

HUBZone Job Board

Candidate Instructions

1. Go to: www.fredericksburgva.com/hubzonejobboard
2. You will see a listing of available jobs with businesses located in the City of Fredericksburg.
3. Click on a specific job that you would like to apply to:

Current Openings

All Locations 

Fredericksburg, VA

[Account Clerk](#)

[General Resume Upload](#)

[Test Job Requisition](#)

NOTE: You can also choose to upload your resume to a general database that is searchable by all of the companies that post jobs on this site. To do this, click on [General Resume Upload](#) and follow these same instructions.

4. Review the job description for the position and either click 'Apply' or 'View all Jobs' if you want to go back to the previous screen:

Account Clerk

Fredericksburg, VA

[Apply](#)

[View All Jobs](#)

Share This Job



Job Description

Job Description and any salary details should be entered here.

[Apply](#)

[View All Jobs](#)

5. If you click Apply, you will be brought to the **Access or create your profile** screen. *If you have already created a profile, login with your email address and select 'Returning applicant and my password is', enter your password (if you forgot your password, click on the 'I forgot my password' link) and click Submit.* If you are creating a new profile, enter your email address and select 'New applicant' and click Submit:

City of Fredericksburg, VA

You are submitting a **new** profile for the **Account Clerk** position.

Access or create your profile

If you have previously submitted a profile to us, please enter your email address and password and click "Submit". If you do not have a profile, enter your email address and click "Submit".

Email address

New applicant

Returning applicant and my password is:

[I forgot my password](#)

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6. If you are creating a new profile, you will need to enter some general information. You must complete all required fields. You will also be asked to create a password for your profile. You can then copy and paste your cover letter in the Cover Letter Text box (optional) and upload your resume. When done, click on Next at the bottom of the screen.
7. You will then be required to answer some screening questions. After completing them, click Next at the bottom of the screen.
8. You will see the disclaimer below – in order to create a profile you must agree to this by typing your name and then clicking Submit:

City of Fredericksburg, VA

You are submitting a **new** profile for the **Account Clerk** position.

Important! Please read and sign below.

I hereby certify that all entries on this employment profile any any attachments are true and complete. I understand that nothing in this employment profile grants an interview with the hiring company.

Type your **full name** in the signature box to indicate your acceptance of the above statement.

Signature:

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9. You should receive a confirmation email and the Hiring Company will be notified of your submittal.