

Looking for a Summer Job?



To find a job opening:

- Go to www.lrjobs.net.
- Click on **Summer/Seasonal Job Opportunities**.

To apply for position:

- Click on the position title you want to apply for.
- Click on “Apply” on the right hand side of the page.

Step 1:

- Enter your user name and password or **Click on Create new account**.
 - **If you forgot your username and password call 1-877-204-4442 (Toll-Free)**
 - A valid email address is highly recommended as important communication will be sent to that address.
- Enter your new account information.
 - You must remember your username and password – HR **cannot** reset this.
- **Create an application.**
- Click on the blue edit links (personal information, education, work experience, etc.) in each section to complete application details. Click “**Save**” at the bottom of each section.
- Click on “**Save and Proceed**” once the application is completed.

Step 2:

- Answer the Agency-wide Questions, click “**Save and Proceed**”.

Step 3:

- Answer the Supplemental Questions, click “**Save and Proceed**”.

Step 4:

- Click “**Confirm & Send Application**” at bottom of page.

Step 5:

- Click on the “**Accept**” button to process your application.

Applicants will receive the following email notice upon successful application completion:

Thank you for applying for employment with the City of Little Rock. Applicants are responsible for completing and submitting all selection components listed on the job bulletin. Please note that you will not receive any additional reminders for selection components listed on the job bulletin. The selection process may include but is not limited to the following: application review and evaluation, supplemental questions evaluation, practical skills test, written exam, structured interview, and any other specified component.

Once the position is closed, it will be one to two weeks before you are notified of your status. The designated hiring authority will contact applicants chosen for an interview from the referral list. The hiring process could take up to six months, depending on the nature of the position, pre-employment screenings, and applicable background checks.

If the position is re-advertised, you are eligible to reapply. Please email any questions concerning your application to HR-Employment@littlerock.org

Applicants can also log-in to their account and click on “Application Status” to see if they have successfully completed the application.

If you need any additional assistance OR need access to a computer, you may:

- **Call 371-4590 for over the phone assistance, 8am-5pm Mon-Thu and 8am-4pm on Friday;**
- **Go to City Hall (Markham and Broadway) A computer and assistance will be available between the hours of 1:00 pm and 4:00 pm;**
- **Go to the Neighborhood Resource Center (12th and Pine) after school hours and several computers will be available.**