



TRANSFER SITE

Applying for Transfer Opportunities

Help Guide

Applying for Transfer Opportunities

- 1) Go to the **Transfer Site** website on the Internet at <https://jobs.ocgov.com/virtualjobapp/careerfinders/LogOn.asp>



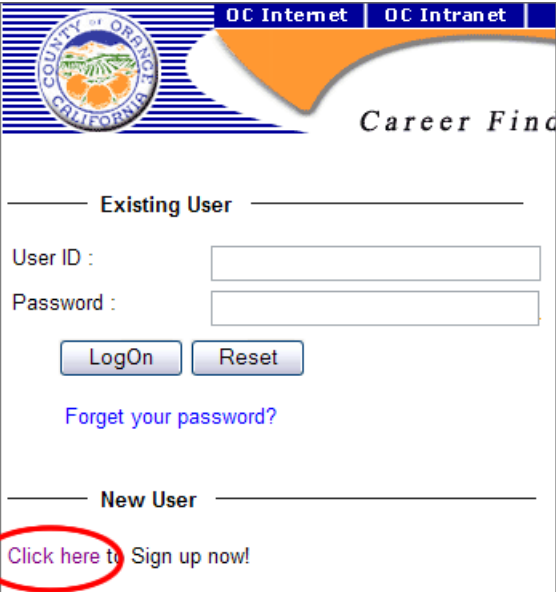

Accessibility

The Transfer Site can also be accessed from home, outside of the County Network.

Career Finders

The Transfer Site is also referred to as the “Career Finders”

- 2) Follow instructions below

<i>New User</i> ↓	<i>Existing User</i> ↓
<p>2.1) Click on the ‘Click here’ link</p>  <p>2.2) A) Fill out the form with your name, email address, a userID and password.</p> <p>B) Click on Submit</p> <p>See next page ↓</p>	<p>2.1) A) Enter your UserID and password B) Click ‘Logon’</p>  <p>2.2) Continue on next page at step 3</p>

DC Internet | DC Intranet

County of Orange
Career Finders

Sign up

Just fill out the four fields **A** and you're ready to go.

Name

Please ensure your e-mail address is correct in both text boxes.

Email

Confirm Email

Don't Have email? Check out these free email providers:
<http://mail.yahoo.com/> <http://www.hotmail.com/> <http://www.magicaldes.com/>

Create User ID

Password

Confirm Password

Application Instructions

B

2.3) Continue below at **step 3**

3) Fill out the application for all required and applicable fields



Helpful Hint

When completing the application, please make sure to include a detailed description of your work history and qualifications.

Vulnerable to Layoff?

If you are vulnerable to layoff, make sure to select 'Yes' (see below)

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California

Transfer Application

The information you provide on the application is used to evaluate your related experience, education and background for the available position. We suggest completing this information as thoroughly as possible.

Required fields are marked (*)

* First Name MI * Last Name

*Address

* City State CA * Zip Code

Home Phone * Business Phone

E-mail App ID/Social Security Number

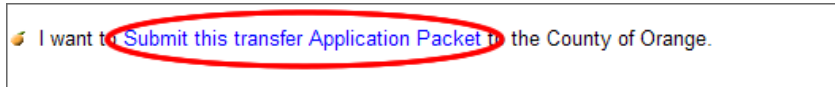
*Note-An applicant ID will be assigned to you if you do not complete the Social Security Number field

→ * Are you an employee that is vulnerable to layoff? Yes No

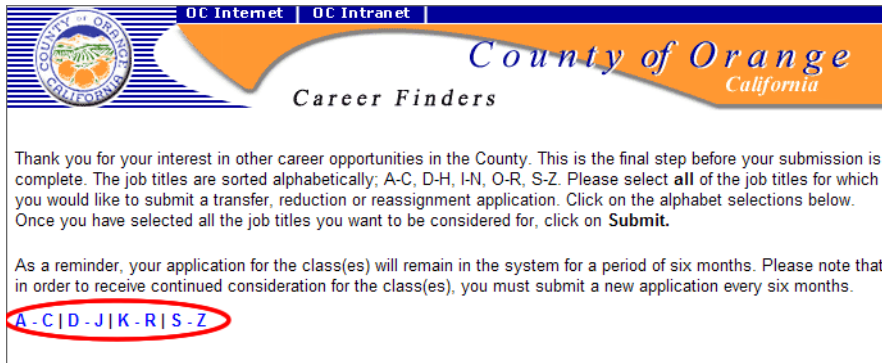
Type of Hire: I will accept (check boxes that apply)

Regular Full-time Part-time Limited-Term

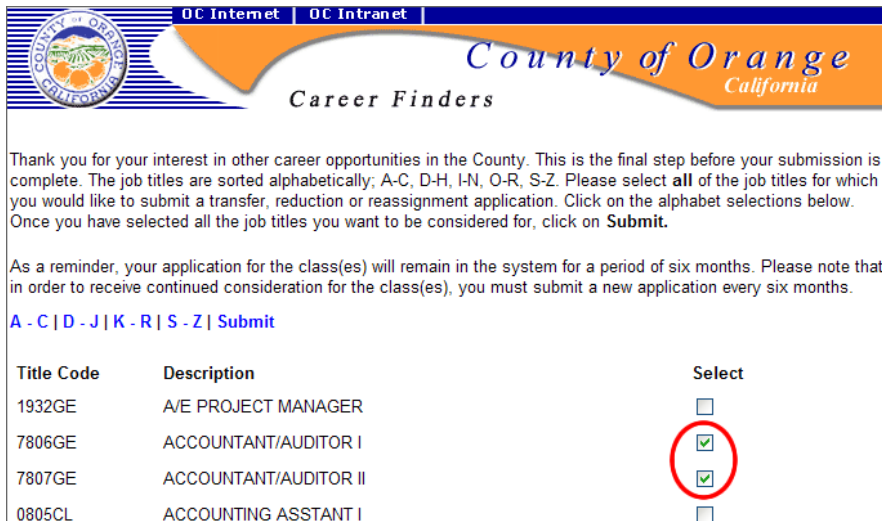
4) Click on the **Submit this transfer Application Packet** button (located at the very bottom of the page)



5) Click on the job category section you're interested in (i.e., For Accounting Auditor I, click on the section A - C)



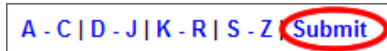
6) Select the job titles that you're interested in and also meet minimum qualifications for. Job classifications selected must be equal to or less than your current classification.



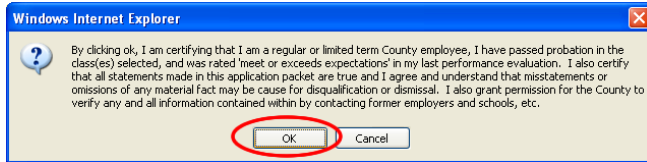
NOTE **Selecting Additional Job Titles**
To select additional job titles, click on another job category section (i.e., For Social Worker I, click on the section S - Z)

[A - C](#) | [D - J](#) | [K - R](#) | [S - Z](#) [Submit](#)

7) Click on the **Submit** button once you have selected all applicable job titles



8) In the pop-up window, click **OK**



9) You will get a confirmation page indicating your information, in which you can print for your records.

10) Click on **Log Off**

Editing Your Application

Once the application has been submitted, you CANNOT edit it and the information will NOT be saved as a template.

If you want to change or update the information, you will need to complete another application.

Contact Information

Should you have any questions, please contact your agency's Human Resources Team.