



## Online Employment Application Instructions

[www.cranberrytownship.org/employment](http://www.cranberrytownship.org/employment)

Applications for all posted positions /general applications (except Police Officer) are only accepted online.

### Before you begin:

- Applying online will take approximately 15-20 minutes
- You will type directly into the online application.
- Once you click "Submit" you will not be able to edit the application but, using your log-in, you will be able to edit or update your online profile.
- All applications, whether for a particular open position or for general positions not currently open, will remain active for twelve months.
- After completing your application, you will have the option to respond to a brief survey.

### Sections of the Application:

- Personal information
- Work History
- Education
- Certifications- necessary for specific positions
- Skills- necessary for specific positions
- Professional References
- Personal References
- Attachments- electronic copy of resume or other documents according to specific positions
- Certification- verify that all information is true and correct to the best of your knowledge

### Step 1:

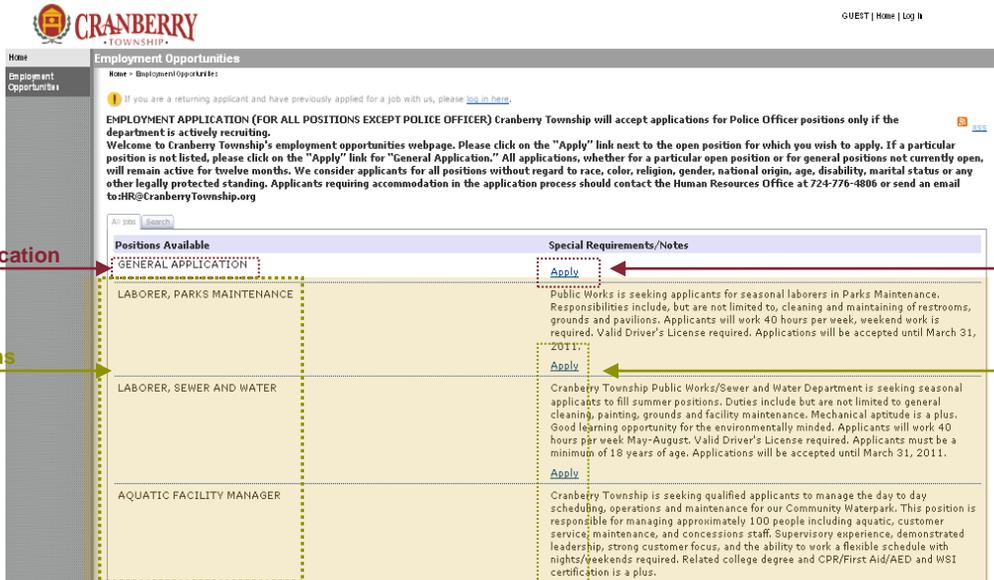
Click on the "Begin Process button.



Begin Process

### Step 2:

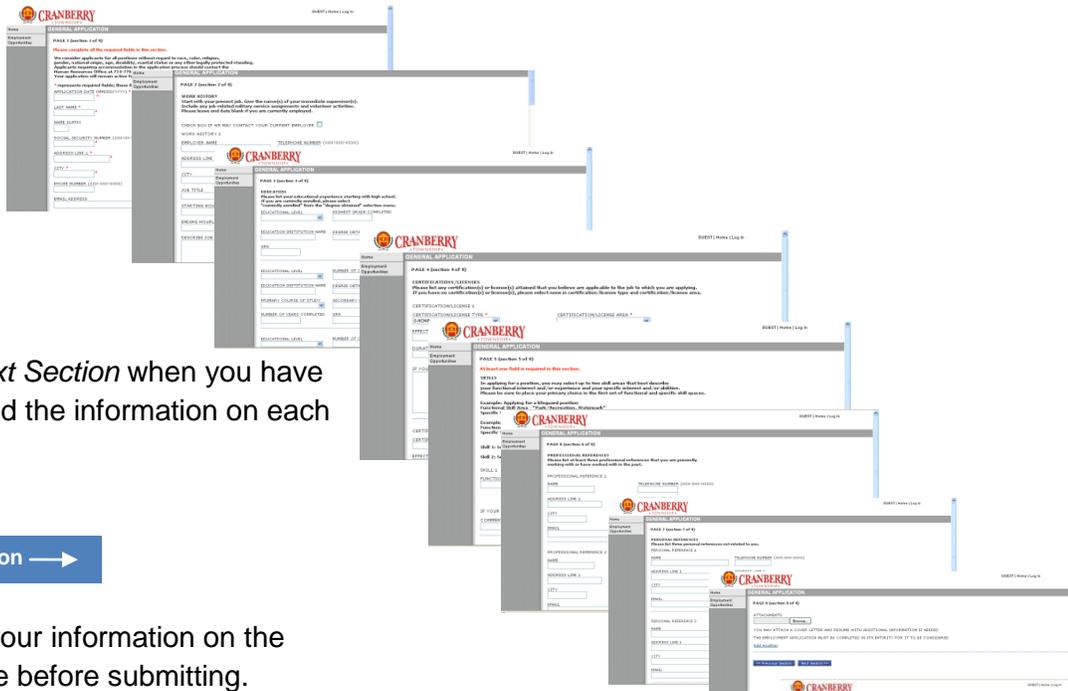
Click on the "Apply" link next to the **Open Position** for which you wish to apply. If a particular position is not listed, click on the "Apply" link for "**General Application**." All applications, whether for a particular open position or for general positions not currently open, will remain active for twelve months.



The screenshot shows the Cranberry Township Employment Opportunities webpage. At the top, there is a navigation bar with "Home" and "Employment Opportunities" links. Below the navigation bar, there is a section titled "Employment Opportunities" with a sub-header "Home > Employment Opportunities". A message states: "If you are a returning applicant and have previously applied for a job with us, please [log in here](#)." Below this, there is a section titled "EMPLOYMENT APPLICATION (FOR ALL POSITIONS EXCEPT POLICE OFFICER)" with a note: "Cranberry Township will accept applications for Police Officer positions only if the department is actively recruiting." The main content area features a table with three columns: "Positions Available", "Special Requirements/Notes", and "Apply". The "Positions Available" column lists three positions: "LABORER, PARKS MAINTENANCE", "LABORER, SEWER AND WATER", and "AQUATIC FACILITY MANAGER". The "Special Requirements/Notes" column provides details for each position, including seasonal requirements, duties, and application deadlines. The "Apply" column contains "Apply" links for each position. A red arrow points to the "Apply" link for "GENERAL APPLICATION" in the "Positions Available" column, labeled "General Application". A green arrow points to the "Apply" link for "LABORER, SEWER AND WATER" in the "Special Requirements/Notes" column, labeled "Open Positions". A red arrow points to the "Apply" link for "LABORER, PARKS MAINTENANCE" in the "Special Requirements/Notes" column, labeled "Apply". A green arrow points to the "Apply" link for "LABORER, SEWER AND WATER" in the "Special Requirements/Notes" column, labeled "Apply".

Positions Available	Special Requirements/Notes	Apply
GENERAL APPLICATION		Apply
LABORER, PARKS MAINTENANCE	Public Works is seeking applicants for seasonal laborers in Parks Maintenance. Responsibilities include, but are not limited to, cleaning and maintaining of restrooms, grounds and pavilions. Applicants will work 40 hours per week, weekend work is required. Valid Driver's License required. Applications will be accepted until March 31, 2011.	Apply
LABORER, SEWER AND WATER	Cranberry Township Public Works/Sewer and Water Department is seeking seasonal applicants to fill summer positions. Duties include but are not limited to general cleaning, painting, grounds and facility maintenance. Mechanical aptitude is a plus. Good learning opportunity for the environmentally minded. Applicants will work 40 hours per week May-August. Valid Driver's License required. Applicants must be a minimum of 18 years of age. Applications will be accepted until March 31, 2011.	Apply
AQUATIC FACILITY MANAGER	Cranberry Township is seeking qualified applicants to manage the day to day scheduling, operations and maintenance for our Community Waterpark. This position is responsible for managing approximately 100 people including aquatic, customer service, maintenance, and concessions staff. Supervisory experience, demonstrated leadership, strong customer focus, and the ability to work a flexible schedule with nights/weekends required. Related college degree and CPR/First Aid/AED and WSI certification is a plus.	Apply

Follow the instructions on each section of the online application.



Click *Next Section* when you have completed the information on each page.

Next Section →

Review your information on the final page before submitting.

Review all information →

**GENERAL APPLICATION**

Please review your application. Click "Submit Application" to complete it. Use the "Change" link instead of the back button to edit your application.

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We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, marital status or any other legally protected standing. Applicants requiring accommodation in the application process should contact the Human Resources Office at 724-776-4806 or send an email to HR@cranberrytownship.org. Your application will remain active for twelve months.

\* represents required fields; these fields must be completed before submission of the application.

APPLICATION DATE (MMDD/YYYY) 07/20/11

LAST NAME \* Smith  
FIRST NAME \* John  
MIDDLE INITIAL  
NAME SUFFIX  
PRIOR LAST NAME Jones  
SOCIAL SECURITY NUMBER 111-11-1111  
YOUR SOCIAL SECURITY NUMBER IS SECURE ON THIS SITE  
ADDRESS LINE 1 \* 100 Cranberry Lane  
ADDRESS LINE 2  
CITY \* Cranberry Twp  
STATE \* PENNSYLVANIA  
ZIP CODE \*

Step 3:

Submit application. Once the application has been submitted, you will be issued a PIN number to access your account or to update your online profile.

**Employment Opportunities**

Your application has been submitted. Thank you for your interest. When using this site in the future you can log in with the PIN **0000**, which will make the process faster.

As part of the submission process, a new browser window is being used to redirect you to another location. There you can continue the application process. If you were not automatically redirected, please click [here](#) to redirect manually.

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YOUR SOCIAL SECURITY NUMBER IS SECURE ON THIS SITE  
ADDRESS LINE 1 \* 100 Cranberry Lane  
ADDRESS LINE 2  
CITY \* Cranberry Twp

PIN Number Issued to Applicant

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CRANBERRY TOWNSHIP built for you.

