



City of Lawrence

HOW TO SEARCH AND APPLY FOR JOB OPPORTUNITIES

About Applying for City Jobs

Applications for city jobs are only accepted online. You must have a valid e-mail address in order to apply. Pop-up blockers must be turned off in your browser in order to view the website correctly.

Vacancies are posted online as they become available. Click on the job title, and after reviewing the job description thoroughly, apply only if you feel reasonably certain you meet the requirements. Employment applications are accepted for current job openings only. **The application system is not optimized for use on mobile devices.**

View Current Job Openings

1. Go To: www.LawrenceKS.org/Jobs
2. Click on the BLUE “Apply for Open Positions” button.
3. To view current job openings, select “public access” from the menu on the left, then select “jobs”.

You may browse open jobs on public access, but you must create a profile to apply for a job. Select “log in” and then “new user” to create a profile.

Create a Profile

Once you have logged in:

Click on the “My Profile” button to fill out the required information to create your personalized job profile. When you have filled out the information on the screen, click “Save & Continue” to move to the next tab. If you want to come back to fill out the profile at a later date, click “save” and log out.

You must complete all required information on all profile tabs before you can apply for a job.

Apply for Jobs

Once you have logged in, click on “jobs”.

Click on “job postings” to search for current job openings. When you've found a match, click on the job title. If your profile is complete, you will be prompted to apply.

The online application offers applicants the opportunity to attach a resume on the “attachments” tab; however all of the required information on your profile must also be completed. If you attach your resume but do not complete your profile, your application may not be considered.

My Applications

After applying for jobs, click on the “my applications” button to view the application status and other items related to the job application process.

My Searches

Select “my searches” from the left hand menu. Click on “add” to add keywords. You may add more than one keyword search. Enter keywords relating to the job you are seeking (example: maintenance, street, worker). Separate keywords with commas. You will be notified by email if a job opening matches your keywords.

E-Mail Notifications

During the recruitment process you may receive email correspondence advising you of the application status, interviews, physicals, test dates, or other information related to the application process.

Problems with the application process or this website?

Contact Human Resources at 832-3203 or humanresources@lawrenceks.org.