

CITY COUNCIL

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CITY OF LODI

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Online Application

The City encourages applicants to use the online application form rather than completing the “hard-copy” application. There are several reasons to do so, including:

1. Once you complete the online application, your information is saved in our database. Thereafter, if you wish you apply for another job, you would simply need to forward to your application to that other position. Of course, if you need to update your application prior to doing so, it is quite simple to do so.
2. You can attach your resume and/or cover letter to your online application at the time you apply for a position.
3. In most cases, the online application presents your information in a more neat and readable manner for Human Resources to review.

Based on the volume of information you have to input into your online application, the process should take about 30-60 minutes. Of course, once you do that, you never have to re-input the information into our system! To complete the online application, follow these simple steps:

1. Go to website, www.lodi.gov
2. Click on “Job Opportunities” link
3. Hold cursor over “Job Opportunities” link and select “Open Jobs.”
4. Click on position your are interested in applying.
5. Click “Apply.” If you have not completed an online application, you would need to register and create a user name and password.
6. Once an account is created, you may follow the process to complete the application.
7. If you have already completed an online application – and you do not need to update your current online application – you simply need to login in and click on “To apply for the position of...”

Job Interest Card

The City has a “Job Interest Card” system whereas an individual can request to be notified via email if/when a position becomes available. It is quite easy to sign up for this notification and should only take approximately 10 minutes to do so. Here’s how you do it:

1. Go to website, www.lodi.gov
2. Click on “Job Opportunities” link
3. Click on “Job Specs/Salaries/Benefits” link
4. Click on first letter of the job title you are interested in; this will bring up all jobs that begin with that letter. For instance, for Fire Battalion Chief, click, “F.”
5. Click on the job title you are interested in
6. Click on link “e-mail me when jobs like this become available”

7. Complete and submit interest card

Thereafter, if a position becomes available you will be notified via email. Be sure to update the system with your email if it changes.

As always, please contact us at Human Resources (333-6704) if we can provide any further assistance.