City of San Antonio
Employment Application Instructions

How to Apply:

1. Go to the City of San Antonio’s Employment Website —
   http://www.sanantonio.gov/hr/jobs/index.asp
2. Read and agree with the Applicant Commitment to continue.
3. Select Job Opportunities under “City Employment”.
4. Click on Position Titles of available jobs to see complete Job Descriptions.
   
   *Tip* — To customize your search, you can select any Categories or Departments you are interested in to view those related jobs.
5. Click the Apply link to apply for a particular position.
6. Create an account or if you have already created an account with Governmentjobs.com, login with your Username and Password.
7. Make note of your username and password! You will need them to access your account to check your application status and apply for additional jobs in the future.
8. Complete all information to fill out your application. Information with a red asterisk (*) is required.
   
   *Tip* — Upload supporting documents from your computer, such as a Letter of Interest or a Resume, to make your application stronger. Supported document formats include .pdf, word (.doc), and .txt.
9. Submit your application!

City of San Antonio
Employment Contact Information

Human Resources Customer Service Team
hrcustomerservice@sanantonio.gov
(210) 207–8705

San Antonio Public Library Jobs and Small Business Center
http://guides.mysapl.org/jsbc
210-207-2500
How to apply for jobs with the City of San Antonio

Officer Cuellar, SAPD
- SAPD is always hiring
- 3-4 classes a year (Sep., Jan, Mar. & Jun.)
- [www.sapdcareers.com](http://www.sapdcareers.com)
- 210-207-5050

Temporary Agencies
- COSA uses 3 temp agencies
- TriStarr – [www.tristarpersonnel.com](http://www.tristarpersonnel.com)
- Labor on Demand – [www.laborondemand247.com](http://www.laborondemand247.com)
- Key Staff – [www.keystaffinc.com](http://www.keystaffinc.com)
- Some of the above companies will offer benefits to temporary employees, please check with the individual agency for more information.

Coming Soon
- Assessment features.
  - After applicant submit’s his/her application. An email will be sent with an assessment link.
  - Director of HR position has this feature now as a TEST only

Online Application Process
- New System implemented November 2011
- Job Interest Cards Section
  - Select areas interested in to receive notices of job openings.
  - The cards will stay active for 1 – 2 yrs
  - Applicant can change their areas of interest and the changes will override previous selections.

Real Time Posting
- COSA Website will update immediately
- Standard 14 day posting on the website, unless asked to keep job posted longer.

Temporary Job Listed on COSA website?
- Yes
- No benefits

Application Flow
- Application accepted
- Application reviewed for minimum application requirements
- Forwarded to receiving manager
- Position filled
How to apply for jobs with the City of San Antonio

Tips
- Spell Check feature - please use it.
- Certificates/Licenses – put credentials in system.
- Skills – not required but can put skills i.e. language other than English
- Additional Information – i.e. volunteer work, military experience, awards/honors.

Resume
- Copy and paste to text box
- Or add resume – upload to keep format
- Can open attachment to check if it appears as it should.

Veteran
- Will need to provide a DD214 upon hiring

Essay question Section
- Hiring manager may use as a writing sample
- Do not answer in list format

***Can print application submitted, for your records

Multi Use application
- Can edit application
- Can apply to many jobs
- Can change password

Questions about COSA jobs or applications, please call Human Resources Customer Service Team at 210-207-8705.