Q: After clicking the “Apply” button for a specific position Government Jobs (NEOGOV) will not let me submit my application. It says I do not have the appropriate attachments.

A: When submitting your application, if you do not have all of the required attachments, Government Jobs (NEOGOV) will give you an error message.

If you have attached your documents to your basic application template Government Jobs (NEOGOV) does not recognize them as being attached to the specific job you are applying to.

The following attachments are required and must be attached before submitting your application:

- Transcripts
- Letter of Reference #1
- Letter of Reference #2
- Letter of Reference #3
- License and/or Test Results or “HQ” Documentation

Make sure to attach off of the required attachments. You can add an attachment by clicking “Add Attachment(s)” in the attachment section of the application.

If you are applying for an Instructional Support position (such as an Educational Assistant) you will need to attach your HQ Documentation at described in the “Minimum Qualifications” section of the postings.

Please attach the appropriate documentation under the appropriate attachment type. If you do not then Government Jobs (NEOGOV) will not let you submit your application. If you have attached an attachment under an incorrect attachment type then you can click the “edit” button to change the attachment type name.
Only once you have attached all of the required documentation, under the correct attachment type, your application can be submitted.

As you are attaching documents the system will tell you which required documents have not been attached yet.

Once you have successfully completed your application you will receive both an email and the below confirmation screen.

Dear Charles Crohare

Thank you for applying for employment with Eugene School District 4J. We have received your application.

There is no need to contact the Hiring Administrator or the District. You can verify that you have applied for the position(s) you are interested in by logging into your NEOGOV account.

Please ensure that you have supplied all required information that has been requested in the posting you applied to. This is the responsibility of the applicant as Human Resources is unable to do this for you.

We will contact you directly if you are selected for an interview. Due to a high volume of applications, we are unable to respond individually to each applicant. Thank you for your interest in Eugene School District 4J.