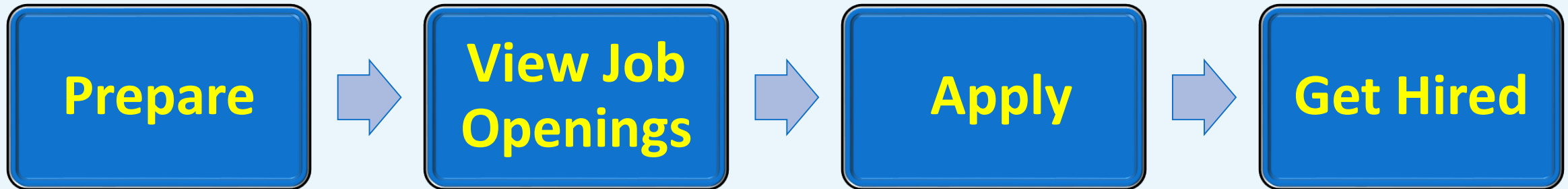


How To Apply for a State Job Opening

DAS Statewide Human Resources Management
Talent Acquisition Team



Application Process



Get Organized

- What Materials & Resources Do I Need?

Where Do I Begin?

- Questions to think about
- Locate a device
- Set up an e-mail account
- Register for the OEC
- Build content for your application
- Line up a trusted advisor



Questions to Think About

Ask yourself:

- What are the job requirements?
- What materials do I need?
- What is the application deadline?
- What support or assistance do I need?



Locate a Device

Options could be:

- Mobile phone
- Tablet or computer
- Public library
- State of CT DAS computer kiosks, 450 Columbus Blvd, Hartford (main entrance)
- American Job Center; refer to <http://www.ctdol.state.ct.us/ajc/FactSheets.htm> for locations
- Friends and family



Set Up an E-mail Account

Set a professional tone with your e-mail address. Avoid edgy, controversial, or potentially offensive references. Consider something similar to these examples:

- will.jones@hotmail.com or will.jones528@hotmail.com
- felicia.t.ortega@gmail.com or felica.t.ortega122@gmail.com
- adams.michael@yahoo.com or adams.michael1130@yahoo.com

Note: The document to the right is located on the CT Department of Labor website:
<http://www.ctdol.state.ct.us/progsupt/unemplt/M1A/Createe-mail.pdf>

ANYONE CAN HAVE AN E-MAIL ADDRESS!

To create an E-mail account and have an E-mail address you do not need to have a computer in your home!

All you really need is access to a computer!

Here are just a few places where you can use a computer:

- ♦ Public Library
- ♦ CTWorks Career Centers
- ♦ Internet cafes
- ♦ Friends and family

Creating an E-mail account is fast, easy and free!

Here's how:

- Choose an E-mail provider (such as Yahoo, Google or Hotmail*)
- Log onto that provider's website and click on the link or button for mail
- Click on the link or button to "sign up" or "create an account"
- Follow the instructions
 - You will be asked some personal information such as your name, gender and/or birth date
 - You will be prompted to create a login name (the name before the @ symbol)
 - You will create a personal Password
 - You will answer some security questions in case you forget your Password
 - For verification purposes, you will type in the letters and/or numbers you see
 - You will read and accept the terms of agreement
 - You will click on a "Create an Account" button

Congratulations! You now have an e-mail address!

* CT DOL is not affiliated with, nor does it endorse, any particular E-mail provider.

Register for the OEC



Select New User Registration

- Job Openings >
- My Applications >
- New User Registration >
- Job Classes >
- Interest Cards >
- Closed Jobs >

Job Openings

Follow us on: [f](#) [t](#) [in](#) [@](#)

STATE OF CONNECTICUT EXECUTIVE BRANCH
ONLINE EMPLOYMENT CENTER

To quickly find current job openings of interest, you may narrow your job search by using the filter options: Keyword, Location, Agency, Recruitment Type and/or Job Category. To receive an e-mail about future job openings, fill out interest cards.

Applicant Tips on [How to Apply](#)

Learn about our employer value proposition, watch our employees speak about their careers and how they **MAKE AN IMPACT!**

[Narrow Your Job Search ...](#) [How do I... Choose a Help Topic](#)

⚡ Open Job Quick Links

- Open to the Public (151)
- Open Only to Statewide Employees (6)
- Open Only to Agency Employees (33)

✍ Application Template

Job Title	Description
Master Application Keep updated for copying	You can update your Master Application at any time to keep it up-to-date. You can use it to copy into any new application.

top of page ▲

✔ Open to the Public

Job Title	Location	Department	Type	Close Date	Check Status
Advanced Nurse Practitioner (40 Hour) 180620-2697EP-001	Middletown, CT	Department of Mental Health & Addiction Services	Full-Time	Sunday, July 22, 2018 11:59 PM	Status

Build Content for your Application



- Compile your work history, accomplishments and skills in a document, or even better, a resume.
- You may not capture everything in one session, so work on it over a period of time.
- What you compile becomes the content for your application.

Line Up a Trusted Advisor

Ask someone who is skilled in writing/reviewing to give you feedback on your content. Who might this person be for you?

- Family member, friend or coworker
- Someone who helped you in the past
- Someone you look up to



Whoever you ask will probably be honored that you reached out for their assistance.

Access and View Job Openings on the OEC

Access the OEC

1. Open your browser.



2. In the address bar, type **https://jobapscloud.com/ct.**

3. Press **Enter.**

Result: The OEC Home Page displays.

Note: JobAps is the name of the OEC platform.

View Jobs Openings


 Connecticut's Official State Website
 Connecticut State Department of Administrative Services

[Job Openings](#) >
[My Applications](#) >
[New User Registration](#)
[Job Classes](#)
[Interest Cards](#)
[Closed Jobs](#) >

Follow us on: [f](#) [t](#) [in](#) [@](#)

How do I... Choose a Help Topic

Open Job Quick Links

- Open to the Public (231)
- Open Only to Statewide Employees (2)
- Open Only to Agency Employees (1)

Application Template

Job Title	Description
Master Application Keep updated for copying	You can update your Master Application at any time to keep it up-to-date. You can use it to copy into any new application.

Browse Jobs through these Quick Links:

1. Open to the Public
2. Open Only to Statewide Employees
3. Open Only to Agency Employees

View Jobs Openings – Open to the Public



 Open to the Public					
Job Title	Location	Department	Type	Close Date	Check Status
Advanced Nurse Practitioner (40 Hour) 180620-2697FP-001	Middletown, CT	Department of Mental Health & Addiction Services	Full-Time	Sunday, July 22, 2018 11:59 PM	Status
Agricultural Worker 1 (37.5 Hour Entry Level) (University of Connecticut) 180618-8934TE-001	Mansfield, CT	UCONN	Full-Time	Tuesday, July 3, 2018 11:59 PM	Status
Architect (35 Hour) 180618-6589EE-001	Hartford, CT	Department of Administrative Services	Full-Time	Tuesday, July 17, 2018 11:59 PM	Status
Assistant Cook (part-time) 180618-2220TC-001	Groton, CT	State Department of Education	Part-Time	Tuesday, July 3, 2018 11:59 PM	Status
Assistant Legal Director 180620-3438MP-001	Hartford, CT	Department of Children & Families	Full-Time	Wednesday, July 4, 2018 11:59 PM	Status
Associate Education Consultant 180619-0950EA-001	Hartford, CT	State Department of Education	Full-Time	Thursday, July 12, 2018 11:59 PM	Status
Associate Education Consultant 180605-0950EA-001	Hartford, CT	State Department of Education	Full-Time	Wednesday, June 27, 2018 11:59 PM	Status
Children Services Worker (35 Hour) (Albert J. Solnit Children's Center - South Campus) NEW 180625-1923HN-001	Middletown, CT	Department of Children & Families	Part-Time	Tuesday, July 10, 2018 11:59 PM	Status

View Jobs Openings

Example: Custodian at UCONN job posting

Job Title	Location	Department	Type	Close Date	Check Status
Custodian (37.5 Hour) (First Shift)(Days) (Student Union- University of Connecticut-UConn) 180416-0429TC-001	Mansfield	UCONN	Full-Time	Tuesday, May 1, 2018 11:59 PM	Status

When you find a job of interest, double-click the job title to launch the job posting



View Jobs Openings

Custodian (37.5 Hour)(First Shift)(Days)

Student Union-University of Connecticut-UConn

Recruitment #180416-0429TC-001

Location	Mansfield
Date Opened	4/16/2018 12:00:00 AM
Salary	\$34,852.11 - \$43,551.24/year
Job Type	Open to the Public
Close Date	5/1/2018 11:59:00 PM

[Go Back](#) [Apply](#) [View Benefits](#)



INTRODUCTION

UConn's Student Union Department has an opening for a permanent, first shift, Custodian position. The work schedule is Thursday through Monday, 7:00am - 3:00pm and offers a full benefits package including medical and dental insurance. Position is eligible for weekend differential pay. This position is categorized as Emergency Support Services/Essential Staff. Must be willing and able to work during emergency closures/delayed openings due to inclement weather or for significant events that effect campus operations. Employment of the successful candidates will be contingent upon the successful completion of a pre-employment physical examination, including drug testing, as well as a criminal background check. Current, permanent/durational, UConn NP-2 employees will be given preference in the hiring process.

SELECTION PLAN

In order to be considered for this job opening, you must meet the minimum qualifications as listed on the job opening and must specify your qualifications on your application.

If selected for an interview, you will be asked to provide the following: last two (2) performance appraisals and

Tip

Note the Close Date

Allow yourself enough time to complete the application, gather materials and line up any support



View Jobs Openings

SELECTION PLAN

In order to be considered for this job opening, you must meet the minimum qualifications as listed on the job opening and must specify your qualifications on your application.

If selected for an interview, you will be asked to provide the following: last two (2) performance appraisals and attendance records for the last two (2) years (current state employees only) OR the names, titles and phone numbers of three, current professional references (non-state employees).

PURPOSE OF JOB CLASS (NATURE OF WORK)

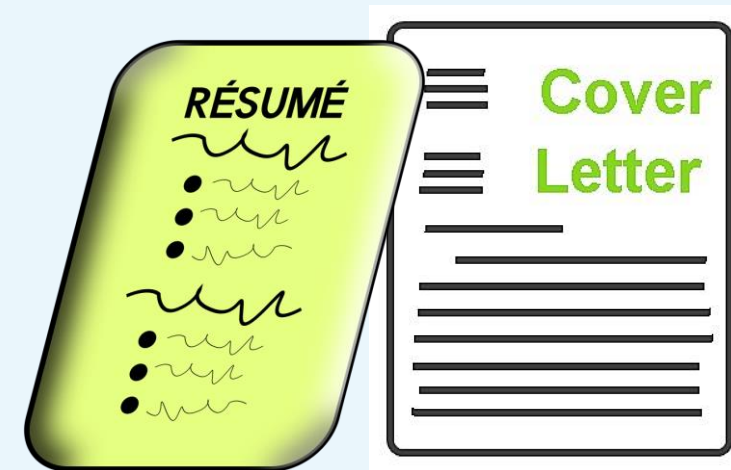
In a state agency this class is accountable for performing a full range of basic tasks in the cleaning and maintenance of buildings.

EXAMPLES OF DUTIES

Performs custodial tasks and maintenance of areas such as dormitories, classrooms, offices, auditoriums, wards, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; makes beds; checks, marks, stores and issues linens, blankets, and clothing (limited to individual's work area not to include counting and inspection for a larger area); collects and counts soiled laundry; distributes, empties and sterilizes glassware, wash basins and bedpans; sweeps walks; collects and disposes of trash; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required.

Do you need to upload any materials with the application?

Examples: Resume, cover letter



View Jobs Openings

KNOWLEDGE, SKILL AND ABILITY

Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

MINIMUM QUALIFICATIONS

Any experience and training which would provide the knowledge, skills and abilities listed above.

PREFERRED QUALIFICATIONS

A minimum of three years of custodial experience that includes working in an educational setting is a plus.

SPECIAL REQUIREMENTS

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits, and/or certifications.

PHYSICAL REQUIREMENTS

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class.
2. A physical examination may be required.

CONSIDER THIS

1. Is this job for you?
2. Do you possess the KSA's?
3. Do you meet minimum qualifications?
4. Do you meet requirements – Preferred, Special and Physical?

New User Registration

- What Information do I need to register?
- What is a Master Application?
- Create a Master Application

What Information do I Need to Register?



- First Name
- Last Name
- Middle Initial
- First 3 Letters of Last Name at Birth
- Last 4 Digits of Primary Phone Number
- Your Most Recent Zip Code Number
- Last 4 Digits of Your Social security Number
- Month of Birth
- Day of Birth
- e-mail Address
- Create a UserID – up to 10 characters
- Create a Password – 8 characters minimum; must include both letters and digits

New User Registration Screen



ct.gov Connecticut's Official State Website



Connecticut State
Department of Administrative Services

- Job Openings >
- My Applications >
- New User Registration >**
- Job Classes >
- Interest Cards >
- Closed Jobs >

New User Registration

Start here to create a new account if you are not yet a registered user.

Do not create multiple accounts. If you have forgotten your UserID or password, please use the [Forgot Your UserID?](#) and [Forgot Your Password?](#) links to retrieve your login information. Passwords are case-sensitive.

Do not share accounts. Each user must have a unique, separate account. If you share your account, your application information will not be accurate because the profile information (name, address, phone, e-mail) will be overwritten for all applications tied to this account.

Account-sharing may result in applicants being removed from consideration for job openings.

Job Title: Master Application

Job Number: AF -010101-000

You are required to provide the following information.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Middle Initial	<input type="text"/>
First 3 Letters of Last Name at Birth	<input type="text"/>
Last 4 Digits of Your Primary Phone Number	<input type="text"/>
Your Most Recent Zip Code	<input type="text"/>
Last 4 Digits of Social Security Number	<input type="text"/>
Month of Birth	Select One ▾
Day of Birth	Select One ▾

New User Registration Screen



Please confirm that your e-mail address is correct.

e-mail address

confirm e-mail
address

Please give yourself a UserID which is at least 8 characters.

UserID

(up to 10 characters)

Please select a Password which is at least 8 characters and a combination of letters and digits.

Password

(8 character minimum, must include both letters and digits)

Re-enter Password

Record your UserID and Password for completing or copying another application in the future.

Submit Registration

Back

Clear Registration

What Is a Master Application?

It's a time-saving tool!

Instead of typing a job application, you can copy the information from your Master Application each time you apply.

Example: You are applying for three jobs. Instead of typing three separate applications, you use the Master Application to copy into each of the three job applications.

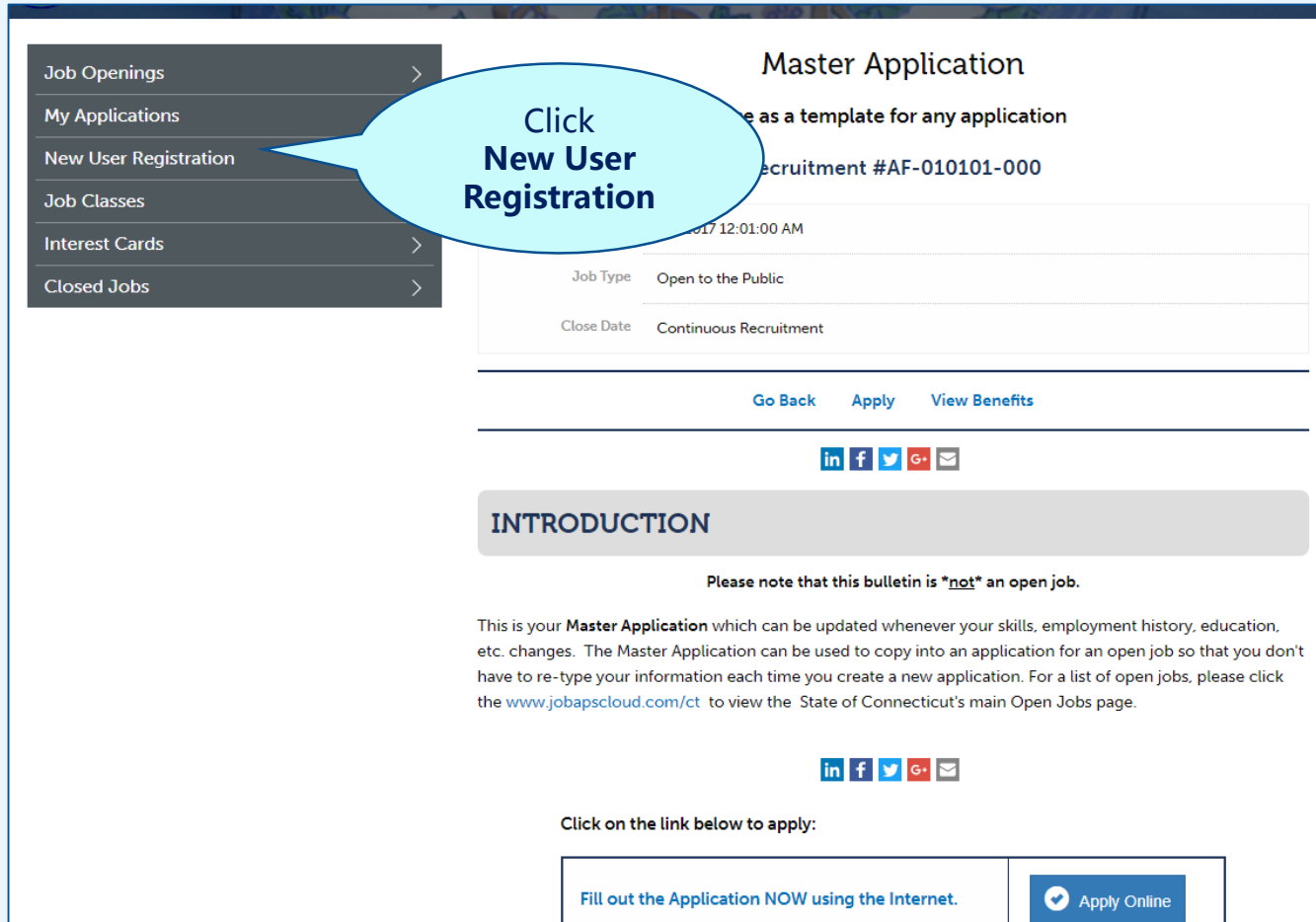
These sections *are not copied* from the Master Application because they vary for each position and must be filled-in with each application:

- **Profile tab > Employment Preferences**
- **Other tab**



Create a Master App – Step 1

Access the OEC and refer to the top left menu.



The screenshot shows the 'Master Application' page. On the left, a dark grey menu is open, listing several options: Job Openings, My Applications, New User Registration, Job Classes, Interest Cards, and Closed Jobs. A light blue callout bubble with a pointer to 'New User Registration' contains the text 'Click New User Registration'. The main content area is titled 'Master Application' and includes a sub-header 'Use as a template for any application' and a recruitment number '#AF-010101-000'. Below this, there are fields for 'Job Type' (Open to the Public) and 'Close Date' (Continuous Recruitment). Navigation links 'Go Back', 'Apply', and 'View Benefits' are visible. Social media icons for LinkedIn, Facebook, Twitter, Google+, and Email are present. A section titled 'INTRODUCTION' contains a note: 'Please note that this bulletin is **not** an open job.' This is followed by a paragraph explaining the Master Application's purpose. At the bottom, there is a prompt 'Click on the link below to apply:' and two buttons: 'Fill out the Application NOW using the Internet.' and 'Apply Online'.

Click
New User
Registration

Master Application

Use as a template for any application

Recruitment #AF-010101-000

Job Type Open to the Public

Close Date Continuous Recruitment

Go Back Apply View Benefits

in f t G+ e

INTRODUCTION

Please note that this bulletin is **not** an open job.

This is your **Master Application** which can be updated whenever your skills, employment history, education, etc. changes. The Master Application can be used to copy into an application for an open job so that you don't have to re-type your information each time you create a new application. For a list of open jobs, please click the www.jobapscloud.com/ct to view the State of Connecticut's main Open Jobs page.

in f t G+ e

Click on the link below to apply:

Fill out the Application NOW using the Internet. Apply Online

Create a Master App – Step 2

Review the Master Application Introduction.

INTRODUCTION

Read the
Introduction

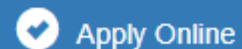
Please note that this bulletin is *not* an open job.

This is your **Master Application** which can be updated whenever your skills, employment history, education, etc. changes. The Master Application can be used to copy into an application for an open job so that you don't have to re-type your information each time you create a new application. For a list of open jobs, please click the www.jobapscloud.com/ct to view the State of Connecticut's main Open Jobs page.



Click on the link below to apply:

Fill out the Application NOW using the Internet.

 Apply Online



Create a Master App – Step 3

Read the Terms of Use Agreement.

Job Openings >

My Applications >

New User Registration >

Job Classes >

Interest Cards >

Closed Jobs >

Terms of Use Agreement

Application Instructions for Master Application

PLEASE FILL OUT THE APPLICATION COMPLETELY.

- You are required to complete all questions with an **asterisk**.
- This application will be used as part of the selection process. Your responses will be used to determine whether or not you meet the minimum qualifications of the job. If an exam is required, your application and answers to supplemental questions will determine if you meet the minimum qualifications of a competitive job class.
- 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 upload a resume to further describe your qualifications, 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 job posting carefully for specific filing instructions, supplemental questions, and application requirements.

Your Responsibilities as the Applicant

1. Create a user account.
2. Before submitting your application to the State of Connecticut, it is your responsibility to ensure the correctness of all information submitted in the application. If you would like a copy of the application for your records, it is your responsibility to print a copy of the application.
You are required to provide a valid email address. Check to be sure that you receive an email confirming that your application was sent to the State of Connecticut.
 This email is sent immediately upon receipt of your application. You should receive this confirmation email within one day after clicking on the "Submit" button.
3. If you do not receive the confirmation email, it is your responsibility to contact the State of Connecticut, Statewide Human Resources Management. If you fail to do so, your application may not be considered for the opening for which you have applied.

Read Application Instructions for Master Application

Read Your Responsibilities as the Applicant

Create a Master App – Step 4

Continue reading and then accept the Terms of Use Agreement.

Note

Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the internet.

1) Read the Note

The State of Connecticut, and the developers of the State of Connecticut online employment application system are not responsible or in any way liable for any computer hardware or software malfunction which may affect your employment application or the applicant selection process. By accepting the Terms of Use Agreement set forth here, you agree to all of the above terms and you agree to use this online employment application system only for the submission of bona fide employment applications to State of Connecticut. Any other use of this online employment application system shall be a violation of this Terms of Use Agreement.

I agree with the above terms of use.

I am a NEW USER

I have REGISTERED PREVIOUSLY

Cancel

2) Check the I agree box then click

I am a NEW USER

Note: In accordance with the Terms of Use Agreement, you can create only 1 (one) profile on the OEC.

Master App Tabs - Navigation



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](#)

Enter your information on these main tabs:

1. EEO/Vet (voluntary)
2. Profile
3. School
4. Work
5. Resume

Click **Save** and **Continue** at the bottom of each tab.

Click **Exit** if you are not ready to submit.

When you are ready to submit, go to the **Review** tab, then the **Submit** tab.

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.

EEO/Vet Tab

This is voluntary information used for statistical purposes only. Click [Save & Continue](#) to advance to the next tab.

Voluntary Equal Employment Opportunity Information

To further its commitment to equal opportunity employment and meet State and Federal reporting requirements, the State of Connecticut requests applicants to VOLUNTARILY provide the following information. This information will be used for statistical purposes only by authorized personnel and will not be considered in the evaluation of your application.

EEO - Voluntary

- Gender**
- Male
 - Female
 - Decline to State

- Ethnicity**
- Hispanic or Latino
 - Not Hispanic or Latino
 - Decline to State

- Race**
Please select from one of the following
- White, Non-Hispanic**
Origins in any of the original peoples of Europe, the Middle East, or North Africa
 - Black/African American (Non Hispanic)**
Persons having origins in any of the black racial groups of Africa
 - Asian**
Origins in any of the original peoples of the Far East, Southeast Asia, or the India subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam
 - American Indian or Alaskan Native**
Origins in any of the original peoples of North or South America, including Central America, and who maintains tribal affiliations or community attachment
 - Native Hawaiian or Other Pacific Islander**
Origins in the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
 - Two or more races**
 - Decline to State

Veterans Information - Voluntary

Veterans and spouses may be entitled to extra points on open competitive exams per State of Connecticut Statute. The State of Connecticut requests applicants to VOLUNTARILY provide the following information. NOTE: Veteran's points are only applicable to open competitive examinations (C.G.S. § 5-224) and added after a candidate passes the exam.

If you meet the requirements set out in [CGS 27-103](#) and [38 USC 101](#) you may be eligible for additional Veteran's points.

- Do you meet the definitions outlined in CGS 27-103 and/or 38 USC 101?**
- Yes No

- Do you wish to claim Veterans Points?**
- Yes No

If yes, a copy (not original) of your proof of eligibility DD-214 (or other acceptable documentation) for Veterans status may be required and verified at the time of hire.

- If you answered YES to seeking Veteran's points, select any that apply to your situation**
- I am an honorably discharged veteran
 - I am an unmarried surviving spouse of a veteran
 - I am a spouse of a veteran not gainfully employed due to disability
 - I am a service-disabled veteran
 - I am the spouse of a service-disabled veteran
 - I am an unmarried surviving spouse of a disabled veteran

[Save & Continue](#)

[Clear](#)

Profile Tab

Some fields auto populate here

Personal and Contact Information	
First Name*	<input type="text" value="Meredith"/>
Last Name*	<input type="text" value="Machado"/>
Middle Initial	<input type="text" value="m"/>
List other names you have used	<input type="text"/> <i>Include last, first & middle initial</i>
Address Number,* Street, Apt.	<input type="text"/>
City*	<input type="text"/>
State*	<input type="text" value="Select State or Other"/>
Zip Code*	<input type="text" value="06040"/> - <input type="text"/>
Email Address*	<input type="text" value="mmachado@yahoo.com"/>
Primary Phone*	<input type="text"/> OK to leave msg? <input type="radio"/> Yes <input type="radio"/> No
Alternate Phone	<input type="text"/> Extension <input type="text"/> OK to leave msg? <input type="radio"/> Yes <input type="radio"/> No

Select locations, employment type & shifts. More to come on this topic.

Employment Preferences	
You are required to select one of the following	<input type="radio"/> I am a current employee of the State of Connecticut <input type="radio"/> I am a former employee of the State of Connecticut <input type="radio"/> I have never been employed by the State of Connecticut
If you are a current State of CT employee, please enter your 6 digit employee ID number	<input type="text"/>
Are you lawfully permitted to work in the United States?	<input type="radio"/> Yes <input type="radio"/> No
In which locations will you accept employment? Check the box(es) of all cities/towns you are willing to accept employment in	<input type="checkbox"/> <u>Check All Locations</u> <input type="checkbox"/> Andover <input type="checkbox"/> Ansonia <input type="checkbox"/> Ashford <input type="checkbox"/> Avon <input type="checkbox"/> Barkhamsted <input type="checkbox"/> Beacon Falls <input type="checkbox"/> Berlin <input type="checkbox"/> Bethany <input type="checkbox"/> Bethel <input type="checkbox"/> Bethelham Scroll to see all locations

Select how you heard about the opening, then click

Save & Continue

Job Source	
How did you hear* about this job opening?	<input type="radio"/> State of CT Web Site <input type="radio"/> Indeed.com <input type="radio"/> Facebook <input type="radio"/> The Muse <input type="radio"/> Google Jobs <input type="radio"/> Friend or Relative <input type="radio"/> Job Fair <input type="radio"/> Monster.com <input type="radio"/> LinkedIn <input type="radio"/> Newspaper <input type="radio"/> Twitter <input type="radio"/> Walk-In <input type="radio"/> Other (specify)* <input type="radio"/> The Urban League of Greater Hartford <input type="radio"/> The Greater Waterbury Branch of the NAACP <input type="radio"/> Commission on Women, Children & Seniors <input type="radio"/> Commission on Equality and Opportunity <input type="radio"/> Commission on Human Rights & Opportunities <input type="radio"/> Other Web Page* *Please identify specific newspaper, publication, website, TV or radio station, community group, etc. <input type="text"/>
Save & Continue	

School Tab

Education, Licenses and Training

In order to receive educational credits toward qualification for the job posting, the institution must be accredited.

If the institution of higher learning is located outside of the United States, you are responsible for providing documentation from a recognized USA accrediting service which specializes in determining foreign education equivalencies. The responsibility for and the costs associated with obtaining this equivalency information rest with the applicant.

High School Education

Did you graduate* from high school or receive a high school equivalency diploma (GED)?

Yes

No

College and Graduate School Education

Name of School	Attended From	Major	Degree Earned
<input type="text"/>	<input type="text" value="MM/YYYY"/>	<input type="text"/>	<input type="radio"/> Yes
Street Address	Attended To	Minor	<input type="radio"/> No
<input type="text"/>	<input type="text" value="MM/YYYY"/>	<input type="text"/>	<input type="radio"/> Attending
City, State and Zip		Degree Type	# of Credits Earned
<input type="text"/>		Choose ▾	<input type="text"/>

[delete](#)

Add Another School

Specialized Training or Classes Relevant to Job

I have the following special training, certificates, licenses, etc. applicable for this job.

Organization, Company, School	Street Address	From Date	# of Credits Earned
<input type="text"/>	<input type="text"/>	<input type="text" value="MM/YYYY"/>	<input type="text"/>
Program/Course/Type of Training	City, State and Zip	To Date	Diploma/Cert. Earned
<input type="text"/>	<input type="text"/>	<input type="text" value="MM/YYYY"/>	<input type="radio"/> Yes <input type="radio"/> No
Name of Certificate Earned			Date Expires
<input type="text"/>			<input type="text" value="MM/YYYY"/>

[delete](#)

Add Another Training Record

Licenses and Professional Certifications

Select the required trade and professional licenses and certifications you possess. Upload a copy of required or relevant licenses or certificates selected and entered.

Type	Issuing Agency	License Number	Date Issued	Expiration Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="MM/YYYY"/>	<input type="text" value="MM/YYYY"/>

[delete](#)

Add Another Professional License

Save & Continue

Clear

Work Tab

Read the
Important
Instructions

Work Experience/ Employment History

Important Instructions

- Please list beginning with your most recent position, all of your work experience including military service and all volunteer activities that you wish to be considered toward meeting the eligibility requirements (minimum qualifications) stated on the posting.
- Please do not submit a resume in lieu of completing this portion of the application.
- Be sure that the information included in this section demonstrates that you meet the experience qualifications for the job for which you are applying.
- Failure to provide all of the REQUIRED information for each position may result in your application being disapproved.
- Although a resume may be attached, only jobs included in this section of the application form will be considered when determining if you meet the required minimum qualifications for the position for which you are applying.
- Please make sure to list each position held, even with the same employer on a separate tab.

#	Title	Dates	Employer	View/Edit
---	-------	-------	----------	-----------


No employment experience records to display.

I have Work Experience

I have NO Work Experience

Click the
appropriate
button to indicate
whether you have
work experience

Work Tab - Enter Work Experience

 **Master Application #AF-010101-000**
You may fill out the application in any order by clicking on the tabs

Enter New Job # 1 One entry for each job

Please begin with your most recent employment first.

Work Experience * Indicates a required field

Official Job Title*	<input type="text"/>
Name of Employer*	<input type="text"/>
Dates of Employment*	From <input type="text" value="MM/DD/YYYY"/> To <input type="text" value="MM/DD/YYYY"/> <input type="checkbox"/> Still Employed
May we contact this employer?*	<input type="radio"/> Yes <input type="radio"/> No
Employer Address*	<input type="text"/>
Employer City, State and Zip*	<input type="text"/>
Supervisor's Name*	<input type="text"/>
Supervisor's Title*	<input type="text"/>
Supervisor's Phone*	<input type="text" value="(###)###-####"/>
Do you supervise other employees?*	<input type="radio"/> Yes <input type="radio"/> No If yes to supervising others, number of employees you supervise <input type="text"/> Job title(s) of those you supervise <input type="text"/>

Supervisor's Name*	<input type="text"/>
Supervisor's Title*	<input type="text"/>
Supervisor's Phone*	<input type="text" value="(###)###-####"/>
Do you supervise other employees?*	<input type="radio"/> Yes <input type="radio"/> No If yes to supervising others, number of employees you supervise <input type="text"/> Job title(s) of those you supervise <input type="text"/>
Is this position full-time or part-time?*	<input type="radio"/> Full-time <input type="radio"/> Part-time Weekly hours worked <input type="text"/>
Description of Primary Duties*	Please provide a synopsis of the essential duties of this position. DO NOT ENTER "SEE RESUME" You are allowed a maximum of 2000 characters. <input type="text"/>
Reason for Leaving*	Enter "Still employed" if you are still working for this employer <input type="text"/>

Click and move to Job # 2, etc.

Resume Tab

Options

1. Click **Upload Resume** button

- OR -

2. Type or copy/paste resume
into white space to the right

When done, click **Submit Resume**



Master Application #AF-010101-000

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

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

Resume

SUBMISSION OF YOUR RESUME IS OPTIONAL.

- You may not submit a resume in lieu of completing any part of the application. However, you may submit a resume along with your completed employment application.
- To erase your resume, click on the **Clear Resume** button to delete out your resume text or uploaded file and start over.
- After adding your resume, click on **Submit Resume** to complete this tab and move on to review your application on the Review tab.
- If you do not want to submit a resume, click on the **No Resume** button to complete this tab and move on to review your application on the Review tab.

Option 1: Upload Your Resume

- Use the **Upload Resume** button at the bottom of the page to select and attach your resume file.
- Please be sure to give your uploaded file a title in the **Description** field. All uploaded files **must** have a description.
- The following file types may be uploaded: .pdf, .doc, .docx, .txt, .rtf, .xls, .xlsx, .jpg, .gif, .png.

Option 2: Type or Copy/Paste Your Resume

- Resume text may be typed directly into the text area below.
- Resume text may be copied from a source document and pasted into the text area below.
- The text area will expand to hold your resume text.
- The text area is designed to use plain text. Most formatting and special characters that are present in a word processing program, such as Microsoft Word, will not display in plain text. Please check the formatting of your resume as it appears on the Review tab and make any formatting adjustments prior to submitting your application.

Submit Resume

Upload Resume

No Resume

Clear Resume

Certify & Submit Your Master Application

[EEO/Vet](#)[Profile](#)[School](#)[Work](#)[Resume](#)[Review](#)[Submit](#)[Exit](#)

Submit and Send Application

If you are not ready to submit your application, please choose the **Exit** tab and return prior to the closing date to submit.

All application materials must be received by the recruiting agency on the closing date, by the time specified on the job opening for the position for which you are applying. Late applications may not be submitted.

YOU MUST MEET ALL OF THE QUALIFICATIONS AS OF THE CLOSING DATE TO BE ELIGIBLE FOR CONSIDERATION. VERIFICATION OF YOUR APPLICATION INFORMATION WILL BE COMPLETED BY THE APPOINTING AUTHORITY.

Make sure your
Master App is correct
& that your
statements are true

Check the Signature
Agreement Box

I hereby certify that the statements made by me on this application form and attachments, if any, are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement, misrepresentation, or omission of facts, I am subject to disqualification, not being considered further for or being terminated from employment and to such other penalties as may be prescribed by law or personnel regulations. All statements made on this application, including employment information, are subject to verification as a condition of employment.

I am knowingly sending in my application to Department of Administrative Services with NO employment experiences listed in the WORK section of the application. (If you wish to add employment experiences to your application before sending it in, click on the "WORK" button above.)

Submit to
State of Connecticut

When ready, click

Submit to
State of Connecticut

Master Application - Acknowledgement



- The OEC provides double-acknowledgement of your application.
- You will receive both a pop-up confirmation and an e-mail confirmation after you submit your Master Application.

Let's recap

Here's what you've learned so far:

- **Get organized**
- **Create an account**
- **What is a Master Application**
- **Create a Master Application**

What's Next?

- **Copy your Master Application to apply for a job**

Scenario – Copy a Master Application

You are applying for a Custodian position. To save time, you copy your Master Application instead of typing a new application.

After you copy the Master Application, you plan to set aside time to review and fine-tune the information for the Custodian application.

Custodian (37.5 Hour) 180702-0429TC-001	Manchester, CT	State Department of Education	Full-Time	Saturday, July 14, 2018 11:59 PM	Status
---	----------------	----------------------------------	-----------	--	--------

Let's walk through the steps to copy your Master Application to the Custodian application.

Scenario – Go to Job Openings

The screenshot shows the Connecticut State Department of Administrative Services website. At the top left, there is a logo for "ct.gov" and the text "Connecticut's Official State Website". Below this is the Connecticut State Department of Administrative Services logo and the text "Connecticut State Department of Administrative Services". A light blue callout bubble with the text "Click Job Openings" points to the "Job Openings" menu item in a dark grey sidebar. The sidebar contains the following items: "Job Openings", "My Applications", "New User Registration", "Job Classes", "Interest Cards", and "Closed Jobs", each with a right-pointing chevron. To the right of the sidebar, the main content area has the heading "Job Openings" and a grey box containing the text "STATE OF CONNECTICUT ONLY" and "To quickly find current job openings of interest, use the search filters. Keyword, Location, Agency, Recruitment Method, and Job Class. For more information on job openings, fill out interest cards." Below this is a link for "Applicant Tips on How to Apply".

ct.gov Connecticut's Official State Website

CONNECTICUT STATE DEPARTMENT OF ADMINISTRATIVE SERVICES

Click Job Openings

Job Openings

My Applications

New User Registration

Job Classes

Interest Cards


Closed Jobs

STATE OF CONNECTICUT ONLY

To quickly find current job openings of interest, use the search filters. Keyword, Location, Agency, Recruitment Method, and Job Class. For more information on job openings, fill out interest cards.

Applicant Tips on [How to Apply](#)

Scenario

 Open to the Public

Job Title	Location	Department	Type	Close Date	Check Status
Advanced Nurse Practitioner (40 Hour) 180620-2697FP-001	Middletown, CT	Department of Mental Health & Addiction Services	Full-Time	Sunday, July 22, 2018 11:59 PM	Status
<u>Agricultural Worker 1 (37.5 Hour Entry Level)</u> <u>(University of Connecticut)</u> 180618-8934TE-001	Mansfield, CT	UCONN	Full-Time	Tuesday, July 3, 2018 11:59 PM	Status
Architect (35 Hour) 180618-6589EE-001	Hartford, CT	Department of Administrative Services	Full-Time	Tuesday, July 17, 2018 11:59 PM	Status
Assistant Cook (part-time) 180618-2220TC-001	Groton, CT	State Department of Education	Part-Time	Tuesday, July 3, 2018 11:59 PM	Status
Assistant Legal Director 180620-3438MP-001	Hartford, CT	Department of Children & Families	Full-Time	Wednesday, July 4, 2018 11:59 PM	Status
Associate Education Consultant 180619-0950EA-001	Hartford, CT	State Department of Education	Full-Time	Thursday, July 12, 2018 11:59 PM	Status
Associate Education Consultant 180605-0950EA-001	Hartford, CT	State Department of Education	Full-Time	Wednesday, June 27, 2018 11:59 PM	Status
Children Services Worker (35 Hour)					

Scroll the jobs and click on the one to which you want to apply

Here it is!

Custodian (37.5 Hour)

NEW

Manchester, CT

State Department of Education

Full-Time

Saturday,
July 14, 2018 11:59 PM

Status

180702-0429TC-001

Scenario

Here's the
job
bulletin.

Custodian (37.5 Hour)

Recruitment #180702-0429TC-001

Location	Manchester, CT
Date Opened	7/3/2018 2:00:00 PM
Salary	\$34,852.11 - \$43,551.24/year (*See 'Introduction' below for starting salary information)
Job Type	Open to the Public
Close Date	7/14/2018 11:59:00 PM

Click
Apply

[Go Back](#)

[Apply](#)

[View Benefits](#)

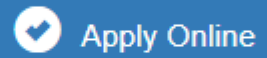


INTRODUCTION

The Connecticut Technical Education and Career System invites applicants to apply for a second shift Custodian position at Howell Cheney Technical Education and Career School. The Connecticut Technical Education and Career System serves approximately 11,200 full-time high school students. In a high school environment, the incumbent will be responsible for performing a full range of custodial duties as assigned by the Building Maintenance Supervisor. The hours are Monday - Friday, 2:30 p.m. -10:30 p.m. (second shift). Position may revert to first shift during school closings, vacations and summer break.

Scenario

Fill out the Supplemental
Questionnaire and
Application NOW using the
Internet.

 Apply Online

Click
Apply
Online

Scenario – Log on

View My Applications (Login Required)

Existing users may log in below.

Passwords are case-sensitive. Can't remember your UserID or password? Please use the [Forgot Your UserID?](#) and [Forgot Your Password?](#) links to retrieve your login information.

Do not create multiple accounts. If you are having difficulty retrieving your log in information or are having problems logging in, please contact us directly at (860) 713-5205 or mgray@jobaps.com.

Do not share accounts. Each user must have a unique, separate account. If you share your account, your application information will **not** be accurate because the profile information (name, address, phone, e-mail) will be overwritten for all applications tied to this account.

Account-sharing may result in applicants being removed from our open positions.

Please do not open two applications in different browsers. You can only have one application open at a time.

Enter your UserID and Password to logon.

UserID	<input type="text" value="jmmachado"/>
Password	<input type="password" value="*****"/>

Retrieve Application

Enter your
UserID and
Password, then
click

Powered by **JobAps**

Retrieve Application

Back

Clear Form

[I Forgot My UserID](#)
[I Forgot My Password](#)
[Update My Contact Information](#)
[New User/Application](#)

Scenario – Copy

Read and follow the instructions

Copy My Application

On this page, you will be able to copy an existing application into your new application.

[Return to Current Openings](#)

Applications you have previously completed are listed below. From the list, select which of your existing applications you wish to copy and follow the instructions below.

1. Choose the Master Application or a previously completed application you wish to copy into your new application for:
Custodian (37.5 Hour) 180702-0429TC-001.
2. Click on the **Job Title** of your existing application.
3. At the **top of the page**, you will now see the current position for which you are applying.
4. The new application will now open to allow you to **modify the information**.
5. **Complete** each sub tab within the application.
6. Click **"Save & Continue"** after each page.
7. Click **"Submit to State of Connecticut"** after completing your application. If you do not click Send, your application will be saved but not submitted. Once applications are submitted, they cannot be changed.

Please note: The application from which you are copying information will not be affected by any changes you make to the new application.

Click
Master Application


The message
Copying Application
displays

Application Template

Master Application
AF-010101-000
3/2/2018

Choose the Master Application to copy into this application.
Or, select from any applications below.

Scenario – Launch the Job Application

 **Custodian (37.5 Hour) #180702-0429TC-001**
You may **fill out the application in any order** by clicking on the tabs

SupQu EEO/Vet Profile School Work Resume Review Submit Exit

Supplemental Questionnaire

You are **REQUIRED** to complete this supplemental questionnaire for this application and then click on the button that says **"Save & Continue"**. All fields with **asterisk*** are required.

1* Do you possess any experience and/or training which would provide the following knowledge, skills and abilities: some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping?

Yes No

Save & Continue

The Custodian application loads

Now you view the information that flowed from the Master App and fine tune, as needed

Always click **Save & Continue** at the bottom of every tab

Scenario – Supplemental Questionnaire Tab



Custodian (37.5 Hour) #180702-0429TC-001

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

[Help](#)[Job Info](#)[SupQu](#)[EEO/Vet](#)[Profile](#)[School](#)[Work](#)[Resume](#)[Review](#)[Submit](#)[Exit](#)

Supplemental Questionnaire

You are REQUIRED to complete this supplemental questionnaire for this application and then click on the button that says "Save & Continue". All fields with **asterisk*** are required.

1* Do you possess any experience and/or training which would provide the following knowledge, skills and abilities: some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping?

Yes No

[Save & Continue](#)

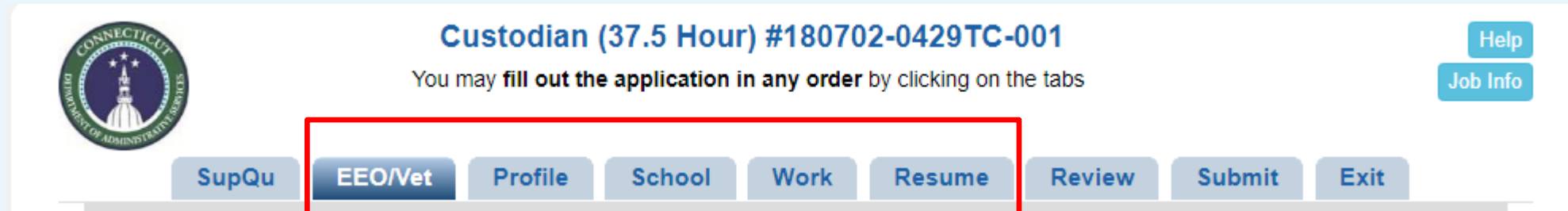
The Supplemental Questionnaire tab is required


The number and type of questions vary by position

Allow ample time to carefully read and respond

Click [Save & Continue](#)

Scenario – Remaining Tabs



 **Custodian (37.5 Hour) #180702-0429TC-001** [Help](#)

You may **fill out the application in any order** by clicking on the tabs [Job Info](#)

[SupQu](#) [EEO/Vet](#) [Profile](#) [School](#) [Work](#) [Resume](#) [Review](#) [Submit](#) [Exit](#)

Review these tabs and the information that flowed from the Master App

Fine-tune, add or subtract any information as you see fit.

Click [Save & Continue](#) at the bottom of each tab

Note: Employment Preferences do not flow from the Master App and must be completed with each position

Scenario – Profile Tab > Employment Preferences

Employment Preferences	
You are required to* select one of the following	<input type="radio"/> I am a current employee of the State of Connecticut <input type="radio"/> I am a former employee of the State of Connecticut <input checked="" type="radio"/> I have never been employed by the State of Connecticut
If you are a current State of CT employee, please enter your 6 digit employee ID number	<input type="text"/>
Are you lawfully* permitted to work in the United States?	<input checked="" type="radio"/> Yes <input type="radio"/> No
In which locations* will you accept employment? Check the box(es) of all cities/towns you are willing to accept employment in	<input checked="" type="checkbox"/> <u>Check All Locations</u> <input checked="" type="checkbox"/> Andover <input checked="" type="checkbox"/> Ansonia <input checked="" type="checkbox"/> Ashford <input checked="" type="checkbox"/> Avon <input checked="" type="checkbox"/> Barkhamsted <input checked="" type="checkbox"/> Beacon Falls <input checked="" type="checkbox"/> Berlin <input checked="" type="checkbox"/> Bethany <input checked="" type="checkbox"/> Bethel <input checked="" type="checkbox"/> Bethlehem <i>Scroll to see all locations</i>
Are you available* for any of the following types of employment? Check all that are applicable	<input checked="" type="checkbox"/> <u>Check All Types</u> <input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Durational <input checked="" type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Temporary <input checked="" type="checkbox"/> Per Diem <input checked="" type="checkbox"/> Internship
Are you available* for any of the following shifts? Check all that are applicable	<input checked="" type="checkbox"/> <u>Check All Shifts</u> <input checked="" type="checkbox"/> First <input checked="" type="checkbox"/> Second <input checked="" type="checkbox"/> Third <input checked="" type="checkbox"/> Weekends


In order to qualify for the position, you must select the Employment Preferences on the application that align with the position:

In this scenario, the Custodian position is full-time, second shift, located in Manchester. Your responses must reflect the following:

- Manchester (or All Locations)
- Full-Time (or All Types)
- Second Shift (or All Shifts)



Scenario – Finalizing the Custodian Application



Custodian (37.5 Hour) #180702-0429TC-001

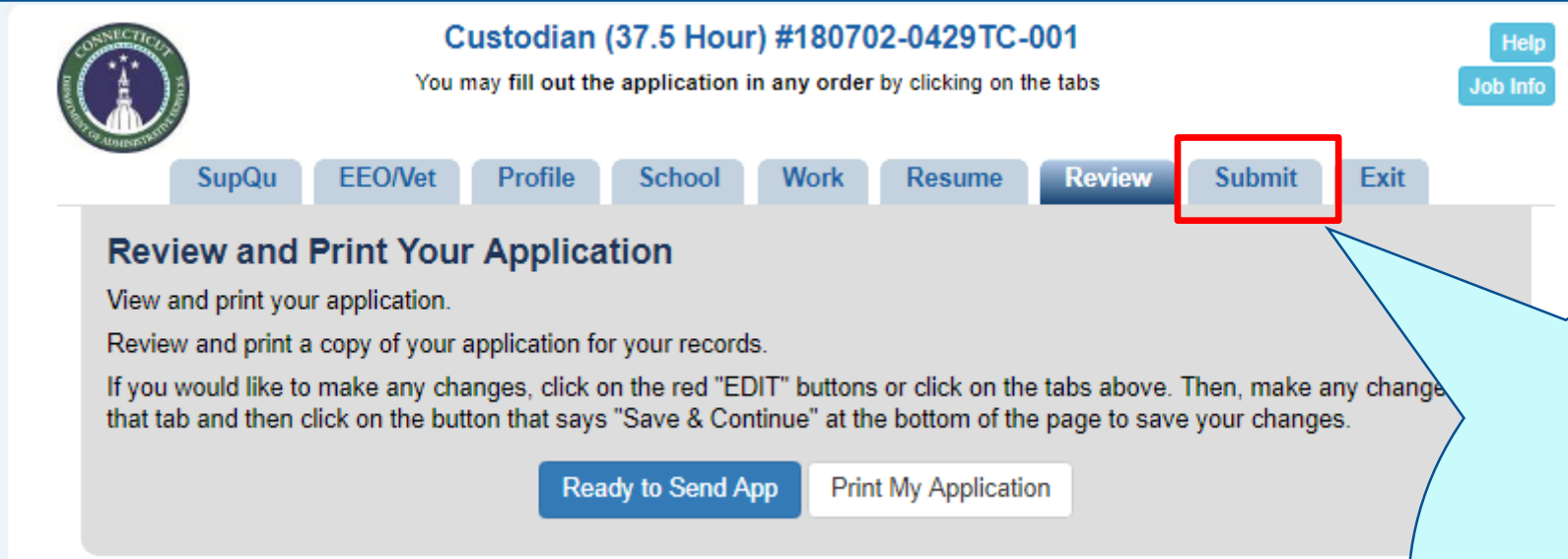
You may **fill out the application in any order** by clicking on the tabs

Help
Job Info

SupQu EEO/Vet Profile School Work Resume **Review** Submit Exit

The 'Review', 'Submit', and 'Exit' tabs are highlighted with a red box.

Scenario – Finalizing the Custodian Application – Review Tab



The screenshot shows the 'Review' tab of a custodian application. At the top left is the Connecticut State Seal. The title is 'Custodian (37.5 Hour) #180702-0429TC-001'. Below the title is the instruction: 'You may fill out the application in any order by clicking on the tabs'. A row of tabs includes 'SupQu', 'EEO/Vet', 'Profile', 'School', 'Work', 'Resume', 'Review', 'Submit', and 'Exit'. The 'Submit' tab is highlighted with a red box. To the right are 'Help' and 'Job Info' buttons. The main content area is titled 'Review and Print Your Application' and contains the following text: 'View and print your application.', 'Review and print a copy of your application for your records.', and 'If you would like to make any changes, click on the red "EDIT" buttons or click on the tabs above. Then, make any change that tab and then click on the button that says "Save & Continue" at the bottom of the page to save your changes.' At the bottom of this area are two buttons: 'Ready to Send App' and 'Print My Application'.

Print & proofread the application to ensure everything is correct

No need to sign and return a printed copy - it's your copy.

Click **Ready to Send App** when done

Scenario – Finalizing the Custodian Application – Submit Tab



Custodian (37.5 Hour) #180702-0429TC-001

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

[Help](#)
[Job Info](#)
[SupQu](#)
[EEO/Vet](#)
[Profile](#)
[School](#)
[Work](#)
[Resume](#)
[Review](#)
[Submit](#)
[Exit](#)

Submit and Send Application

If you are not ready to submit your application, please choose the Exit tab and return prior to the closing date to submit. Once your application has been submitted, you may NO longer make changes to your application or attachments.

After submitting your application, should you choose to withdraw your application for a position from your Personal Status Board, you cannot reapply for the same position and must wait until a new recruitment is posted.

All application materials must be received by the recruiting agency on the closing date, by the time specified on the job opening for the position for which you are applying. Late applications may not be submitted and will not be considered.

YOU MUST MEET ALL OF THE QUALIFICATIONS AS OF THE CLOSING DATE TO BE ELIGIBLE FOR CONSIDERATION. VERIFICATION OF YOUR APPLICATION INFORMATION WILL BE COMPLETED BY THE APPOINTING AUTHORITY.

I hereby certify that the statements made by me on this application form and attachments, if any, are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement, misrepresentation, or omission of facts, I am subject to disqualification, not being considered further for or being terminated from employment and to such other penalties as may be prescribed by law or personnel regulations. All statements made on this application, including employment information, are subject to verification as a condition of employment.

Submit to
State of Connecticut

Carefully read this notice

Check the **Certify** box which serves as your electronic signature

Click

Submit to
State of Connecticut

Let's recap

Here's what you just learned:

- **Copy a Master Application to apply for a job**

Avoid errors & regret on a job application

- Profile Tab - Employment Preferences
- Spelling, grammar & usage
- Withdrawing an application

Spelling, Grammar & Usage



Tips

- Do not go casual on an application! Avoid texting lingo, emotis, abbreviations and slang.
 - Avoid all lower case letters. Example: **state of connecticut**
 - Avoid all upper case letters. Example: **STATE OF CONNECTICUT**
 - Always use sentence casing. Example: **State of Connecticut** ✓
- Use proper spacing between words. Example: “**trash and recycling**,” not “**trashandrecycling**”
- Make sure your Supplemental Questionnaire responses are correct and that you check the proper box(es).
- Ask a “trusted advisor” to review the application.
- Carefully check spelling and grammar; print your application as many times as needed until it is perfect. Once you submit an application, you cannot change it

Withdrawing an Application



Tips

- Never click the Withdraw button unless you wish to be taken out of consideration for a role.
- As mentioned on the Submit tab:
 - You cannot make changes to a submitted application
 - If for any reason you withdraw an application, **you cannot reapply** to that recruitment number.

What's Next?

- What to do immediately after you apply for a job
- Agency process
- Appeal process
- Maximize the OEC – additional features

Task List - After Submitting an Application



Tips

- Write down your OEC UserID and password.
- Maintain a copy of the job bulletin.
- Regularly check e-mail for any notices sent from the agency about the job, including referral questionnaires that probe on your experience and qualifications. If you cannot locate the e-mails, check your Junk or Spam folder. Also check your OEC account to view all notices (see Last Notice field).
- Make sure you have a professional voicemail greeting and that your voicemail inbox is not full and is able to accept messages.
- If you miss a call, **do not** call the number back without first checking voicemail. It could be a recruiter! Always prepare yourself to talk to a recruiter - have your questions mapped out, have paper and a pen ready to take notes, find a quiet place to talk, etc.

Agency Process

- You will be notified via e-mail whether or not you qualify and your name has been placed on an eligible list (Eligible for Referral).
- The hiring agency recruiter reviews the eligible list and notifies you if you are selected for an interview. You may receive an email or a phone call for an interview.
- The hiring agency notifies you whether or not you are the selected candidate.
- If you have questions about the recruitment process, timeline, or your status, contact the agency recruiter whose name is listed in the job bulletin.

INTRODUCTION

The Department of Mental Health and Addiction Services seeks qualified individuals for the position of CUSTODIAN, POSITION # CV 75941. THIS POSITION IS HAZARDOUS DUTY. This position is located at WHITING FORENSIC HOSPITAL, Middletown, CT 06457. This is a full-time, thirty-seven and one half (37.50) hours per week position. The Schedule, as follows: Monday thru Friday, 6:45 a.m. to 2:45 p.m.

This position will be responsible for the following duties to include: All Custodial Tasks throughout a Patient Building; Sweeping, Mopping, Dusting, and Stripping and Waxing floors. Collects soiled linen. Distribute clean linen throughout the building. Collect and dispose of all trash and recycling in to the appropriate containers. Use proper custodial equipment to polish floors and shampoo carpets. Custodial cleaning will be necessary to clean all patient areas and non-patient areas throughout the building. Will also clean windows and vents.

Please ensure that your application is complete. You will be unable to make revisions once you submit your application into the JobAps system.

If selected for further consideration, State Employees may be required to provide their last two (2) Service Ratings and Non-State Employees may be required to provide two (2) Letters of Reference.

*The entry level rate for this class will be ten (10%) percent below Step 1 of the salary grade. Upon completion of the initial working test period the incumbent's salary will be adjusted to the TC pay plan, Step 1 of the salary grade for this class.

Questions regarding this Position should be directed to Deb Robinson, DMHAS HR, (860) 262-5819 or Deborah.A.Robinson@ct.gov.

Appeal Process – Classified Competitive Positions Only

- The appeal process is for **competitive positions only** for individuals who **do not meet the minimum qualifications or special requirements** of the position.
- You will be sent an e-mail if they are eligible to appeal a job opening to which you have applied. Appeals must be made within 12 calendar days of notification.
- Submit the appeal to ExamAppeals@ct.gov. A decision is made within 15 days of receipt of the appeal.

Note: Applicants cannot appeal the designation of a job opening: Open to the Public, Open Only to Statewide Employees or Open Only to Agency Employees.

Additional OEC Features

Narrow Your Search Options - Search jobs using these filters:

- Keyword, such as title
- Town
- Agency
- Recruitment Type
- Job Category

Interest Cards – Sign up to receive a text or e-mail alert when a job of interest is posted on the OEC.

Keyword Search & Interest Cards

Connecticut's Official State Website

CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES

Connecticut State Department of Administrative Services

Job Openings
My Applications
New User Registration
Job Classes
Interest Cards
Closed Jobs

Set Up Interest Cards

Job Openings

Follow us on:
f t in @

TO EXECUTIVE BRANCH
MENT CENTER

To quickly find current openings, you can narrow your job search by using the filter options: Keyword, Location, Job Category. To receive an e-mail about future job openings, fill out interest

Narrow Your Job Search ...

How do I... Choose a Help Topic

Open Job Quick Links

- Open to the Public (231)
- Open Only to Statewide Employees (2)
- Open Only to Agency Employees (1)

Application Template

Job Title	Description
Master Application Keep updated for copying	You can update your Master Application at any time to keep it up-to-date. You can use it to copy into any new application.