



How to Receive Job Interest Cards

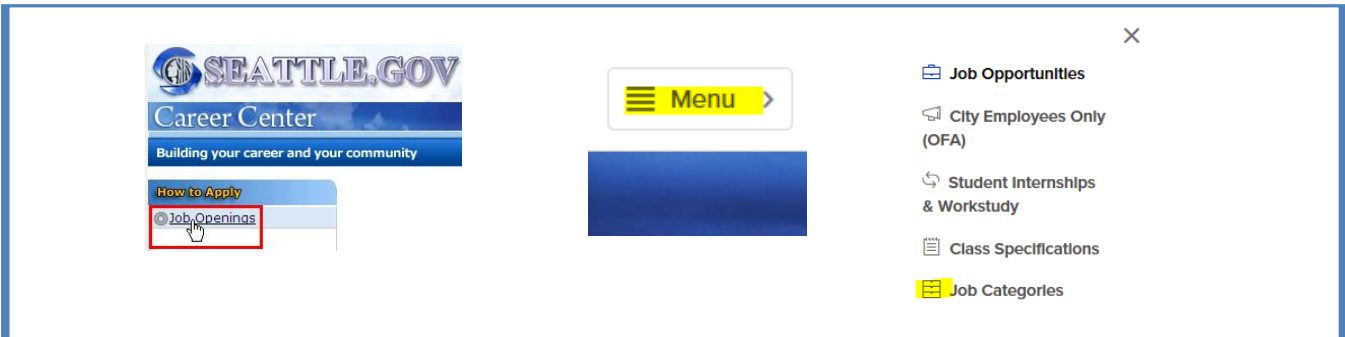
A Quick Tip Sheet

What Is A Job Interest Card?

A **Job Interest Card** is an email notification letting you know each time a City of Seattle position opens and matches a category you've chosen previously. The City will send these notifications to you for 12 months. In 11 months, we'll send you a reminder to extend your notifications for another year.

Follow These Instructions to Receive Job Interest Cards

1. **Go to the City of Seattle:** seattle.gov / City Employment / Career Center / Job Openings / Go to **Menu** / Select **Job Categories**



2. Place a check in the boxes next to **Job Categories** for which you'd like to receive email notifications / Select **Subscribe** / Example of partial list of job categories below



Place a check in the box next to each job category for which you would like to receive email notifications, click the 'Subscribe' button, fill out the information, and then click the 'Submit' button.
For next 12 months after you submit this form, you will receive an email notification each time a position opens with City of Seattle whose category matches one of the categories you've chosen.

1 Job Categories selected ✓ Select All ✗ Clear All Subscribe

<input type="checkbox"/> 911 Telecommunications	<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Animal Control	<input checked="" type="checkbox"/> Arts
<input type="checkbox"/> Attorney	<input type="checkbox"/> Building & Grounds Cleaning and...	<input type="checkbox"/> Building Maintenance	<input type="checkbox"/> Clerical & Data Entry
<input type="checkbox"/> Code Enforcement	<input type="checkbox"/> Communications	<input type="checkbox"/> Community and Social Services	<input type="checkbox"/> Community Development
<input type="checkbox"/> Construction Trades	<input type="checkbox"/> Counseling	<input type="checkbox"/> Court Administration	<input type="checkbox"/> Criminology
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Dispatch	<input type="checkbox"/> Economic Development	<input type="checkbox"/> Education
<input type="checkbox"/> Emergency Management	<input type="checkbox"/> Engineering	<input type="checkbox"/> Executive Management	<input type="checkbox"/> Facility Management
<input type="checkbox"/> Fire & EMS	<input type="checkbox"/> Fleet Services	<input type="checkbox"/> Forensics	<input type="checkbox"/> Forestry
<input type="checkbox"/> Geology/Hydrology	<input type="checkbox"/> Grants Administration	<input type="checkbox"/> Green-Collar/Environmental	<input type="checkbox"/> Grounds & Landscaping
<input type="checkbox"/> Health Education	<input type="checkbox"/> Hearing Examiner	<input type="checkbox"/> Historic Preservation	<input type="checkbox"/> Housing
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Services	<input type="checkbox"/> Internship	<input type="checkbox"/> IT and Computers

3. Complete the **Job Interest Card** and click **Submit Request**.

Job Interest Card

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Street Address *	
<input type="text"/>	
City *	Zip Code *
<input type="text"/>	<input type="text"/>
State *	Country *
<input type="text" value="Select or type State name"/>	<input type="text" value="Select or type Country name"/>
Home Phone Number	Work Phone Number
<input type="text"/>	<input type="text"/>
Email Address *	
<input type="text"/>	
<input type="submit" value="Submit"/>	

4. You'll see a notice thanking you for your request plus some additional information.

Job Interest Card
<p>Thank you for your request.</p> <p>For the next 12 months, you will be notified when any position for City of Seattle that matches the job categories you've selected becomes available. We'll also send you a reminder email in 11 months to give you an opportunity at that time to extend your notifications for another year.</p> <p>If at any time you wish to cancel notifications for one or more of the job categories you've selected, please visit the following web address:</p> <p>https://www.training.governmentjobs.com/myinterestcards.cfm?OJRID=37399&EMA=rocky%40comcast%2Enet</p>