County of San Bernardino/Fire and Special Districts

Human Resources Department

Creating an Account, Application, and Applying Online

Creating an Account

The first step in the online application process is to create an account in our online application system, NEOGOV. This account will allow you to apply for openings with County Fire, Special Districts and the County of San Bernardino. ***Note: Applicants who already have a NEOGOV account in NEOGOV, should follow steps a & b only to log into their account and proceed to the next section.***

a. Visit Human Resources Website at **www.sbcounty.gov/hr**
b. At the top right choose "**NEOGOV LOGIN**"
c. Click on the "**create your account here!"** link
d. Enter your account information. A unique username and password should be created; be sure to record your login information for future use. ***Do not share your username and password with anyone. Only one applicant per account is allowed.***
e. Clic**k "Save";** you now have an account with Neo-Gov!

Creating a Template Application

After your account is established, you can create a template application that can be saved, modified, and used to apply for more than one job opening. ***Note: Creating a template application does not mean you applied for a job. To apply for a job opening, proceed and follow the instructions in the next section.***

a. Click **"Create Application";** give this application a name (e.g., San Bernardino County application)
b. Click **"Create Application"** again
c. Verify information is correct, click **"Save and View Application"** at bottom of page
d. Fill in your information for each section by clicking on the **"Edit"** and **"Add"** links for each section. *Be sure to include all required information and detailed responsibilities of your previous work and volunteer positions in the work experience section. You can update the information in your template application at any time.*
e. To retain the section information, click **"save and add another"** or **"save and view application"**
f. When finished, you can click **"Main Menu"** to view or edit the template application you created

Applying Online

a. Visit Human Resources Website at **www.sbcounty.gov/hr**
b. Select **"Employment"**
c. Select **"Current Job Listings"**, scroll to the bottom of the page to view current job openings
d. Click on the Position Title to view the job announcement and apply for the position/job; Click "**Apply"**
e. Sign in to your account using your Username and Password. Click **"Login"**
f. Select template application created, click **"Select Application & Continue"**
g. Complete and/or update information in each application process step
h. Click **"Save Work in Progress"** (saves current work and allows you to return later to complete the application process) or **"Save and Proceed"** (saves current work and proceeds to the next step in application process)
i. Click **"confirm application"** *Note: Review your application and confirm that all information is correct and complete before clicking confirm application, as you will not be able to make any additional changes once the confirm application button has been selected.*
j. Submit your application by clicking **"accept"**

Upon successful submittal of your application, you will receive an onscreen and email confirmation that your application has been submitted. Check the status of your application by logging into your account and clicking the application status tab. You must submit an application for each job you wish to apply for.

In addition to our website, job opening information can be obtained at:

Human Resources-Employment
157 West Fifth Street, 1st Floor, San Bernardino
(909) 387-8304 · TTY Users: 711
Job Line: (909) 387-5611