

NEED ASSISTANCE GETTING STARTED WE CAN HELP

Call the Human Resources Hotline at (312) 744-4976 or visit us at HumanResources@cityofchicago.org

If you need computer access to complete your City of Chicago application, please visit one of the following city locations:

- All Chicago Public Library locations.
- Visit the Mayor's Office for People with Disabilities:
2102 W. Ogden Ave. (By Appointment Only)
Phone: 312-746-5773, prompt #3

INCLUSIVE HIRING

Applicants with disabilities can contact the City's Disability Officer at 312-744-4969 or disabilityaccommodations@cityofchicago.org to request a reasonable accommodation for participation in the hiring process.



VETERAN HIRING PREFERENCE

To further our commitment to hiring applicants with diverse experience, the City of Chicago has adopted a preference for veterans and reservists of the Armed Forces.

To utilize the Veteran Preference, applicants must select this option and upload proof of service to their profiles. Visit our Careers page to learn more and review the qualifications.

CITY OF CHICAGO



CAREER GUIDE



Work for a city that works for you!

Join the
City of Chicago's
workforce today.

WWW.CHICAGO.GOV/CAREERS





APPLY ONLINE AT THE CAREERS SITE

AVAILABLE ONLINE—ANYTIME, ANYWHERE

You may access the careers website at www.chicago.gov/careers. Once there, you will be asked to register by creating a username and password. Your username and password will allow you future access to the site. The careers website provides information on all available job opportunities within the City of Chicago. Each job posting includes detailed information on the duties; salary; qualifications; city department seeking the candidate; and a list of required documents for the position. Applications must be received by the expiration date on the job posting.

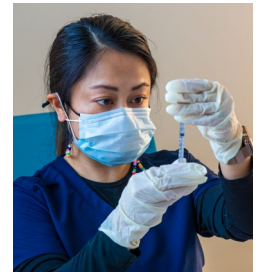
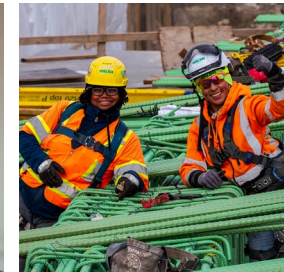
The site allows you to do a multitude of things including search for jobs; create a candidate profile, receive automatic alerts of job postings, and apply online.

A CITY WITH A WORLD OF OPPORTUNITIES

The City of Chicago is the third largest city in the United States. Chicago has one of the world's largest and most diverse populations. The City of Chicago is committed to hiring the most qualified candidates and improving the efficiency and accessibility of government. **Our organizational focus includes: equity, diversity & inclusion, transparency, accountability and transformation.**

- Workforce of over 31,000 people
- 40 Hiring Departments
- Many different career paths
- We offer a competitive compensation and benefits package that includes: a pension plan, retirement savings account, excellent medical, dental and vision insurance, paid holidays, vacation, sick days, parental leave, tuition reimbursement (union), Employee Assistance Program (EAP) and more.

The City of Chicago is an equal opportunity employer and we value diversity at our organization. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.



CREATE A CANDIDATE PROFILE

Create a candidate profile which can be used to apply for multiple job listings and which will automatically alert you via email to new job postings in your area of interest (alert function must be selected). You only need to enter your information once to create a permanent candidate profile. Candidates can search for city job opportunities and apply for multiple positions using a single online profile.

Your personalized profile can include valuable information such as resumes, transcripts, certifications, licenses, and other relevant documents. Your profile will be saved under your individual user name and password, allowing you easy access to your information. Best of all, your candidate profile can be created at your convenience, you can begin your profile, save it to be completed later, or update it at any time.

If you forget your password call the Human Resources Hotline at 312-744-4976 or visit us at HumanResources@cityofchicago.org.