How To Apply for a State Job Opening

DAS Statewide Human Resources Management
Talent Solutions

August, 2020
Application Process

1. Prepare
2. View Job Openings
3. Apply
4. Get Hired
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?
Options could be:

- Mobile phone
- Tablet or computer
- Public library
- American Job Center: [http://www.ctdol.state.ct.us/ajc/FactSheets.htm](http://www.ctdol.state.ct.us/ajc/FactSheets.htm)
- Friends and family

**Note:** Once you locate a device, contact [DAS.SHRM@ct.gov](mailto:DAS.SHRM@ct.gov) if you have questions.
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
- gupta.rima@yahoo.com or gupta.r1330@yahoo.com

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

Select New User Registration
• 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.
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 Online Employment Center (OEC)

1. Open your browser.

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

3. Press Enter.

**Result:** The Online Employment Center (OEC) home page displays.

**Note:** JobAps is the name of the OEC platform.
View Jobs Openings

Browse Jobs through these Quick Links:
1. Open to the Public
2. Open Only to Statewide Employees
3. Open Only to Agency Employees
4. Seasonal/Summer
View Jobs Openings – Open to the Public

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Location</th>
<th>Department</th>
<th>Type</th>
<th>Class Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Nurse Practitioner (10 Hour)</td>
<td>Middletown, CT</td>
<td>Department of Mental Health &amp; Addiction Services</td>
<td>Full-Time</td>
<td>Sunday, July 22, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Agricultural Worker 1 (57.5 Hour Entry Level)</td>
<td>Mansfield, CT</td>
<td>UCONN</td>
<td>Full-Time</td>
<td>Tuesday, July 3, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Architect (55 Hour)</td>
<td>Hartford, CT</td>
<td>Department of Administrative Services</td>
<td>Full-Time</td>
<td>Tuesday, July 17, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Assistant Cook (part-time)</td>
<td>Glastonbury, CT</td>
<td>State Department of Education</td>
<td>Part-Time</td>
<td>Tuesday, July 9, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Assistant Legal Director</td>
<td>Hartford, CT</td>
<td>Department of Children &amp; Families</td>
<td>Full-Time</td>
<td>Wednesday, July 4, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Associate Education Consultant</td>
<td>Hartford, CT</td>
<td>State Department of Education</td>
<td>Full-Time</td>
<td>Thursday, July 12, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Associate Education Consultant</td>
<td>Hartford, CT</td>
<td>State Department of Education</td>
<td>Full-Time</td>
<td>Wednesday, June 27, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Children Services Worker (35 Hour)</td>
<td>Middletown, CT</td>
<td>Department of Children &amp; Families</td>
<td>Part-Time</td>
<td>Tuesday, July 10, 2018 11:59 PM</td>
<td>Status</td>
</tr>
</tbody>
</table>
Example: Custodian at UCONN job posting

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

When you find a job of interest, click the job title to launch the job posting.
View Jobs Openings – Closing Date

Tip

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

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 IP-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
The Selection Plan varies by position. Carefully review and follow all instructions and requests in this section.

**Example:** If a job bulletin states that applicants must provide a resume with an application, failure to follow these instructions takes an applicant out of consideration for the role.

**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.
View Jobs Openings – KSA’s, Qualifications & Requirements

**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.

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?
• New user registration
• 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

Job Title: Master Application
Job Number: AF-010101-000

You are required to provide the following information:

- First Name
- Last Name
- Middle Initial
- First 3 Letters of Last Name at Birth
- Last 4 Digits of Your Primary Phone Number
- Your Most Recent Zip Code
- Last 4 Digits of Social Security Number
- Month of Birth
- Day of Birth
New User Registration, *continued*

Please confirm that your e-mail address is correct.

<table>
<thead>
<tr>
<th>e-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Please confirm e-mail address.

<table>
<thead>
<tr>
<th>confirm e-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>UserID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

(up to 10 characters)

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

<table>
<thead>
<tr>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Re-enter Password</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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.

The following sections *are not copied* from the Master Application because they vary for each position. You must complete or provide with each individual job application:

- **Profile tab:** Employment Preferences section
- **Resume tab:** Resume file upload
Create Master App - Register

Access the OEC and refer to the main menu.

<table>
<thead>
<tr>
<th>Job Openings</th>
<th>My Applications</th>
<th>New User Registration</th>
<th>Job Classes</th>
<th>Interest Cards</th>
<th>Closed Jobs</th>
</tr>
</thead>
</table>

Click **New User Registration**
Create Master App – Apply

Review the Master Application Introduction section.

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](http://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 Master App – Read

Read the Terms of Use Agreement.

Read Application Instructions for Master Application

Read Your Responsibilities as the Applicant
Create Master App - Read & Agree

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.

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

Note: In accordance with the Terms of Use Agreement, you can create only 1 (one) profile on the OEC.
Create Master App – Five Tabs

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 and click Submit.
Create Master App - EEO/Vet Tab

This is voluntary information used for statistical purposes only. Click [Save & Continue] to advance to the next tab.
Create Master App – Profile Tab

- Select locations, employment type & shifts
- Some fields auto populate here
- Select how you heard about the opening, then click Save & Continue

Personal and Contact Information

- First Name: Meredith
- Last Name: Machado
- Middle Initial: M
- Address Number: ___________
- Street, Apt: ___________
- City: ___________
- State: Select State or Other
- Zip Code: 06040
- Email Address: mmachado@yahoo.com
- Primary Phone: ___________
  - OK to leave msg? Yes No
- Alternate Phone: ___________
  - OK to leave msg? Yes No

Job Source

- How did you hear about this job opening?
  - State of CT Job Site
  - LinkedIn
  - Facebook
  - Twitter
  - Other

Employment Preferences

- You are required to select one of the following:
  - I am a current employee of the State of Connecticut
  - I am a former employee of the State of Connecticut
  - I have never been employed by the State of Connecticut

- Are you lawfully permitted to work in the United States?
  - Yes
  - No

- In which locations will you accept employment?
  - Check all that apply
  - Check All Locations
  - Hartford
  - Danbury
  - Middletown
  - Norwich
  - New London
  - Groton
  - Waterbury
  - Bridgeport
  - Hartford
  - New London
  - Norwich
  - Groton
  - Waterbury
  - Bridgeport

Scroll to see all locations
Create Master App – 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
- Street Address
- City, State and Zip
- Attended From
- Attended To
- Degree Type
- Major
- Minor
- Degree Earned
  - Yes
  - No
- Attending
  - Yes
  - No
- # of Credits Earned

Specialized Training or Classes Relevant to Job
- Organization, Company, School
- Program/Course/Type of Training
- Name of Certificate Earned
- Street Address
- City, State and Zip
- From Date
- To Date
- # of Credits Earned
- Diploma/Cert Earned
- Date Expires

Licenses and Professional Certifications
- Type
- Issuing Agency
- License Number
- Date Issued
- Expiration Date

Add Another School
Add Another Training Record
Add Another Professional License
Save & Continue Clear
Create Master App - Work Tab

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.

No employment experience records to display.

Click the appropriate button to indicate whether or not you have work experience.
Create Master App - Work Tab

- One entry for each job
- * Indicates a required field

Click to Save this Job and move to Job # 2, etc.
Create Master App – 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
Create Master App - Review Tab

Tips

- Print and proofread your application in multiple passes, as needed
- Consider asking your trusted advisor for feedback
Create Master App – Submit Tab

Make sure your Master App is correct & that your statements are true
Check the Signature Agreement Box

When ready, click
Submit to State of Connecticut
• 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 using the Master Application you created.

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

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

Select Job Openings
Scenario

Here it is!

Scroll the jobs and select, by clicking, the desired job title
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

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.

Click Apply
Scenario – Apply Online

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

Click Apply Online
Scenario

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 open job openings.

Please do not open two applications in different browser windows as you may only have one application open at a time.

Enter your UserID and Password, then click Retrieve Application.

Login Options:
- Retrieve Application
- Back
- Clear Form

Links:
- I Forgot My UserID
- I Forgot My Password
- Update My Contact Information
- New User/Application
Scenario

Copy My Application

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

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.

Application Template

Master Application
AF-01.0101-000
3/2/2018

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

Scenario

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

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.
Review these tabs and the information that flowed from the Master App and edit, as needed.

Reminder: Employment Preferences and an uploaded resume do not flow from the Master App and must be completed/provided with each job application.
**Scenario**

<table>
<thead>
<tr>
<th>Employment Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are required to select one of the following:</td>
</tr>
<tr>
<td>- I am a current employee of the State of Connecticut</td>
</tr>
<tr>
<td>- I am a former employee of the State of Connecticut</td>
</tr>
<tr>
<td>- I have never been employed by the State of Connecticut</td>
</tr>
</tbody>
</table>

If you are a current State of CT employee, please enter your 9 digit employee ID number.

Are you lawfully permitted to work in the United States?
- Yes
- No

In which locations will you accept employment? Check the box(es) of all cities/towns you are willing to accept employment in:
- Check All Locations
- Andover
- Ansonia
- Ashford
- Avon
- Barkhamsted
- Beacon Falls
- Berlin
- Bethany
- Bethlehem
- Branford
- Scroll to see all locations

Are you available for any of the following types of employment? Check all that are applicable:
- Check All Types
- Full-Time
- Part-Time
- Durational
- Seasonal
- Temporary
- Per Diem
- Internship

Are you available for any of the following shifts? Check all that are applicable:
- Check All Shifts
- First
- Second
- Third
- Weekends

**Guideline:** To qualify for a position, your Employment Preferences must match the job posting.

- Manchester (or All Locations)
- Full-Time (or All Types)
- Second Shift (or All Shifts)
Let’s finalize the application
Scenario

Print & proofread the application to ensure everything is correct.

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

Click when done.
Carefully read this notice

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

Click
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

- Spelling, grammar & usage
- Guidelines for managing applications
• 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.
As indicated on the Submit tab, changes cannot be made to a submitted application.

- Work carefully and consider completing the application over multiple sessions to keep things fresh.
- Print and proofread for accuracy and completeness.
- Sign on to your Personal Status Board to monitor applications, view notices, and address any unsubmitted applications prior to the closing date.
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

• 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. Sign on to your Personal Status Board every day to monitor your applications and view all emailed notices (click the date in the Last Notice column to view a chronology of all notices sent to you).

• Make sure you have a professional voicemail greeting and that your voicemail inbox is able to accept messages and it not full.

• If you miss a call, do not call the number back without first checking voicemail. It could be a recruiter or hiring manager! Always prepare yourself for discussion - have your questions mapped out, have paper and a pen ready to take notes, find a quiet place to talk, etc.
Agency Process

- You are notified via e-mail whether or not you qualify for a position and your name has been placed on an eligible list (Eligible for Referral).

- The hiring agency recruiter reviews the eligible list and notifies you, typically via email, if you are selected for an interview. You may be instructed to self-schedule an interview via the OEC.

- 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 or team 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 your 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 you are eligible to appeal a job opening to which you applied. Appeals must be made within 6 business 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

Set Up Interest Cards

Search keywords

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

Open Job Quick Links
- Open to the Public (23)
- Open Only to Statewide Employees (2)
- Open Only to Agency Employees (1)

Application Template

Job Title: Master Application
Description: 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.