

## SALT LAKE COUNTY SHERIFF

# How do I apply?

1. Go to [www.jobs.slco.org](http://www.jobs.slco.org) using the internet.
2. To register online click on the “Register to Apply Online” link. You must have a valid personal email address that you can check for login information. A free email account can be acquired from these websites, [mail.yahoo.com](http://mail.yahoo.com) and [www.hotmail.com](http://www.hotmail.com).
3. In order to register, you will be required to enter your First Name, Last Name, and Email Address. You only have to register one time.
4. An automatically generated initial password to login to the Online Employment Center will be provided to you and you must change this password in order to continue.
5. An email message containing a temporary password will be sent to you. Check your personal email account and then return to the County online application using the temporary password.
6. The next step is to log in using your email address and your new temporary password.
7. After you are logged in you will need to change your temporary password to a permanent password of your choosing.
8. Once you have logged in you can apply for jobs by clicking on the “Current Job Openings”. When you apply make sure that you have filled out the application as completely as possible, including sending in any information that the jobs requests (test scores, transcripts, etc.) to Salt Lake County Personnel.
9. Once you have finished the application it will be sent to County Personnel for screening. You may return and make changes any time before the job closes.
10. Log out by clicking the “Log Out” Button.