

## Calvert County Government: Online Application Guide

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Follow the steps below to apply for an advertised position with Calvert County Government. The Department of Human Resources is available for assistance Monday through Friday, 8:30 a.m. to 4:30 p.m. EST. Please call 410-535-1600 ext. 2739 or 2359, or email [recruitment@calvertcountymd.gov](mailto:recruitment@calvertcountymd.gov).

**Note:** If you are a current Calvert County Government employee, please apply for CCG positions via the Workday Application.

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## Review Job Listings and Apply

1. Go to [www.calvertcountymd.gov/employment](http://www.calvertcountymd.gov/employment) and select **Click to View Current Job Opportunities**. This link will direct you to the external job website. Click **Proceed to Site**.

### Employment Opportunities

#### Calvert Online Recruitment & Employment (CORE)

Welcome to CORE, the online recruitment and employment system for the Calvert County Government. CORE will help you find the job that you are looking for, faster and easier.



[Click to View Current Job Opportunities](#)

#### Applying Online has Benefits

- Allows you to search and apply for positions 24/7 on the county website
- Application completion at your convenience
- Ability to stop and start an application in process
- Apply for multiple and new jobs without re-entering applicant information
- Apply from any location with internet access
- Automatic receipts are available instantly on screen and by email each time you apply

#### Leaving Site

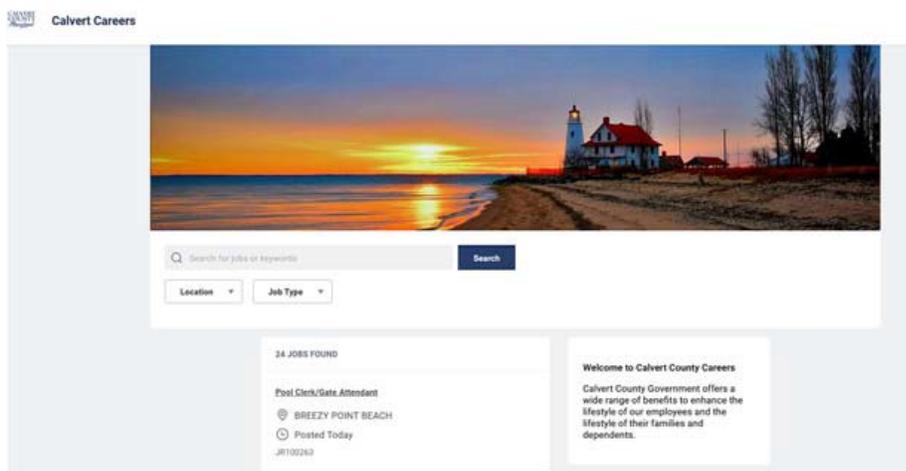
##### You Are Now Leaving Our Website

Links to external, or third-party websites, are provided solely for visitors' convenience. Following links to other sites is done so at your own risk and the owners of this website accept no liability for any linked sites or their content.

Any link from our site to an external website does not imply that we endorse or accept any responsibility for its use. It is important for users to take necessary precautions, especially to ensure appropriate safety from viruses, worms, trojans, and other potentially destructive items. Users should review the privacy policies of external websites and other terms of use to learn more about what, why, and how they collect and use any personally identifiable information.

**Thank you for visiting and please come again.**  
Please wait to be directed to the selected URL in 2 seconds...

2. Scroll down the page to view employment opportunities.
3. Review detailed information regarding the position by clicking on the job title.



4. Click on the **Apply** button to apply for the position.

**Pool Clerk/Gate Attendant**

**Apply**

BREEZY POINT BEACH Part time  
 Posted Today  
 JR100263

Job Description:

Responsible for the collection and accounting of entrance fees, preparation of attendance reports and general cleaning of facility.

**Essential Job Functions**

Collects entrance fees and sells season passes.

Records financial and attendance data; organizes and tabulates data and complete reports.

Answers telephone calls.

5. Select one of the three options. If this is your first time applying for a position, select either **Autofill with Resume** or **Apply Manually**.

**Start Your Application**

Pool Clerk/Gate Attendant

**Autofill with Resume**

**Apply Manually**

**Use My Last Application**

6. You will then be prompted to either sign in or create an account.

7. Work through the rest of the application, providing all necessary information. Click **Save and Continue**.



### My Experience

\* Indicates a required field

**Work Experience**

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**Education**

If you are a high school graduate or have completed your OED, please select "High School (Or OED)" in the required field.  
If you are a current high school student, please select the "Current Student" value in the required field.

8. Answer the Application Questions and click **Save and Continue** to proceed.



### Application Questions

\* Indicates a required field

Please answer the questions below:  
Your responses to the questions below will be scored. Responses provided should be reflected in the work experience you entered in the application and be as detailed as possible. Please confirm that you have read and understand this statement. \*

Do you have the required licenses/certifications for this position? \*

Describe your training and/or education as required for this position. \*

How many years of experience do you have as required for this position? \*

***Note:** A complete application is required to be considered for a position within Calvert County Government. All prior work experience, education and other certifications should be entered the application and supplemental questions should be answered completely. Attachments are not provided to hiring managers unless you are selected for an interview.*

9. Continue through the application, providing answers to required fields. Click **Save and Continue**.

Pool Clerk/Gate Attendant

My Information My Experience Application Questions Voluntary Disclosures Review

### Voluntary Disclosures

\* Indicates a required field

#### Personal Information

Completion of the form is entirely voluntary. Whatever your decision, it will not be considered in the hiring process or thereafter.

To view the categories of Protected Veterans please click [here](#)

Please select the veteran status which most accurately describes your status. \*

select one

Please select the ethnicity which most accurately describes how you identify yourself. \*

select one

Please select your gender. \*

select one

Please indicate if you are Hispanic or Latino?

select one

#### Terms and Conditions

**NOTICE TO APPLICANTS:**  
Please read carefully: In submitting this application for employment, I authorize investigation of all statements contained therein. I hereby authorize Calvert County Government to make any contacts necessary to my employment, such as previous employers, criminal or credit bureau records. I authorize any person or organization whose name I have given as a character reference or by whom I have been previously employed and any educational institution which I have stated I attended to furnish the County any information they may have concerning me. I hereby release the County, all such persons, organizations, and institutions from any claims for damages or otherwise by reason of furnishing such information and records. It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of the application or for separation from County employment.

I consent to these Terms and Conditions. \*

10. A summary page will appear. You can then review your application. If changes are needed, press the **back** button, otherwise press **Submit** to submit your application.

Pool Clerk/Gate Attendant

My Information My Experience Application Questions Voluntary Disclosures Review

Back Save and Continue

### Review

#### My Information

How Did You Hear About Us?

**Note:** You will receive an email thanking you for your application!

### Check on the Status of your Application

To check on the status of your application, visit the career site below and follow the steps outlined on the subsequent pages.  
[www.calvertcountymd.gov/employment](http://www.calvertcountymd.gov/employment).

1. Select **Click to View Current Job Opportunities**. Click **Proceed to Site**.

## Employment Opportunities

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2. Click **Sign In** (top right-hand side of web page).



## Search for Jobs

3. Once signed in, click on **Candidate Home**.

[Search for Jobs](#)

[Candidate Home](#)

[Job Alerts](#)

4. From here, you can check on the status of your application(s).

## Welcome to Candidate Home

### My Applications

**Please Note:** Following your submission of this Job Application, you may be asked to provide two (2) references for the purposes of recruitment by Calvert County.

[Active \(1\)](#)   [Inactive \(0\)](#)

| Job Title                                 | Job Req  | My Application Status                          | Date Submitted | Action |
|---|----------|--|----------------|--------|
| <a href="#">Pool Clerk/Gate Attendant</a> | JR100263 | <b>Not Submitted</b><br>Created on May 4, 2023 |                | ***    |

### My Account

To update your personal information, click [Update Contact Information](#). To change the email address for your account, click [Edit Account Settings](#).

[Edit Account Settings](#)