

City of Ardmore Application Process

Website for direct access from home:

<https://www.governmentjobs.com/careers/ardmorecity>

OR

From City website, click on Apply Online



City of Ardmore Career Opportunities

powered by
NEOGOV

Welcome to City of Ardmore 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 with a Username and Password. We recommend that you do not use an email address that is associated with your place of

[SHOW MORE](#)

Q Search

0 jobs found



Sort

Filter



No jobs at this time.

Check back later!

Welcome to the City of Ardmore Career Opportunities web page.

To get started, click on the button on the upper right corner (sign in) or click on Account at bottom of the page.

Either one will take you to the sign in page.

STEP 1



City of Ardmore Career Opportunities

Sign In

[Create an account](#)

*Username or Email

*Password

Sign In

[Forgot Username?](#) | [Reset Password](#)

or sign in with



LinkedIn



Facebook

You are now at the Sign In for your application. If you already have a log in, please type in the username and password to continue.

If you are new to the process, click on the grey line “Create an Account” at the right corner above the sign in section and create an account to access the application process.

Once the account is set, click on “Account” at bottom of page and start filling out your application.

STEP 2

- Résumé
- Info
- Work
- Education
- Additional
- References

Import Your Résumé

Save time by importing your information into our system automatically



Transfer from LinkedIn

Use your LinkedIn résumé information for your new profile. You can edit this info later.



Upload from Computer

Supported file types: .pdf, .doc, .txt

We do not have the ability here, on site, for you to download your resume. Please move forward with the Info Tab on the left side.

- Info
- Work
- Education
- Additional
- References

General Information

All fields are required unless they are marked (Optional)

Contact Information

Name		
First	M (Opt.)	Last
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
This field is required		This field is required

The info tab will bring up several items you need to complete. The picture above only shows the very beginning of that information request. Be sure to scroll down and complete the entire section. Once complete, hit the next button at bottom right.

STEP 3 & 4

Info

Work

Education

Additional

References

Work Experience

Add work experience

Next

You are now ready to input your work experience.

Click on the blue line “Add work Experience” and begin to complete the section on work experience.

Always start with your current or last job.

You will click Add Work Experience until you have a minimum of 10 years of work history, unless you have not been in the work force for that length of time.

Once you have added all the work experience you want, hit the next button at bottom Right.

STEP 5

Education

Info

Work

Education

Additional

References

+ Add Education

Next

You are now ready to input your Education.

Click on the blue line “Add Education” and begin to complete the section.

Please start with your high school or GED education, then add any trade school, formal training, or college you have completed.

You will click Add Education until you have added all formal training and education you have received.

Once you have completed this section, hit the next button at bottom Right.

STEP 6

- Info
- Work
- Education
- Additional**
- References

Additional Information

Certificates and Licenses

+ Add certificate and license

Skills

+ Add skills

Typing speed

Edit 

Data Entry

Languages

+ Add language

Supplemental Information

+ Add supplemental information

You are now ready to supply additional information.

Click on the blue line in any of the above areas and complete as needed.

Once you have completed this section, hit the **next button at bottom Right.**

STEP 7

Info

Work

Education

Additional

References

References

+ Add Reference

You are now ready to supply References.

Please provide five (5) professional references (mandatory for Firefighter and Police applications).

Click on the blue line and complete as needed.

Applying for Job

At this point you can 1) sign out and log back in at a future time to apply for a job or, 2) click on the “Job Opportunities” at the bottom left and apply for any open position right now.

Remember, this application is stored by the NEOGOV system and is available for use to apply for any City of Ardmore jobs in the future.

STEP 8