Welcome
City of Hickory
Online Employment Application Guide

Hickory, North Carolina, is a three-time All-America City on the Catawba River approximately one hour east of Asheville and one hour north of Charlotte. More than 40,000 residents call Hickory their home and Hickory is the hub of a 350,000 metropolitan area. Hickory has outstanding school systems, seven recreation facilities, two libraries, several golf courses, theatres, art museums, and eighteen gorgeous parks. Beautiful Lake Hickory is over 4,000 acres and has many public access areas. Please check out hickory at www.hickorync.gov.

All applications must be submitted on line. If there are multiple jobs you are interest in, you must complete a separate application for each job. If there are no jobs posted, you may complete a job interest card to be notified when jobs are posted in the categories you select.

Setting Up a Free E-Mail Account

If you do not already have a personal e-mail account, you will need to set one up to use the online application. There are several websites that will allow you to set up an e-mail free of charge: www.hotmail.com; www.yahoo.com; www.google.com; etc. Remember to write down your user name and password. You will be able to access your e-mail from any computer that has an Internet connection.

_____   _____
Username   Password

Applying for an Internal Job

1. Go to www.hickorync.gov/employment
2. Click on Employment Opportunities.
3. On the upper left side of the page – Click on Menu.
4. Click on the job title you are interested in.
5. Review the job description and the supplemental questions to see if your qualifications match the job requirements.
6. If you would like to submit an application for this position, click on **"Apply"**.
7. If this is your first time using the online application system, click on **"Create Your Account Here"**, and follow the directions. If you have previously created an account, or have an account at www.governmentjobs.com, enter your username and password at this time. Save this information for future use.

_____   _____
Username   Password

8. Your next step is to "**Create Application"**.
9. All fields marked with **"*"** (asterisk) are required.
10. When you are finished, click on **"Save and View Application."**
11. The next section you will complete is **"Add Work Experience"**. You can copy and paste information from a word processing program or type it into the application directly.
12. When you are finished adding your work experience, proceed to **"Agency Wide Questions"**. Once you have completed answering these questions, click on **"Confirm Application"**. Read the information **"Certify and Submit"**. By clicking **"Accept"** you are verifying that all the information you have provided is accurate.
13. You will then be taken to the confirmation screen. If you do not receive a confirmation, your application has not been submitted.
14. If you are using a public access computer, be sure to click on **"Log Out"** so that the next user cannot access your personal information.

If you have questions, please contact Human Resources at 828-323-7421.