

## Application Attachments

Attaching Documents as an Applicant:

You may create and store applications on your GovernmentJobs.com account. This may be done during the process of applying for a specific job posting or by logging into your GovernmentJobs.com account directly, without applying for a specific job posting. When logged into the GovernmentJobs.com account and not applying for a specific job posting, you can attach documents to your stored application by using any of the file types listed in the Attachment Extensions Configuration Settings (.bmp, .doc, .docx, .gif, .jpe, .jpg, .pdf, .potx, .ppt, .pptx, .rtf, .tif, .tiff, .txt, .wp, .wpd, .xls, .xlsx).

**NOTE: Documents attached to your stored application will not be submitted for jobs that you previously applied for. When you apply for current or future job postings, you can decide which attachments will be submitted with your application.**

To attach a document to your online application, click on the 'Add Attachment(s)' link on the Job Application >> Review page:

The screenshot shows a sidebar menu with the following items: Additional Information, References, Resume, Text Resume, and Attachments. Each item has a corresponding link: Add Additional Information, Add Reference, Edit Resume, and Add Attachment(s). An arrow points from the 'Add Attachment(s)' link to the 'Attachments' section in the main content area.

1. Fill in the File Description and Browse to the location of the file you wish to upload.
2. To upload additional documents, click on the 'Attach another file' link and repeat to attach up to 10 documents.
3. When ready to attach all documents to your application, click the 'Upload' button.

The screenshot shows a form with the following fields and buttons:
 

- \* File Description: A text input field containing 'Resume'.
- \* File: A text input field containing 'Attachments\Resume-RobertCline.doc' and a 'Browse...' button.
- Attach another file: A blue link with an arrow pointing to it.
- Upload: A button with a mouse cursor over it.
- \* Required Field: A small text label in the top right corner.

4. Your attachments will be displayed in the 'Attachments' section of the application.

The screenshot shows the 'Attachments' section with the following table:

Attachment	File Name	
Resume	<a href="#">Resume-RobertCline</a>	<a href="#">Edit</a> <a href="#">Delete</a>

There is an 'Add Attachment(s)' link in the top right corner of the section.

5. To add more attachments after uploading, click on the 'Add Attachment(s)' link again and repeat the process.

Application Attachments

- If you created your application in advance of applying for a job, once you select a job to apply for, you may find that you have associated attachments with your application that will not be accepted. In that case, the following message will appear above the application:

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

**Some of the attachments you have uploaded for this application are of types not accepted by the agency. Only attachments that are accepted by the agency will be submitted. File type extensions accepted by this agency are: doc,docx,pdf,xls,xlsx.**

[Go to Step 2: Agency-wide Questions](#)

**Personal Profile** [Edit Personal Profile](#)

Name: Robert J Cline    Address: 12345 Main St  
Metropolis, California 90245

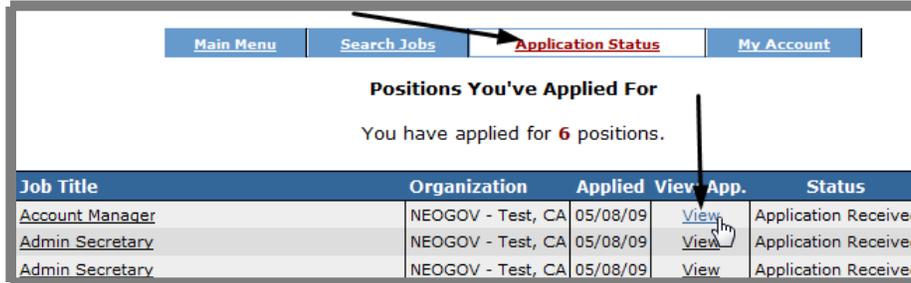
In the Attachments section of the application, an 'Accepted' column is displayed specifying whether or not the attachment can be submitted with the application. You may leave the non-accepted applications on your stored application template. However, they will not be submitted with your application when you apply for a job if they are not accepted file types.

Attachments		<a href="#">Add Attachment(s)</a>	
Attachment	File Name	Accepted	
attachment 1	<a href="#">Sample Attachment #1 Word Doc</a>	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
attachment 3	<a href="#">Sample Attachment #3 Excel File</a>	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
attachment 4	<a href="#">Sample Attachment #4 Excel File</a>	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
attachment 5	<a href="#">Sample Attachment #5 PDF Document</a>	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
attachment 2	<a href="#">Sample Attachment #2 Word Doc</a>	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
Sample Rich Text File	<a href="#">Sample Attachment #6 RTF</a>	No	<a href="#">Edit</a> <a href="#">Delete</a>
Sample Text File	<a href="#">Sample Attachment #5 TXT</a>	No	<a href="#">Edit</a> <a href="#">Delete</a>
Resume	<a href="#">Resume-RobertCline</a>	Yes	<a href="#">Edit</a> <a href="#">Delete</a>

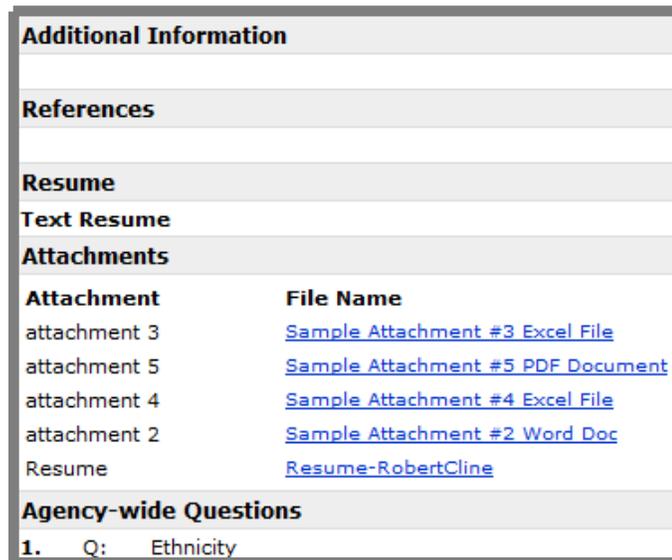
[Go to Step 2: Agency-wide Questions](#)

Application Attachments

- You can view the documents you attached to your application by clicking on the 'Application Status' link and then clicking on 'View' for an application.



- Links to view the attachments will be displayed in the body of the application:



If you have any questions, please contact the Department of Human Resources at (619)236-2191.