

ARRA SYEP Application Instructions

HOW DO I APPLY?

All applicants for the ARRA SYEP must begin with the following steps. This includes those who have applied for the City of Memphis SYEP in the past.

1. Go to www.memphistn.gov , which is the City of Memphis web site.
2. Select “**Summer Youth Employment Program**” located on the upper right side of the page.
3. On the “Summer Youth Employment Program” page, select “**Apply Back**”
4. On the “City of Memphis Employment: Job Search” page, go to LOG IN and select “**Register today**” to start your application.
5. Complete “Your Details” and “Your Password” information. Select “**Submit**” to go to the next page.
6. On the “Create Account” page, select continue. It is not necessary to submit a resume on this page.
7. On the “Register: Personal Information” page, fill in your personal information. Review your responses. When you are satisfied with your answers, select “**Next**”.
8. On the “Add Qualifications and Skills” page, select “Next”.
9. On the “Enter Preferences” page, select “Finish”.
Note: You do not have to select a job to complete the process. You can ignore the “No Jobs Found” message.
10. Look for the following message on the upper left corner the page:
“Confirmation: Thank you for registering.” You have now completed the on-line application.

Click here to

HOW WILL I KNOW THAT YOU RECEIVED MY APPLICATION?

Within four hours, an e-mail notification will be sent to the e-mail address you provided on your application. This is sent as a verification that your application was received.

HOW DO I REVISE OR UPDATE MY APPLICATION?

If you wish to ~~return to your application~~ after you have registered AND BEFORE THE APPLICATION DEADLINE, do the following:

1. Go to www.memphistn.gov
2. Select “**Summer Youth Employment Program.**”
3. On the “Summer Youth Employment Program” page, select “**Password Login**”.
4. On the “City of Memphis Employment” page, enter your “**E-mail address**” and your “**Password**”.
5. On the next page, select “**My Account**” to return to your application.
6. Select “**Save**” to go to the next page.

When you finish revising your application, select “**Submit**”. You will get the following message “**Confirmation: Your account has been updated.**”

WHAT IF I HAVE PROBLEMS COMPLETING THE APPLICATION?

If you have difficulties, try deleting your cookies, temporary files, and history files. Then try again to apply.

If you have applied for the City of Memphis SYEP before, it may be necessary for you to use a new or different e-mail address.

If you continue to have difficulty, contact the City of Memphis Office of Youth Services at 901-636-6262.