



How To Use The Online Application System

Go to the City's website at www.fortsmithar.gov. On the left side of the page under Government, choose the **EMPLOYMENT OPPORTUNITIES** link. This will take you to our open job postings.

If you see a job you would like to apply for click on the job title for a complete job description. To apply for the position, click the **APPLY** button. You will then be asked to sign in or create an account if you don't already have one. Once you have done this you will need to complete the online application and submit.

Please be sure that your application is complete before submitting! A valid email address is highly recommended, as important communication will be sent to that address.

When creating a new account:

- Choose a username that you can easily remember.
- Your password must be 8 characters in length and contain at least one capital letter, one number, and a special character (ex: .!@#\$%^&*)
- **PLEASE WRITE DOWN THIS INFORMATION – HR CANNOT RESET THIS!**

Information such as personal information, education and work experience will be saved for future applications. Once your account is created you will only need to answer agency wide questions and supplemental questions (when applicable) on each application you submit.

Applicants may log in to their account and click on "application status" to see if their application was successfully completed.

FUTURE EMPLOYMENT OPPORTUNITIES

If you don't see a job you are looking for, click on **MENU** in the upper left hand corner of the Employment Opportunities page. Then choose **FUTURE EMPLOYMENT OPPORTUNITIES**. Here you can submit an interest card based on the type of job you are looking for. When a job within that category becomes available, you will receive notification at the email address provided.

Ways to apply: *Home computer***Mobile device***Fort Smith Public Library***Department of Workforce Services***City of Fort Smith Human Resources Department*****

Thank you for your interest in working for the City of Fort Smith!