



FREQUENTLY ASKED QUESTIONS

APPLYING FOR A JOB AT THE CITY OF OXNARD

The City has partnered with Government Jobs (NEOGOV) to provide applicants with an online application form. To begin the application process, click on a job title to view the job announcement, including a job description, benefits, supplemental questions, and application deadline. When you are ready to apply, simply click the 'Apply' button.

For details and questions about the City's new online application form please visit: [How to Apply Instructions](#) or call **1-855-524-5627**.

WHAT DOES THE DATE OR THE TERM 'CONTINUOUS' LISTED UNDER CLOSING DATE MEAN?

Each position has a different recruitment plan. Most positions close on a specific date, shown in the job posting. Others stay open (marked "Continuous") until the hiring manager and recruiter have determined that there are enough qualified candidates to proceed to the next step. **We encourage you to apply promptly.** The City of Oxnard reserves the right to close any recruitment without notice. Also, certain recruitments may be limited to a specific number of applicants. Please review the job announcement thoroughly for important information regarding deadlines.

HOW ARE CANDIDATES SELECTED AND INTERVIEWED?

Initially, applicant resumes are reviewed relative to the minimum qualifications as well as skills, knowledge and abilities. Those candidates whose qualifications most closely meet the needs of the City will be invited to continue in the process, such as an onsite skills assessment, test or and/or interview. The selection and interview process is different for each position depending on the needs of the hiring department.

WHAT IF I NEED SPECIAL ACCOMMODATIONS?

The City of Oxnard makes reasonable accommodation for persons with disabilities. If you believe you require special arrangements to participate in the testing process, you must inform the Human Resources Department in writing no later than the final filing date. Applicants who request such accommodation must document their request with an explanation of the type and extent of accommodation required.

EQUAL OPPORTUNITY

The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability or sexual orientation.

CAN MY RESUME BE USED IN PLACE OF THE ONLINE APPLICATION?

No. **It is important that your application displays all of your experience and education.** You can attach your resume but you must also complete all sections of the application, especially the work and education fields. Incomplete applications may be rejected.

SHOULD I SEND MY RESUME TO THE DEPARTMENT OR RECRUITER?

No. Resumes are welcome as attachments to your application, however they are not accepted in lieu of a complete City application.

HOW CAN I REVIEW THE STATUS OF MY APPLICATION?

Recruitments can take anywhere from a few weeks to a few months, however please be assured that each and every application will be reviewed. In addition, you will be contacted by the City of Oxnard with either an invitation to continue in the recruitment process, or notification that your application was not selected.

WHO CAN I CALL ABOUT MY APPLICATION?

If you need help submitting an application online call **1-855-524-5627**. Please do not call the City to inquire about your application once it is submitted. This will delay the process of reviewing applications. When you apply online you will receive an e-mail confirming that the City received your application. You will be contacted once all applications for the job for which you applied have been reviewed. You can review the application you submitted to the City of Oxnard simply by logging on to your account at www.governmentjobs.com.

WHY WASN'T I SELECTED FOR A TEST OR INVITED TO AN INTERVIEW?

The City receives many applications from highly qualified candidates and cannot test and interview every applicant. If you are curious about your resume and how you presented your knowledge, skills and abilities, we recommend that you contact your industry's professional association. For example, for Public Works positions please visit the [American Public Works Association \(www.apwa.net\)](http://www.apwa.net). Professional associations provide access to industry experts who can mentor or coach you through your career path.

I APPLIED FOR A POSITION USING CALOPPS (THE CITY'S PREVIOUS ONLINE VENDOR). DO I HAVE TO APPLY AGAIN?

The City of Oxnard upgraded its online application software January 6, 2017. If you applied using CalOpps prior to that date, we received your online application. You do not have to re-apply for that specific job opportunity to be considered.

CAN I APPLY USING A PAPER APPLICATION FORM?

Yes. If you are unable to apply online, a paper application form can be obtained by visiting the Human Resources Department, located at 300 West Third Street, Oxnard, CA 93030. A completed City of Oxnard application must be delivered to the Human Resources Department no later than the filing deadline (no postmarks will be accepted).

For more information please contact Human Resources at **(805) 385-7590**.