

FREQUENTLY ASKED QUESTIONS:

1. How do I submit an application online?

Select the **Online Application** button located at the top of the City of Hollister Employment page or copy and paste the following link into your browser: <https://www.applitrack.com/hollister/onlineapp/> Select “Log in,” then select “Start,” this will open the online application page. Once you have filled out of the required personal information, you will have your log in information. You can save your application and return back to complete it by logging in using your email and password. Once you have completed the application, select submit to submit your application. If you log back in at any time and edit your application, please make sure that you resubmit it properly (you will receive a notification email every time you submit your application).

2. How do I Log in?

For information on how to log in, please refer back to the answer for question one. Your log in information is created when you complete the required personal information on the first page of the application. You will need your email address and password to log in. If you have forgotten your password, follow the “Forgot Password” link on the Log in page to reset it. If you have forgotten your email, please contact the City’s Human Resources Department and we will be able to retrieve it for you.

3. What is the difference between an external and internal applicant?

External applicants are not city employees whereas internal ones are.

4. What is the difference between selecting to submit my application for a position that is vacant and one that is not?

When filling out your online application, applicants can choose to submit an application for positions that are vacant and have current job openings and also for positions that they are interested in but that the city is not currently hiring for (positions not labeled as vacant). Applications that are submitted for vacant positions will be considered during the selection process. If you choose to show interest in a position that is not currently vacant, you may have to resubmit your application if and when that position becomes vacant in order to be considered for the position. If a position you are interested in becomes vacant, you will receive a notification email from the City’s Human Resources Department.

5. Why can I only view vacant positions?

Only vacant positions will appear in the job vacancies list, as other positions become vacant you will then be able to view those position details as well. Information regarding positions that are not vacant will not be posted on the application site. The only exception for this are the recreation positions which may not be vacant but are to remain open at all times unless otherwise indicated.

6. When is the deadline to submit my application online?

Submission Deadline for vacant positions: When viewing the vacant position on the “Job Vacancies” web page, the Final Filing Date (FFD) will be posted and will state what day your application must be submitted by, all applications must be submitted by 11:30pm on the FFD. Vacant positions that do not have an FFD and are instead label as “open continuous” will remain open until filled meaning applications will be accepted until the position is no longer vacant.

Submission Deadline for non-vacant positions: Applicants have up to 25 days from their initial log in to submit their application. Applicants can edit and resubmit their application at any time for positions that are not vacant to show that they are interested in the position but will not be contacted regarding the position until it becomes vacant. If the position does not become vacant within twelve months then the applicant will have to resubmit an application to remain in the application pool of interested applicants.