



STATE OF GEORGIA
APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

Complete information on searching for jobs with the State of Georgia and an on-line application procedure may be found on the Internet at thejobsite.org. Using The Job Site is the preferred method of applying for these State jobs.

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|---------------------------------|--|--|--|--|--|--|--|--|--|-----------------------|--|---------------|--|--|--|--------|--|--|--|--------------|--|
| Daytime Telephone Number | | | | | | | | | | E-mail Address | | | | | | | | | | | |
| Last Name | | | | | | | | | | First Name | | | | | | | | | | Middle Init. | |
| Street or Mailing Address | | | | | | | | | | | | Apartment No. | | | | | | | | | |
| City | | | | | | | | | | State | | Zip Code | | | | County | | | | | |

EMPLOYMENT ELIGIBILITY: To be employed by the State of Georgia, you must meet certain State and Federal employment eligibility requirements. These include (but are not limited to) United States citizenship or authorization to work in this country, positive rehire status if previously employed by the State, and no felony convictions (for some jobs). Please answer the following questions.

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| 1. Are you a United States citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO | 2. Are you an alien authorized to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | 3. Have you ever been dismissed from any State of Georgia government position? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, attach an explanation. | 4. Have you ever been convicted of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, attach an explanation. |
|---|---|---|---|

TYPE OF WORK: JOB TITLE AND JOB CODE REQUIRED. If you do not know the correct job titles, information is available at the various State of Georgia agency personnel offices, the Georgia Merit System Office in Atlanta, the Georgia Department of Labor Career Centers, or on thejobsite.org.

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|---------------------------|----------|---------------------------|----------|
| Specific Job Title Sought | Job Code | Specific Job Title Sought | Job Code |
| 1. | | 2. | |

EDUCATION:

| | | | | | | | | | |
|---|-----------------------------|-----------------|-----------------|---|-----|----------------|-----------------------|----------------|-----------|
| High School Graduate or Equivalent (GED)? <input type="checkbox"/> Yes <input type="checkbox"/> No | Vocational/Business School: | No. of Months: | Field of Study: | Completed: Yes <input type="checkbox"/> No <input type="checkbox"/> Date: (Mo./Yr) | | | | | |
| PLEASE LIST EXACT COLLEGE HOURS : | | CREDIT RECEIVED | | FIELD/AREA OF CONCENTRATION | | TYPE OF DEGREE | DATE DEGREE COMPLETED | | |
| COLLEGES/UNIVERSITIES | CITY and STATE | Qtr Hrs | Sem Hrs | Major | Hrs | Minor | Hrs | (BA/BS/MA/PhD) | (Mo./Yr.) |
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LANGUAGE SKILLS: Check any which apply to you. Multilingual (Specify languages) Sign Language

GEORGIA LICENSES AND CERTIFICATIONS:

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|--|----------------------------|----------------------|-----------------------------|
| Type of License/Certificate | License/Certificate Number | Expiration (Mo./Yr.) | Specialization/Endorsements |
| Current Valid Driver's License <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Current Valid Commercial Driver's License (CDL): Class (Check One): <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C | | | |
| Teacher Certified in Georgia: Type of Certificate Held: | | | |
| Georgia Peace Officer Standards and Training Certificate (POST) | | | |
| Other Professional License/Certificate: | | | |

CERTIFICATION: Read carefully before signing and dating. Unsigned applications will not be processed.

I certify that all information on this application is correct. I authorize any agent or employee of the State to verify this information and to release it to anyone who may consider me for appointment. I understand that intentionally providing false information on this form or attachments is a violation of state law. **I also understand that applications submitted electronically, via e-mail or similar media, are not valid unless I enter my name in the signature field below and such action shall constitute an electronic signature.** I further certify that either: 1) I have not been convicted of a drug-related criminal offense; or 2) if I have been convicted of a drug-related criminal offense, it has been more than three (3) months since my first conviction, or more than five (5) years since a second or subsequent conviction (O.C.G.A. 45-23 et. Seq.).

Signature: _____ **Date:** _____

WORK HISTORY: Describe your work history below beginning with your current or most recent job. Include military and volunteer experience. If you worked for the same employer but held different jobs describe each separately. Describe in detail the specific duties beginning with your primary duties. If you need more space, print out the supplemental work history page and attach to the application. Failure to give complete and detailed information regarding each job held may result in your disqualification from employment consideration. *You may submit a resume to document your work background.* However, if the resume does not contain all the information requested in the Work History section, please fill in that information on the application.

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|-------------------------------------|-------|----------|---|------------|--|
| Current or Last Employer: | | | Your Job Title: | | |
| Address | | | From (mo/yr) | To (mo/yr) | Hours per Week: |
| City | State | Zip Code | Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid | | Annual Salary |
| Your Supervisor's Name and Title | | | May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO | | Your Supervisor's Phone Number () |
| Reason for Leaving | | | # and types of employees you supervised: | | |
| Describe in detail your job duties. | | | | | |
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| <i>Related Computer Skills:</i> | | | | | |

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|-------------------------------------|-------|----------|---|------------|--|
| Employer: | | | Your Job Title: | | |
| Address | | | From (mo/yr) | To (mo/yr) | Hours per Week: |
| City | State | Zip Code | Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid | | Annual Salary |
| Your Supervisor's Name and Title | | | May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO | | Your Supervisor's Phone Number () |
| Reason for Leaving | | | # and types of employees you supervised: | | |
| Describe in detail your job duties. | | | | | |
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| <i>Related Computer Skills :</i> | | | | | |

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|-------------------------------------|-------|----------|---|------------|--|
| Employer: | | | Your Job Title: | | |
| Address | | | From (mo/yr) | To (mo/yr) | Hours per Week: |
| City | State | Zip Code | Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid | | Annual Salary |
| Your Supervisor's Name and Title | | | May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO | | Your Supervisor's Phone Number () |
| Reason for Leaving | | | # and types of employees you supervised: | | |
| Describe in detail your job duties. | | | | | |
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| <i>Related Computer Skills :</i> | | | | | |

EVALUATION PROCEDURES

Written Tests: To obtain a job in certain fields, such as criminal justice and secretarial, you must pass a written and/or performance test. The tests are offered on the following basis. Proper identification with your picture and signature, such as a driver's license, is required for admission to all examinations.

Walk-in Examinations: Tests are offered on selected days in Atlanta only on a walk-in basis. If you wish to test in Atlanta, apply online or bring a completed application with you. Some testing outside of Atlanta is also done on a walk-in basis. The "Walk-In Testing Schedule" is available on our Web site at thejobsite.org. You may also call (404) 656-2724 and request a copy of this schedule.

Scheduled or Reserved Seating Examinations: Written tests are offered on certain Saturdays in selected cities. If you request a scheduled examination and your application is approved, you will receive an admission slip by mail for the next available test session showing the address of the testing center you have chosen and the date and time of your appointment. This may take a month or longer due to limited seating.

Select ONE city where you wish to take a written test on Saturday:

- Americus - [Y] Augusta - [S] Gainesville - [F] Milledgeville - [M]
 Rome - [E] Statesboro - [H] Thomasville - [U] Waycross - [L]

Retest Policy: Your score will normally remain on the list of available applicants for six months from the date of your examination (and, in many cases, you may also extend your score for an additional six months). Generally, you can apply to be evaluated or to take a written test for the same job only three times in one year, with a minimum 30 day waiting period between examinations. Upon re-examination, the higher of your scores will generally be kept. The lower score will not be accessible to employing agencies.

ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES

For Merit System Walk -in or Scheduled testing purposes only, do you require special examination accommodations because of a disability? If so, attach a note to this application asking us to call. **PRIOR ARRANGEMENTS ARE NECESSARY.** Note that in order to receive accommodations for testing, you must (1) tell the Merit System you need an examination accommodation at least one (1) day **PRIOR** to the test; (2) have the accommodation authorized **BEFORE** being tested; and (3) provide documentation to show the need for the accommodation (if requested by the Merit System). If you have questions about the examination procedure for applicants with disabilities, you may call the Georgia Merit System at (404) 656-2728 (TTY available) or the Georgia Relay Service at **7-1-1**.

Training and Experience Ratings: If you apply for a job that does not require a written test, your evaluation will be based on the experience, education, and training you describe on your application. You will also be evaluated on any supplemental information you may be asked to provide.

VETERAN'S PREFERENCE: The laws of the State of Georgia require that points be added *to passing examination scores* for certain veterans and combat troops of the Armed Forces of the United States. The following types of preference are currently granted. If you want to apply for Veteran's Preference, check the type below and attach copies of the appropriate document(s) to your application. Copies cannot be returned. (SPB 16.102)

- VETERAN: DD214 showing dates of service and type of discharge DECEASED VETERAN'S SPOUSE: DD214; marriage certificate; veteran's death certificate or casualty report
 DISABLED VETERAN: DD214; certificate of service-connected disability (at least 10%) from the V.A. dated within the last 6 months DISABLED VETERAN'S SPOUSE: DD214; marriage certificate; disabled veteran's documents dated within last 6 months (veteran must have 100% disability)

- How You Heard About The Job:** Walk-in College/University Technical School Employee Referral thejobsite.org
 Newspaper State Agency Web Site Other Internet Source DOL Career Center Other

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

The information you give in this section is optional. It is used by the Georgia Merit System and other state agencies to comply with Federal guidelines for monitoring the equal employment opportunity efforts of the State of Georgia.

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|-----------|------------|----|
| Last Name | First Name | MI |
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|--|---|---------------------------------|--|--|--|--|
| Ethnic Background (Check One): | | Gender | Birth Date | | | |
| 1. <input type="checkbox"/> Native American | 2. <input type="checkbox"/> White, not of Hispanic origin | (Check One): | MO DAY YR | | | |
| 3. <input type="checkbox"/> Hispanic | 4. <input type="checkbox"/> Black, not of Hispanic origin | <input type="checkbox"/> Male | <table border="1" style="width:100%; height: 20px;"><tr><td></td><td></td><td></td></tr></table> | | | |
| | | | | | | |
| 5. <input type="checkbox"/> Asian/Pacific Islander | 6. <input type="checkbox"/> Multi-racial | <input type="checkbox"/> Female | <i>Birth Date - Required for some law enforcement jobs.</i> | | | |
| 7. <input type="checkbox"/> Other | | | | | | |

For Agency Use