Word Document - .doc, .docx
- Notepad - .txt Rich Text Format File - .rtf
- Windows Picture and Fax Viewer - .bmp, .gif, .jpe, .jpeg, .jpg, .png, .tif, .tiff

Are military veterans given preference when filling job vacancies with the City of Cape Coral?

The City of Cape Coral does award veteran preference and/or scoring criteria for veterans honorably discharged from active military service. While completing the application, you will be asked a series of questions regarding your status as a veteran. These questions determine your eligibility for claiming veteran's preference and/or scoring criteria within the applicable laws. Proof of veteran status will be required to make the award.

Completing your application

Do I need to complete every field on the online application?

Applicants are encouraged to complete ALL employment, education, licenses/certifications, and skills fields within the online application. The application is the primary record for determining your employment eligibility. You may attach a resume and cover letter to provide Information in a different format, but your resume should never include Information not contained in the application fields. Do not use SEE RESUME in any of the application fields.

Misrepresenting any information related to an application, certification/license, criminal background, or any other facet of the selection process will result in the disqualification of your application and possibly prevent you from future employment with the City of Cape Coral.

What are supplemental questions, and how do I submit my answers to these?

These questions are used to gather job-related Information about you and your educational and/or work history. They assess your knowledge, skills, and abilities related to the position. Your answers to supplemental questions are automatically submitted with your application.

How do I print my profile?

Your profile cannot be printed, but you can print your application after you apply for a job.

What if a job vacancy has closed, and I need to attach documentation to an application I have already submitted?

If you need to attach a document to your application AFTER submitting an online application, you must contact the Human Resources office at (239) 574-0530.

General Information

How do I change my contact information?

Once your contact information is entered into your profile, all future applications will have the updated Information. To change your contact information, go to Sign in. Click on your username in the upper right corner and click "Account Settings." You will be taken to your Contact Info page; click on "Edit." Make the changes to your contact information and click the "Save" button at the bottom of the page.

Note: this does not change your contact information for jobs you've already applied for.

When should I expect to hear from the city about scheduling an interview after a job posting closes?

If an applicant is selected for an interview, the length of time it takes to be contacted typically occurs within 7-10 days after the posting closes.

How do I obtain a copy of my online application?

To print, sign in and click on your username in the upper right corner. Click on "Applications & Status" from the options that appear. Locate the application you want to print and click on the posting title. On the next page, click on "Print".

How do I get a copy of a job posting that has closed?

To view a posting that you applied to, log into your account. Once logged in, click on your username in the upper right corner and click "Applications & Status." With the Submitted button selected on your Applications page, click on the arrow pointing down next to the job title. Then click on "View Job Listing."

What if I have additional questions?

If you have additional questions related to the online recruiting system, you will find contact information on the Help page.

If you have questions concerning the position you've applied for, contact the Human Resources Department at (239) 574-0530.