



CARE Program Job Application What You Need To Have & Know Before Applying



If you already have an account (if you have applied for a CARE position or ANY City of Columbia job in the past), you will need to know:

- your username _____
- your password _____
- the email address you used to apply _____

If you have forgotten any of these, please contact the City of Columbia's Human Resources department at 573-817-6445.

If you do NOT have an account (if you have NOT applied for a CARE position or ANY City of Columbia job in the past), you will need to come up with:

- a username that does not include special characters _____
- a password that is at least 6 characters long _____
- a valid email address (please do not use a CPS middle school email address...this can be your parent's email address; however, it cannot have been used by someone else applying for a City of Columbia job) _____

All applicants will need to know their:

- First Name _____ 11 characters max
- Middle Initial _____ 1 character only
- Last Name _____ 16 characters max
- Full Name as it appears on Legal Documents _____
As it appears on your birth certificate, state issued I.D., social security card, etc.
- Address _____
- City _____
- Zip Code _____
- Email Address (please do not use a CPS middle school email address...this can be your parent's email address; however, it cannot have been used by someone else applying for a City of Columbia job) _____
- Primary Phone Number _____
- All the cities and states you have lived in for last 10 years _____



CARE Program Job Application Checklist (gocomojobs.com) Applications open December 1 and close March 3



Available positions include:

- CARE community work site trainee 2024 (must be at least 14 years of age on April 8, 2024) (this is our entry level position)
- CARE/CPS summer school teacher's assistant 2024 (must be at least 14 years of age on April 8, 2024) (this job is very competitive)
- **CARE/City utilities intern 2024 (must be at least 16 years of age on June 10, 2024)**
- **CARE employment support worker 2024 (must be at least 18 years of age)**

You can apply for more than one job; however, you can only accept one job offer. Also, please make sure you only apply for jobs you are old enough for. **PLEASE DO NOT USE YOUR PHONE TO APPLY FOR ANY OF THESE JOBS.**

- Go to: <https://www.gocomojobs.com/postings/search>.
 - Search, in keywords, for the job you want to apply for:
 - CARE community work site trainee 2024 (must be at least 14 years of age on April 8, 2024) (this is our entry level position)
 - CARE/CPS summer school teacher's assistant 2024 (must be at least 14 years of age on April 8, 2024) (this job is very competitive)
 - CARE/City utilities intern 2024 (must be at least 16 years of age on June 10, 2024)**
 - CARE employment support worker 2024 (must be at least 18 years of age)**
 - Click on the job you want to apply for or click on view details.
 - Read the section titled "Please see Special Instructions for more details."
 - Click on "Apply for this Job."
 - "Log In" if you already have an account (if you have applied for a CARE position or ANY City of Columbia job in the past).
- If you do not already have an account, click on "Create an Account."**
 - Click on "Create an Account."**
 - Create a username that does not include special characters. Write your user name down.**

- Create a password that is at least 6 characters long. Write your password down.**
- Confirm your password by re-entering it.**
- Enter a valid email address. Please do not use a CPS middle school email address. Write down the email address that you are using for this application.**
- Confirm your email address by re-entering it.**
- Select “No” for are you a current City of Columbia employee?**
- Click on “Create an Account.”**

- Click on “Apply for this Job.”

Personal Information or Contact Information: you only need to answer these 18 questions. You can ignore the other questions. The ones you should answer are:

- First Name? 11 characters max.
 - Middle Initial? 1 character only.
 - Last Name? 11 characters max.
 - Full Name as it appears on Legal Documents? As it appears on your birth certificate, state issued I.D., social security card, etc.
 - Address 1?
 - City?
 - State? Select MO.
 - Zip?
 - Email? Do NOT use your Columbia Public School email address if you are in middle school.
 - Primary Phone?
 - Do you have a valid driver's license? Select Yes or No. A driver's license is NOT required for any CARE job.
 - Select the type of work you would prefer. Select Part Time.
 - Are you authorized to work in the U.S.? Select Yes or No; however, if you select No, you should not complete this application.
 - What hours/days can you work? Type Any.
 - When would you be able to start work with the City? Type Summer.
 - How long do you anticipate being employed by the City? Please explain. Type Summer.
 - What is the minimum salary you would accept? Type \$12.50.
 - List all cities and states of prior residency for last 10 years.
- Click “Save & Continue.”

- ❑ Education, Training and Experience: leave EVERYTHING blank and click “Save & Continue.”
- ❑ Additional Information: leave EVERYTHING blank and click “Save & Continue.”
- ❑ **Supplemental Questions: answer all of these questions.**
- ❑ Click “Save & Continue.”
- ❑ Documents needed to Apply: do nothing and click “Save & Continue.”
- ❑ Voluntary Demographic Information: answer these questions and click “Save & Continue.”
- ❑ Voluntary Self-Identification of Disability: answer these questions and click “Save & Continue.”
- ❑ Voluntary Self-Identification of “Protected” Veteran Status: answer these questions and click “Save & Continue.”
- ❑ Make sure your phone number, email address, and address are correct.
- ❑ Also, make sure your phone has its voicemail set up.
- ❑ Once you have completed everything, you should click “Certify and Submit.”
- ❑ If you have NOT completed everything, you will get this message: “Your application is incomplete. One or more sections have invalid or incomplete responses. You can review the summary below for sections marked with a red “X” and click on the section name for more details.”
- ❑ Click on the red box with the red “X” and fix whatever problem there is. Click “Save & Continue.”
- ❑ Click “Certify and Submit.”
- ❑ Read the statement, put a check in the box, enter your initials, and click “Submit this Application.”
- ❑ Be patient. It may take a while.
- ❑ Make sure you get this message: “Your Application has been submitted.”
- ❑ Applicants should send an email to Ron.Schmidt@CoMo.gov as soon as they submit their application to receive further instructions. Please do not use a CPS middle school email address. Example Email: “Hello. My name is Jane Doe. I have submitted my online CARE TYPE THE JOB YOU APPLIED FOR HERE application and am ready to receive further instructions.” Since you can apply for more than one CARE position, it is important to tell us which job you applied for. If applicants do not send an email to Ron.Schmidt@CoMo.gov as soon as they submit their application, they will not receive further instructions and they will no longer be under consideration for a CARE job.
- ❑ Wait up to 10 days to receive further instructions from CARE-No Reply <careprogram-noreply@como.gov>.

If you are interested in another CARE position that you are old enough to apply for, please repeat these steps for that position. You must fill out a separate application for every job you are interested in.