City of Burnsville

Employment Applicant User Guide

Apply at www.burnsville.org

City of Burnsville Human Resources
Phone: 952-895-4470

Locations to Apply Online

Dakota County Libraries

1340 Wescott Road
Eagan, MN
651-450-2900

14955 Galaxie Avenue West
Apple Valley, MN
952-891-7045

1101 County Road 42 W
Burnsville, MN
952-435-7177

14395 Robert Trail South
Rosemount, MN
651-480-1200

20085 Heritage Drive
Lakeville, MN
952-891-0360

Minnesota Workforce Centers
Phone: 651-284-3033
Website: www.mnwfc.org

Minnesota Metropolitan Workforce Centers

Anoka County	Anoka County Human Services Building 1201 89th Avenue N.E., Suite 235 **Blaine**, 55434-3372 Phone: 763.783.4800 Fax: 763.783.4814 TTY: 763.785.5987 Hours: 8:00 a.m. - 4:30 p.m., Monday - Friday Open Tuesdays until 6:30 p.m.
Dakota County-Northern Area	1 Mendota Road W, Suite 170 **West St Paul**, 55118 Phone: 651.554.5955 Fax: 651.554.6565 TTY: 651.554.5914 Hours: 8:00 a.m. - 4:30 p.m., Monday - Friday
Dakota County-Western Area	Southcross Commerce Center IV 2900 W County Road 42, Suite 140 **Burnsville**, 55337 Phone: 952.895.7600 Fax: 952.895.7660 TTY: 952.895.7661 Hours: 8:00 a.m. - 4:30 p.m., Monday - Friday
Hennepin North	7115 Northland Terrace N, Suite 100 **Brooklyn Park**, 55428 Phone: 763.536.6000 Fax: 763.536.6001 TTY: 763.536.6005 Hours: 8:00 a.m. - 4:30 p.m., Monday - Friday
Hennepin South	4220 Old Shakopee Road W **Bloomington**, 55437-2949 Phone: 952.346.4000 Fax: 952.346.4042 TTY: 952.346.4043 Hours: 8:00 a.m. - 4:30 p.m., Monday - Friday
Minneapolis North	1200 Plymouth Avenue N **Minneapolis**, 55411-4085 Phone: 612.520.3500 Fax: 612.520.3530 TTY: 612.302.7061 Hours: 8:00 a.m. - 4:30 p.m., Monday - Friday
Minneapolis South	777 E Lake Street **Minneapolis**, 55407-1546 Phone: 612.821.4000 Fax: 612.821.4014 TTY: 612.821.4013 Hours: 8:00 a.m. - 4:30 p.m., Monday - Friday

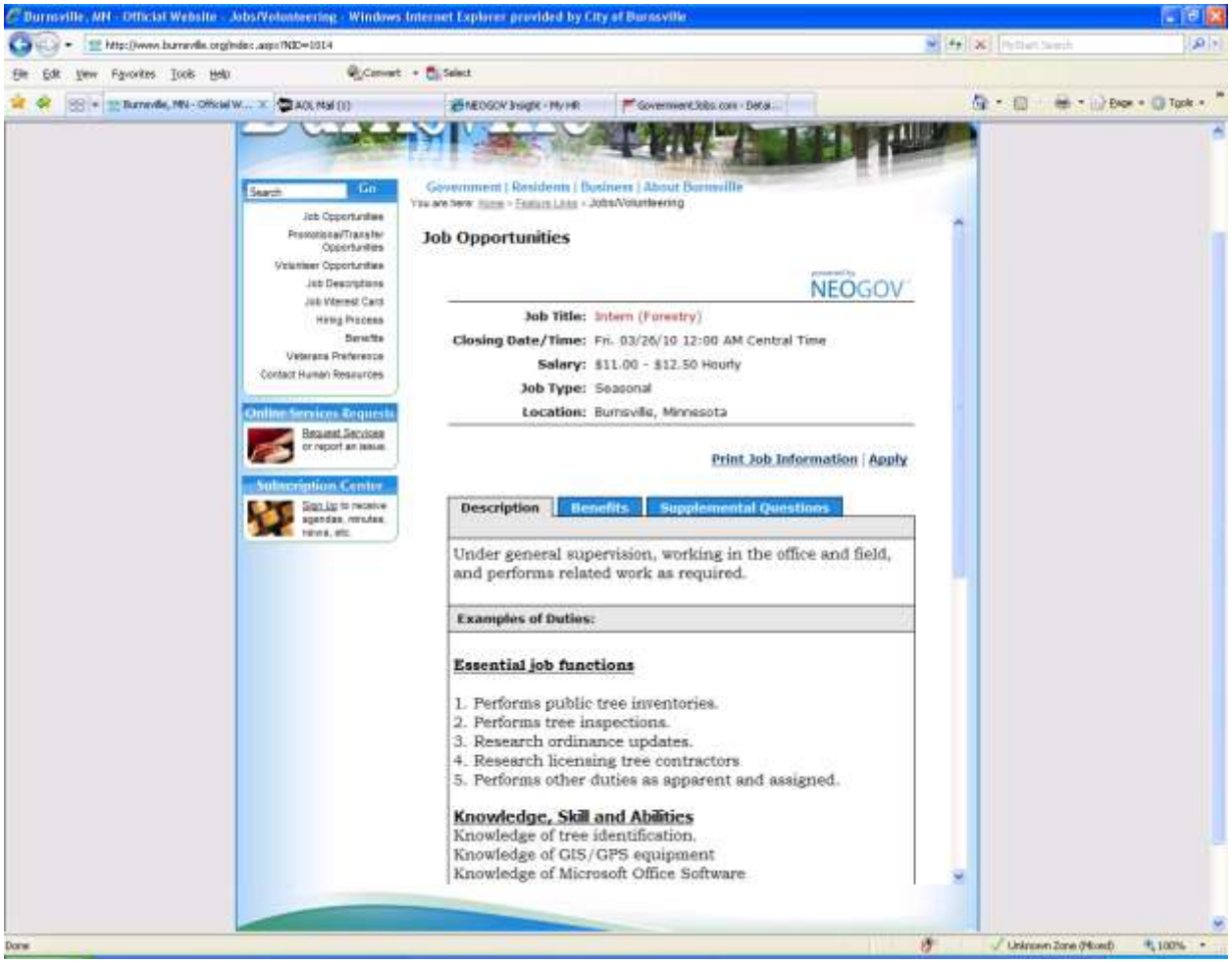
Ramsey County-North St. Paul	*McKnight 36 Plaza* *2098 11th Avenue E* ***North St Paul**, 55109-5100* *Phone: 651.779.5666* *Fax: 651.779.5646* *TTY: 651.779.5223* *Hours: 8:00 a.m. - 4:30 p.m., Monday - Friday*
Ramsey County-St. Paul	540 Fairview Ave N **St Paul**, 55104 Phone: 651.642.0363 Fax: 651.642.0706 TTY: 651.642.0679 Hours: 8:00 a.m. - 4:30 p.m., Monday - Friday
Scott County	752 Canterbury Road S **Shakopee**, 55379 Phone: 952.445.7087 Fax: 952.403.7995 TTY: 952.403.7999 Hours: 8:00 a.m. - 4:30 p.m., Monday - Friday
Washington County	2150 Radio Drive **Woodbury**, 55125 Phone: 651.275.8650 Fax: 651.275.8682 TTY: 651.275.8653 Hours: 8:00 a.m. - 5:00 p.m., Monday - Friday

City of Burnsville
Apply Online

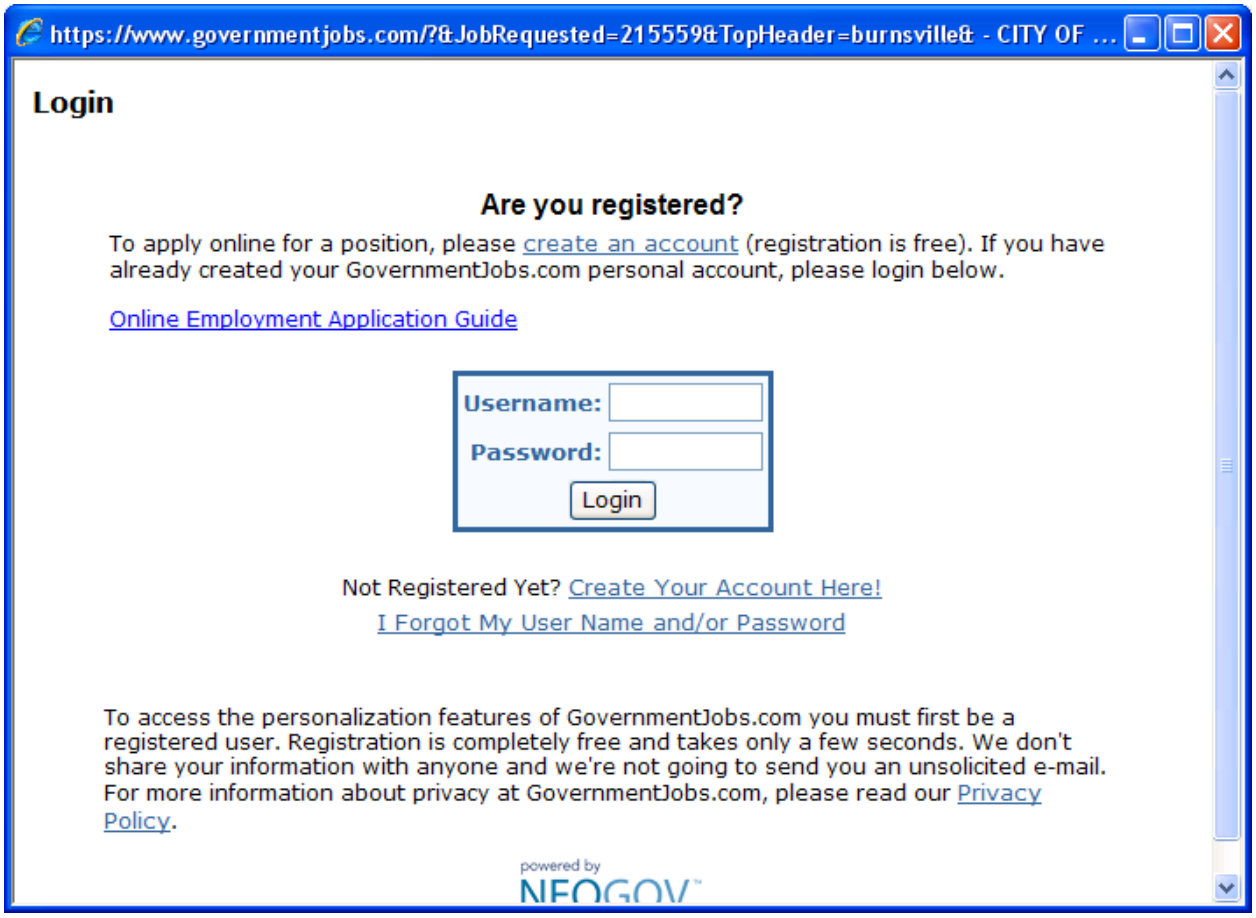
This guide will take you through the process of applying for a position with the City of Burnsville online.

Below is the main job page at the City. Find the job you are interested in on the Job Opportunities or Volunteer Opportunities page.

STEP 1: Click on the job you are interested in and it will take you to the following screen.

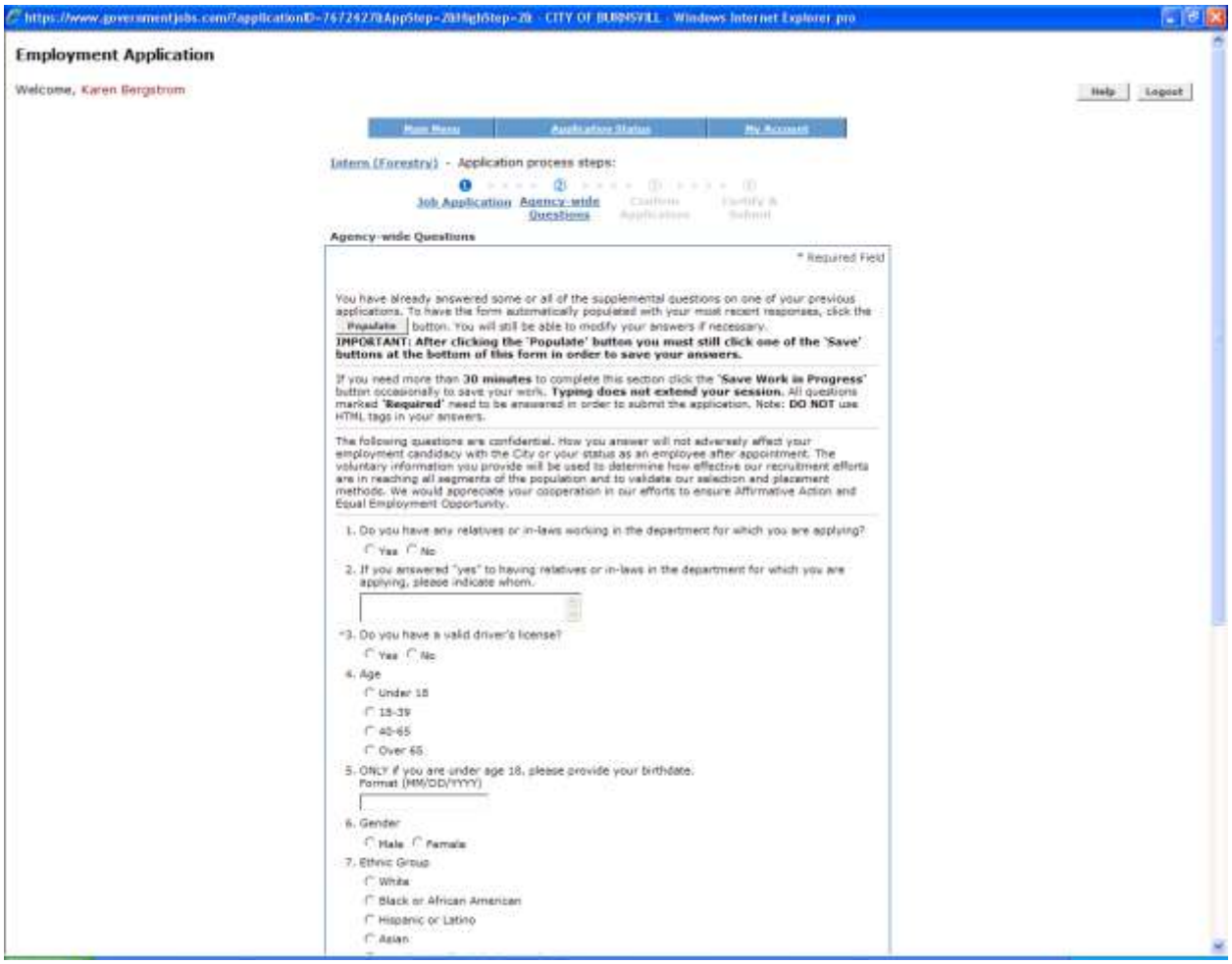


Step 2: Click on the Apply Link. It will take you to the www.governmentjobs.com website log in page. You must create an account if you haven't already done so. You should remember your user name and password for future job openings. **Please note**: You will not be able to create another applicant account using the same e-mail address once your account has been set up.



Once you've set up your log in, it will walk you through setting up your account step by step starting with Create an Application. *Tip*: You do not need to create a new application every time you're applying for a position. You can have one application or several saved under various names in your account (You may also attach a resume if you have one).

Step 3: Complete all the applicable areas of the application; education, work experience, certificates/licenses, skills. After each area is completed, click on **Save & View Application.**



Step 4: Next, move onto #2, Agency-wide questions. This is for EEOC purposes only. This data is confidential and will not be viewed by the recruiter or hiring manager. Note: If you've previously completed an application and filled out the Agency-wide Questions, click on populate. The Agency-wide questions will be populated from the answers you previously provided. You are able to change your answers by simply choosing a different answer.

Step 5: Move through each of the areas prompted by the numbers, 1-job application, 2-agency wide questions, 3-supplemental questions, 4-confirm application, 5-certify and submit.

Once you certify and submit, you will receive a confirmation email.

Congratulations! You have now completed the steps to apply online at the City of Burnsville.

If at any time you are having difficulty with a step, please click the help tab that is located on every page.