

Before Applying

- Identify the job you're interested in.
- Write down your skills, talents, and experience.
- Write down any work experience (paid and unpaid), any education after high school, on-the-job training, special licenses, and any special accomplishments.
- Write down your work history for the last five to ten years including: name and address of employer and dates of employment.
- Write down a list of professional and personal references including: contact names, phone numbers, email addresses, and their job titles.

Online Application Process Steps

The system will guide you through each step of the application process

- Job Application
 - Profile
 - Education
 - Work Experience
 - Certificates/Licenses
 - Skills
 - Any additional Information
 - References
- Agency—Wide Questions
- Supplemental Questions
- Application Certification and submission

Unless otherwise notes, application must be submitted by 5 pm on the closing date

While Applying

- Review the minimum qualifications on a job announcement to determine if you are qualified for the position.
- Take your time in completing the application materials and review them carefully before you submit them.
- Show clearly that you meet the minimum qualifications and include all experience, education, certificates, and licenses that meet those qualifications.
- List each job separately, even if they were with the same company.
- List the name of each of your employers, the dates of your employment, job duties you performed, and the employer's contact information (address and phone number).
- Complete all parts of the application form. Do not leave any blank spaces. If a question or section does not apply to you write "N/A".
- Do not write "see resume" anywhere on your application.
- Avoid using slang or jargon words.
- If you are required to complete a supplemental questionnaire, answer all questions completely. Provide as much information as possible, but stick to factual data. It is ok to repeat yourself, if necessary. Be specific and thorough with your responses.
- If a supplemental question has several parts, be sure to answer and number each answer separately.
- Make sure to attach any information such as a cover letter, letters of recommendations, and any other information that is either required or you feel is necessary.

- When you are complete, check your spelling and grammar. Have another person review all of your materials.

Resume Tips

- A good layout for a resume would be starting with your most recent employer and/or schooling.
- List your employers' name, contact information, work you did, and dates of employment.
- If you have limited work experience, gaps in employment, or are seeking a different type of job you could focus on your skills and abilities rather than employment.
- List any education after high school, on-the-job training, certificates, or special licenses.
- Your resume should fit standard one page electronic format.
- Check your completed resume carefully and correct any spelling, grammar, or formatting errors.
- Have another person review your resume.

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