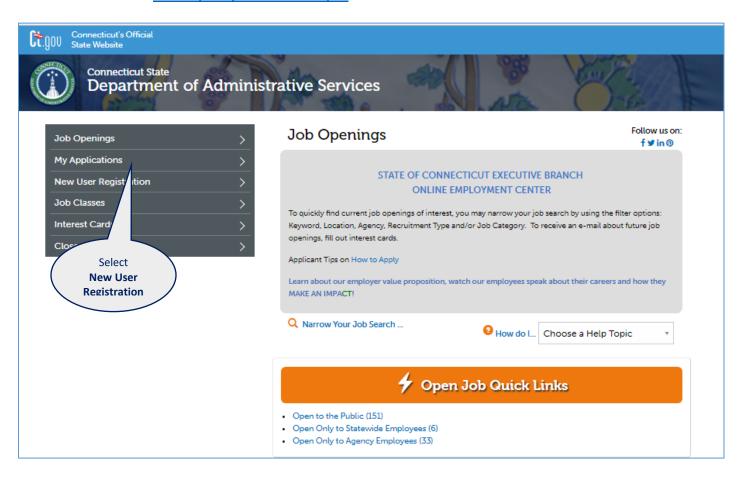# How to Apply for the Correction Officer Job Opening

Where do I begin?
- Locate a device (desktop, laptop, mobile smartphone, or a computer at Public Library)
- Set up an e-mail account
- Register for the State's Online Employment Center

The State's Website can be reached either by:
- Going to www.ct.gov and under Most Popular, click on **Apply for State Job Openings**

- Website: www.jobapscloud.com/ct

Create a UserID (up to 10 characters) and a password (8 characters minimum; must include both letters and digits).

Important: Write down your UserID and Password for future use. UserID's and passwords are case sensitive.

If you are having trouble registering the first time, try a different UserID as the one you are trying may already be taken.

After You Submit Your Registration:

- You'll be on your Master Application Template screen. Once you've filled in and completed your Master Application Template, every time you apply for a Job Opening you can copy your Master Application Template, so you do not need to retype your profile, school, and work history information.
- The following sections are not copied from the Master Application Template because they vary for each position and must be filled-in with each application:
    o Profile tab > Employment Preferences
    o Resume > Ability to upload updated resume each time
    o Other tab > Any uploads required for recruitment

There are various tabs to complete of your Master Application Template:

Master Application #AF-010101-000

You may **fill out the application in any order** by clicking on the tabs

Help
Job Info

| EEO/Vet | Profile | School | Work | Resume | Review | Submit | Exit |

Profile and General Information

You are REQUIRED to Save & Continue this section for EACH application submitted.

FILL OUT THE APPLICATION COMPLETELY.

- You are required to complete all questions with an **asterisk** *.
- This application is part of the examination process. Your answers will determine your eligibility to participate in the next phase of the selection process.
- Clearly describe your qualifications in detail. Credit cannot be given for education, training, experience, knowledge, skills, and abilities that you fail to indicate.
- Do not leave any answer spaces blank; if a question does not apply, write "N/A".
- Although you may include a resume to further describe your qualification, it does not substitute for completing the application form. An incomplete application form may result in disqualification. Do NOT write "see resume" in your work history, education, or responses to any supplemental questions.
- Failure to comply with these instructions may result in disqualification.
- Read the Announcement carefully for specific filing instructions, supplemental questions, and final filing dates.
- Please review your contact information to confirm it is current and make any updates as needed.
- When entering your information, do not use all caps or all small letters. Please use sentence formatting with both capital and small letters, like this example of a street address: 123 E. Jones Street.
- If you are copying and pasting information from a Word document, save the Word document as text, open in Notepad, and copy and paste the information from Notepad to remove all hidden Word formatting and special characters.

Be sure to **Save & Continue** at the bottom of each tab of the application. When you are ready to submit your Master Application Template, go to the **Review** tab to proofread, and then the **Submit** tab and Submit to State of CT.

You will receive both a pop-up confirmation and an e-mail confirmation after you submit your Master Application Template. **Note:** You have **not** submitted a job application!

Apply for Correction Officer Open Position:

- Click on the Job Openings tab
- View the jobs Open to the Public
- Find the Correction Officer recruitment and click the job title and click on **Apply Online** at the bottom
- The system will have you review the Terms of Agreement and then check the box and click on **I have REGISTERED PREVIOUSLY**
- Enter your UserID and Password, then click **Retrieve Application**
- At the top after logging in, the words **Copy My Application** will appear. Read and follow the instructions and click on your Master Application and the message *Copying Application* displays.
- The system creates your Correction Officer Job #211215-2259CO-001 Application with your information started for you.
- Complete all tabs of the application and be sure to **Save & Continue** at the bottom of each tab.

Finalizing the Application:

- Proofread your application to ensure everything is correct.
- There is no need to sign and return a printed copy of the application – it's your copy.
- **Note:** Printing a copy of your application does not constitute submission of an application.
- **Important:** Once you have submitted your application, you <u>cannot</u> make any changes to the submitted application.
- When you are satisfied with your application, on the Submit tab, check the Certify box which serves as your electronic signature and click **Submit to State of Connecticut**.
- If your application is incomplete, you will receive a pop-up box stating your application HAS NOT been submitted and which tabs need reviewing.
- If the application submits successfully, you will receive a pop-up confirmation in addition to a confirmation email of your application submission.

What's Next:

- On a regular basis, check your e-mail for any notices sent from the Department of Correction about the job opening.
- A referral questionnaire will be sent out to all applicants to answer after the job opening closes.

- E-mail will be used for all correspondence throughout the Correction Officer process. Please do not call to check on the status of your application.

- Be sure to check your junk and spam folders for e-mail correspondence! Applicants that have a @gmail.com address typically get their email notices sent to their spam folder.

  Please add @ct.gov as an accepted address to any email blocking or spam filtering program you may use. Even if you do not receive any email notices, you are responsible for logging in to your Personal Status Board and reviewing all notices that have been sent to you. Under the 'Submitted and Unfinished Applications' area of your account, view the 'Last Notice' column and click on the date to see the Last Notice emailed to you.