

TORRANCE PUBLIC LIBRARY PRESENTS

PREPARE TO APPLY

Learn about Civil Service Careers and
the GovernmentJobs.com application portal

Part 1

Friday, September 7, 2018

9:30 – 12:30

Get an introduction to how applying for a civil service job is different than the private sector, how to best match your job history to these career opportunities, and how to search the GovernmentJobs.com portal to find the best matches for your skills and interests.

Part 2

Friday, September 14, 2018

9:30 – 12:30

Start a profile and application process in the GovernmentJobs.com portal including filling in a job history, answering supplemental questions, and attaching items to an application.

Both parts will have hands-on teaching and practice using Google Chromebooks, and each participant will be provided with a USB drive to store and preserve materials. Participants must be very comfortable using a computer keyboard and mouse, and in basic website navigation.

This program is free but registration is required and limited to 24 participants. You must participate in both parts, and there will be recommended skills building between the two parts.

Register online at: <http://bit.ly/Preparetoapply>

Or call the Reference Department at: 310-781-7599

Katy Geissert Civic Center Library

3301 Torrance Blvd., Torrance

310-618-5959 /www.library.TorranceCA.gov

City of Torrance Community Services Department

Creating and Enriching Community through People, Programs and Partnerships



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