



STATE OF GEORGIA APPLICATION FOR EMPLOYMENT

Internet Version 99-11.23

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I. BACKGROUND

Under state law, the Georgia Merit System is responsible for developing a standard application to be used by those who wish to be considered for employment with the State of Georgia. The form, officially titled "State of Georgia Application for Employment" is denoted as document MS 27-1 in paper form, and MS-27-1I in electronic versions. Electronic versions are currently available in Microsoft Word 6.0 and Adobe Acrobat 3.0 formats.

The Application for Employment in electronic file formats is copyrighted freeware and may be copied, reproduced, and distributed to job applicants as needed or desired. However, users are encouraged to download the most recent file revision from the State Merit System's Web site at www.thejobsite.org/applications/index.asp

The electronic Application for Employment is an official state document. **It is form-protected to prevent both accidental and deliberate changes.** Alteration of the form with the intent to mislead or provide false information to a state agency is punishable as a felony under Georgia law.

II. APPLICATION INSTRUCTIONS

General instructions for completing the Application for Employment are available at www.thejobsite.org/jobfaqs/index.asp; or you may call 404-657-1164 and request a copy of the *Careers With the State of Georgia* pamphlet.

Microsoft Word 6.0 format:

1. After downloading and unzipping *stateappw.doc*, create a backup copy for future use.
2. Next, you may want to print a blank copy of the document. This will help you see what information you will need and help you follow the layout of the electronic application.
3. Information can be entered only in the shaded form fields. To move from field to field use the arrow keys or press TAB. Each form field allows a limited number of characters, so abbreviate as necessary.
4. When entering duties in the Work History section, you have four lines of text available to describe each major responsibility area of a particular job. If you need more space for a description, go to the next four-line block and continue. If you still need more space to describe additional responsibilities of a job, open a **new, blank document** and continue your description. Be sure to print that new document and include it with the rest of the application.

The Work History section has space to list five different jobs. If you have had more than five jobs you will need to continue **using another copy of the application file.** (Because the form is protected you will not be able to just copy and paste page 4 it into this file or another document file.). Open the backup copy of *stateappw.doc* you made earlier. Continue describing your additional jobs on the new page 4. Save that file to another name, then **print just page 4.** Include that page with the rest of the application.

DO NOT SUBMIT A RESUME IN LIEU OF FULLY COMPLETING THE WORK HISTORY SECTION.

5. Remember to complete the Equal Employment Opportunity information at the top of Page 5, including your Social Security Number and name. You will also need to complete the Monthly Examination section in the middle of page 5, if you are applying for a job which requires a written test and you want to take the test outside Atlanta.

Mailing your application:

The mailing page is a new feature of the state application. Once you have completed the state application:

- Place the mailing page (Page 6) on top of the front page (Page 1),
 - Place any additional pages in the order they belong, and veteran's preference documents after Page 5,
 - Staple all the pages together in the upper left hand corner,
 - Fold the mailing page along the middle line, and secure with a small piece of tape on the bottom edge,
 - Attach proper postage and mail to the appropriate address.
- Please Do NOT use an envelope. This will delay processing of your application.

III. HELP

Word Processors

This form was designed in Microsoft Word for Windows 6.0. The form fields should work successfully in Word versions of the same or higher revision number for other platforms (e.g., Windows 98, Macintosh). The document is not compatible with Word for DOS.

Importing the document into other word processors (WordPerfect, WordPro, etc.) may not be successful--depending on the particular version of the word processor and operating system. Users of such programs may wish to download either Microsoft Viewer (www.microsoft.com/word/internet/viewer/default.htm) to make a printed copy of the form, or use the Adobe Acrobat version and Reader (www.adobe.com/prodindex/acrobat/readstep.html) for the same purpose.

Printing the Application

The electronic state application is formatted using standard fonts, and will print correctly on a variety of Hewlett Packard Laserjet-compatible printers. Other printers, particularly inkjet, may not produce correct output. In all reported cases the problems are cosmetic, and do not affect the usability of the information on the form. **Because this form is protected you will not be able to modify it to adapt it to your printer.** Known problems include:

-some of the page margins are "outside the printable range" (primarily on inkjets).

When Word produces a dialog box with such a message, respond that you wish to continue. That page should print correctly except that the page number and/or outside border lines will be missing.

-on certain Postscript and inkjet printers one or more of the graphic images are missing or rotated 90 or 180 degrees.

on Page 2, the last line of the college education block prints on a separate page.

If you do not need that space, discard the page. If you have used it, attach the page after Page 2 when you submit the application.

-on Page 6, one or more of the lines at the bottom of the text box next to the graphic revert to the left margin below the graphic.

FOR PROBLEMS OR QUESTIONS CONCERNING THE ELECTRONIC STATE OF GEORGIA EMPLOYMENT APPLICATION, CONTACT:

Compensation and Staffing Services Division
Georgia Merit System
200 Piedmont Avenue
Atlanta, Georgia 30334-5100
Phone: (404) 656-2720
E-mail: staffing-info@gms.state.ga.us

To obtain a standard paper copy of the Application for Employment call 404-657-1164, 24 hours a day.



STATE OF GEORGIA
APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

TYPE OR PRINT CLEARLY IN INK

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

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

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

1. Are you a United States citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO	2. Are you an alien authorized to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	3. Have you ever been dismissed from any State of Georgia government position? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, attach an explanation.	4. Have you ever been convicted of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, attach an explanation.
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VETERAN'S PREFERENCE: The laws of the State of Georgia require that points be added to passing examination scores for certain veterans and combat troops of the Armed Forces of the United States. The following types of preference are currently granted. If you want to apply for Veteran's Preference, check the type below and attach copies of the appropriate document(s) to your application. Copies cannot be returned.

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

TYPE OF WORK: DO NOT SUBMIT WITHOUT TITLES. DO NOT REQUEST MORE THAN FOUR TITLES on this application. If you do not know the correct job titles, information is available at the various State of Georgia agency personnel offices, the Georgia Merit System Office in Atlanta, the Field Services Offices of the Georgia Department of Labor, or on the Internet Job Site at www.thejobsite.org.

Specific Job Title Sought	Job Code	Agency Use Only	Specific Job Title Sought	Job Code	Agency Use Only
1.			2.		
3.			4.		

EMPLOYMENT AVAILABILITY:
 What type of employment are you interested in? Full Time Part Time Temporary All

List any state agency with which you do not wish to work: _____

Where do you want to work? List up to ten (10) counties in the blanks below. Use the **three digit number codes** shown in the **STATE OF GEORGIA EMPLOYMENT AVAILABILITY CODES** section on the following page.

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
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CERTIFICATION: Read carefully before signing and dating. Unsigned applications will be returned.
 I certify that all information on this application is correct. I authorize any agent or employee of the State to verify this information and to release it to anyone who may consider me for appointment. I understand that intentionally providing false information on this form or attachments is a violation of state law. **I also understand that applications submitted electronically, via e-mail or similar media, are not valid unless I enter my name in the signature field below and such action shall constitute an electronic signature.**

I further certify that either: 1) I have not been convicted of a drug-related criminal offense; or 2) if I have been convicted of a drug-related criminal offense, it has been more than three (3) months since my first conviction, or more than five (5) years since a second or subsequent conviction (O.C.G.A. 45-23 et. Seq.).

X	X
Signature	Date

GEORGIA LICENSES AND CERTIFICATIONS

Type of License/Certificate	Specialization/Endorsements	License/Certificate Number	Expiration (Mo./Yr.)
Teacher Certified in Georgia Type of Certificate Held:			
Commercial Driver's License (CDL) Class (Check One): <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C			
Other:			

WORK HISTORY: Describe your work history below beginning with your current or most recent job. Include military and volunteer experience. If you worked for the same employer but held different jobs describe each separately. Describe in **detail the specific duties** beginning with your primary duties. If you need more space attach additional sheets which contain the same information requested in this section. Include the number and types of employees under your **supervision** and give **percentage of time** for each duty. Failure to give complete and detailed information regarding each job held may result in your disqualification from employment consideration.

Current or Last Employer:			Your Job Title:		
Address			From (mo/yr)	To (mo/yr)	Hours per Week:
City	State	Zip Code	Check One: <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern		Annual Salary
Your Supervisor's Name and Title			May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Your Supervisor's Phone Number ()
Reason for Leaving			# and types of employees you supervised:		
%	Describe in detail your job duties and the average percent of work time you spent on each duty.				
100%	<i>For Agency Use Only</i>				

Employer:			Your Job Title:		
Address			From (mo/yr)	To (mo/yr)	Hours per Week:
City	State	Zip Code	Check One: <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern		Annual Salary
Your Supervisor's Name and Title			May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Your Supervisor's Phone Number ()
Reason for Leaving			# and types of employees you supervised:		
%	Describe in detail your job duties and the average percent of work time you spent on each duty.				
100%	<i>For Agency Use Only</i>				

WORK HISTORY Continue additional work history below. If you need more space, attach additional sheets which contain the same information requested in this section.									
Employer:					Your Job Title:				
Address					From (mo/yr)		To (mo/yr)		Hours per Week:
City			State	Zip Code	Check One: <input type="checkbox"/> Paid		Annual Salary		
						<input type="checkbox"/> Volunteer <input type="checkbox"/> Intern			
Your Supervisor's Name and Title					May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO			Your Supervisor's Phone Number ()	
Reason for Leaving					# and types of employees you supervised:				
%	Describe in detail your job duties and the average percent of work time you spent on each duty.								
100 %	<i>For Agency Use Only</i>								
Employer:					Your Job Title:				
Address					From (mo/yr)		To (mo/yr)		Hours per Week:
City			State	Zip Code	Check One: <input type="checkbox"/> Paid		Annual Salary		
						<input type="checkbox"/> Volunteer <input type="checkbox"/> Intern			
Your Supervisor's Name and Title					May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO			Your Supervisor's Phone Number ()	
Reason for Leaving					# and types of employees you supervised:				
%	Describe in detail your job duties and the average percent of work time you spent on each duty.								
100%	<i>For Agency Use Only</i>								
Employer:					Your Job Title:				
Address					From (mo/yr)		To (mo/yr)		Hours per Week:
City			State	Zip Code	Check One: <input type="checkbox"/> Paid		Annual Salary		
						<input type="checkbox"/> Volunteer <input type="checkbox"/> Intern			
Your Supervisor's Name and Title					May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO			Your Supervisor's Phone Number ()	
Reason for Leaving					# and types of employees you supervised:				
%	Describe in detail your job duties and the average percent of work time you spent on each duty.								
100%	<i>For Agency Use Only</i>								

EQUAL EMPLOYMENT OPPORTUNITY MONITORING INFORMATION

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

Last Name	First Name	MI

Ethnic Background (Check One):		Gender	Birth Date		
1. <input type="checkbox"/> Native American	2. <input type="checkbox"/> White, not of Hispanic origin	(Check One):	MO	DAY	YR
3. <input type="checkbox"/> Hispanic	4. <input type="checkbox"/> Black, not of Hispanic origin	<input type="checkbox"/> Male	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. <input type="checkbox"/> Asian/Pacific Islander	6. <input type="checkbox"/> Multi-racial	<input type="checkbox"/> Female			

ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES

For Merit System testing purposes only, do you require special examination accommodations because of a disability? If so, attach a note to this application asking us to call. **PRIOR ARRANGEMENTS ARE NECESSARY.** Note that in order to receive accommodations for testing, you must (1) tell the Merit System you need an examination accommodation **PRIOR** to the test; (2) have the accommodation authorized **BEFORE** being tested; and (3) provide documentation to show the need for the accommodation (if requested by the Merit System). If you have questions about the examination procedure for applicants with disabilities, you may call the Georgia Merit System at (404) 656-2728 or (TTY) (404) 656-2720.

GENERAL INFORMATION:

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

Walk-in Examinations: Most tests are offered on selected days in Atlanta only on a walk-in basis. The "Walk-In Testing Schedule" is available on our Web site at www.thejobsite.org/testeval/walkin.asp. You may also call (404) 656-2724 and request a copy of this schedule.

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

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

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Americus - Saturday [Y] | <input type="checkbox"/> Augusta - Saturday [S] | <input type="checkbox"/> Gainesville - Saturday [F] | <input type="checkbox"/> Milledgeville - Saturday [M] |
| <input type="checkbox"/> Rome - Saturday [E] | <input type="checkbox"/> Statesboro - Saturday [H] | <input type="checkbox"/> Thomasville - Saturday [U] | <input type="checkbox"/> Waycross - Saturday [L] |

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

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

NOTE: KEEP A COPY OF THIS APPLICATION. The employing agency may require a copy of your application at the time of the interview. The Merit System cannot provide a copy. Do not submit originals of permanent, personal documents. They cannot be returned, and this application cannot be returned. Legible photocopies of this application and attachments, if any, are acceptable.

Submitting Your Application: COMPLETED APPLICATIONS SHOULD BE RETURNED TO THE APPROPRIATE ADDRESS INDICATED ON THE BACK OF THIS APPLICATION.

Questions: For assistance with the *State of Georgia Application for Employment*, contact:

Georgia Merit System
P.O. Box 347100
Atlanta, Georgia 30334

Phone: (404) 656-2724
www.thejobsite.org



Instructions for Returning Your Application

1. Complete application--type or print in ink--and sign it in ink. Unsigned applications will be returned.
2. Your application must be returned to the correct address for processing. See the sections below for information on how to route applications for *Special Recruitment Job Titles* and *Continuous Recruitment Job Titles*. Print or type the correct address in the *Return Application To* address section at the bottom of the page. (If the *Return Application To* section has been pre-addressed with a label or stamp, be sure to send your application to that address.)
3. With this page on top, staple the application in the corner, then fold on the line below. Secure with a small piece of tape on the bottom edge. (Do not use an envelope--processing will be delayed.)
4. Attach proper postage and mail.

Special Recruitment Job Titles are listed in *The JobSite's* daily posting of specific, individual job vacancies. Normally you will apply for these jobs directly, on-line, using *The JobSite's Resume Builder*. However, in some cases you may also be asked to submit additional application materials. If there is such a requirement it will be listed in the posting. Write or type that address in the space labeled "*Return Application To:*" below. Sending your application to any other address may keep you from being considered for that specific vacancy.

Continuous Recruitment Job Titles, for which applications are accepted at all times, are listed on *The JobSite*, as well as in the *Careers with the State of Georgia* booklet. Unless otherwise indicated, write or type the following address in the space labeled "*Return Application To:*" in the section below when you send your application for continuous recruitment job titles:

Georgia Merit System, P.O. Box 347100, Atlanta, GA 30334

Agency Vacancy Posting: If you are applying for a job vacancy posted by a state agency, rather than on *The JobSite*, use the address listed in their recruitment materials.

Post Office
will not
deliver
without
postage.

Return Application To:

GA
