



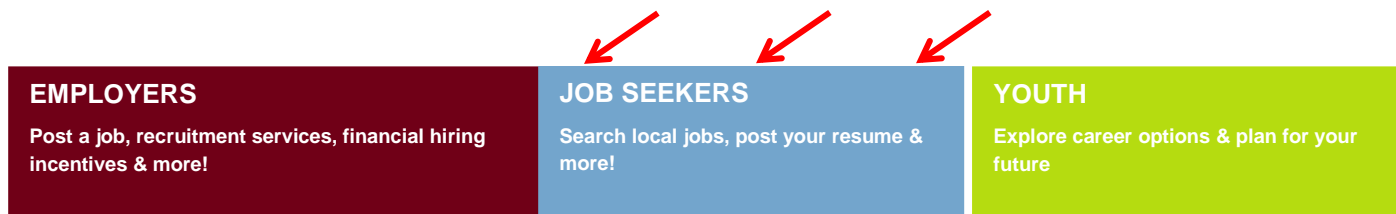
Cleveland– Cuyahoga County

A proud partner of the
American Job Center network

How to Register for Employment

ALL OhioMeansJobs|Cleveland-Cuyahoga County job leads are now listed online via the Job Seeker/Job Search Database. Everyone applying for a position in connection with OhioMeansJobs|Cleveland-Cuyahoga County must now be registered and apply online! All Job seekers must have a valid email address and upload a copy of their resume in MS Word format*.

1. Log onto the OhioMeansJobs|Cleveland-Cuyahoga County website:
<http://ohiomeansjobs.com/cuyahoga>
2. On the home page, there are 3 square radio buttons.
 - a. Click on the middle blue one, named Job Seekers



- b. If you are an **Existing** user, Click on: [Job Search](#)
 - c. If you are a new user, you will click on Step 2 OMJ|CC Local Application then Click on “[New User? Click Here](#)”.
 - d. Upload a resume in Microsoft Word Format, by clicking on “Click Here To Upload File”
 - e. By clicking “Extract”, most of the registration data will automatically pre-fill with your information.
3. **In order to apply for Jobs your registration (Profile) MUST be completed and initialed.**

****Your resume must be saved electronically in a **MS Word Document**® either on a flash drive, on the computer desk top, or in your email to upload****