Signing up for Job Alerts

1. Click the link to enter the A2JOBS page.

2. Click the Sign in link to create an account in A2JOBS.

3. Click the Register now link or Sign in if you already have an account.

4. To Register read and click the Consent button to acknowledge the City’s COVID 19 statement.

5. Complete the fields below to create an A2JOBS account and click the Register button.
6. Sign into your account using your e-mail and password.

7. In the **Opportunities** search box, type a key word for the job you are interested in – for example Police, Accounting, Lifeguard, etc.

8. Click the **Activate job alerts for this search** box.

9. Select the frequency to receive job opening notifications and click the **Create** button.

**Result:** You have successfully created a job alert.