

Job Application Guide

The Orange County Sanitation District (OC San) is committed to attracting and hiring highly qualified individuals through a fair, equitable, and merit-based recruitment and selection process. Candidates are evaluated based on their qualifications, experience, skills, and demonstrated ability to meet the needs of the position. The selection process includes a comprehensive review of each candidate's credentials beyond the minimum qualifications established for the applicable job classification.

As an applicant, focus on the following:

Read

Read the job description and requirements carefully to gain a clear understanding of the position's responsibilities, expectations, and minimum qualification requirements.

Understand

Understand how your education and experience relate to and align with the position requirements.

Demonstrate

Clearly demonstrate throughout your job application—including your education, work experience, and responses to supplemental questions—how you meet the minimum qualifications for the position. Be thorough and specific, as the information you provide will be used to evaluate your qualifications.

Meeting the minimum requirements does not guarantee an interview or advancement in the selection process. All properly completed applications will be carefully reviewed, and candidates

whose qualifications most closely align with the needs of the position will be invited to continue in the selection process.

Remember, recruitment is a competitive process. Your application is an opportunity to highlight your qualifications, accomplishments and relevant experience to demonstrate why you are a strong candidate for the position. The quality and completeness of your application play an important role in determining whether you advance to the next step in the recruitment and selection process.

The Job Application

A job application is a legal document. Applicants are expected to provide information that is honest, accurate and complete. The information provided should clearly reflect the applicant's qualifications, education, and experience as they relate to the position.

Providing false, misleading, or incomplete information may result in disqualification from the recruitment process, removal from an eligible list, or termination of employment. All information provided in an application is subject to verification and may be investigated as part of the recruitment and selection process.

Be Sure to Include

Provide complete and detailed information about your education and experience so your qualifications can be fully evaluated. Be sure to include the following information:

- Where you worked, including the name of each employer and your official position/title.
- What you did, including your key job duties, responsibilities, and relevant accomplishments.
- When you worked there, including accurate start and end dates.
- How your experience relates to the position, particularly how you meet the minimum and desirable qualifications outlined in the job posting.
- Relevant education and training, including your level of education, degree or certificate title, field of study, and other applicable training. Some positions may allow a combination of education and experience to meet the minimum qualifications; however, only information included in your application can be considered.
- Relevant knowledge, skills, and abilities you have developed through your education, training, and work experience.

Be specific and thorough. Do not assume the reviewer will know what your previous positions involved or how your experience relates to the position for which you are applying.

Quick Tips for a Strong Application

Complete your application as though you are applying to an organization that knows nothing about you, your current role, or your work history. Be specific, thorough, and clear. If you have held multiple positions with the same employer, list each position separately, including the dates you held the position and the duties and responsibilities associated with each role.

Do

- Follow the instructions carefully. Pay close attention to what is being asked and provide all requested information.
- Complete every section. Provide specific and detailed responses, including answers to supplemental questions.
- Clearly describe your duties and responsibilities. Make it easy for the reviewer to understand how your experience meets—or exceeds—the minimum qualifications.
- List each position separately. If you have held multiple positions with the same employer (ex: Operator-in-Training, Plant Operator, Senior Plant Operator), include the dates and relevant duties and responsibilities for each position.
- Review your application before submitting. Check for accuracy, completeness, and consistency.

Don't

- Assume the recruiter knows you or your work. Even if you are an internal applicant, clearly explain your experience, responsibilities, and qualifications.
- Rely solely on AI-generated content. If you use AI to assist with your application, carefully review and personalize the content to ensure it accurately reflects your actual education, experience, skills, and accomplishments.
- Leave required fields blank. Incomplete information may prevent your qualifications from being fully considered.
- Write “See Resume”. Your application should contain the information necessary to evaluate your qualifications, even if a resume is also submitted.

- List only your current position. If you have held multiple positions with the same employer, include each relevant position and the experience gained in each role.
- Wait until the last minute to apply. Submit your application as early as possible. OC San accepts applications through the online applicant tracking system until the filing deadline stated in the job posting or until a sufficient number of qualified applications have been received. Waiting until the deadline may mean missing the opportunity to apply if the recruitment closes earlier.

Check the Status of Your Application

Log in to your GovernmentJobs.com account to check the status of your application.

www.governmentjobs.com/applications/submitted

Account Access or Reset Password

Call toll free at 877.204.4442, select option two, for further assistance. OC San cannot make changes to your applicant account information.

Contact OC San Human Resources

If you have any questions regarding the application process, please contact OC San Human Resources at 714.593.7141.

