



STATE OF GEORGIA
APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

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

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

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

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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TYPE OF WORK: JOB TITLE AND JOB CODE REQUIRED. If you do not know the correct job titles, information is available at the various State of Georgia agency personnel offices, the State Personnel Administration (SPA) in Atlanta, the Georgia Department of Labor Career Centers, or on <http://www.thejobsite.org>.

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

EDUCATION:

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

LANGUAGE SKILLS: Multilingual (Specify languages) _____ Sign Language

GEORGIA LICENSES AND CERTIFICATIONS:

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

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

Signature: _____ **Date:** _____

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

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

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

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

STATE OF GEORGIA EMPLOYMENT AVAILABILITY CODES

For the job(s) listed on page 1, please select the county or counties in which you are willing to work. You may choose up to ten (10) counties. For your convenience, the counties have been sorted alphabetically by geographical region.

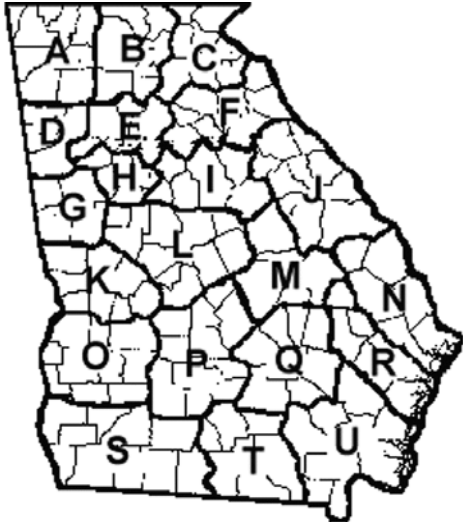
Where do you want to work? List up to ten (10) counties in the blanks below. Use the <i>three digit number codes</i> listed next to each County.									
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Metro Atlanta Regions

- | | |
|---|---|
| <p>N Metro Atlanta (E)</p> <ul style="list-style-type: none"> 033 Cobb 044 DeKalb 048 Douglas 060 Fulton 067 Gwinnett 122 Rockdale | <p>S Metro Atlanta (H)</p> <ul style="list-style-type: none"> 031 Clayton 056 Fayette 060 Fulton 075 Henry 126 Spalding |
|---|---|

North Georgia Regions

- | | |
|--|---|
| <p>Rome Area (A)</p> <ul style="list-style-type: none"> 008 Bartow 023 Catoosa 027 Chattooga 041 Dade 057 Floyd 064 Gordon 105 Murray 146 Walker 155 Whitfield <p>N Central GA (B)</p> <ul style="list-style-type: none"> 028 Cherokee 042 Dawson 055 Fannin 058 Forsyth 061 Gilmer 093 Lumpkin 112 Pickens 144 Union | <p>NE GA (C)</p> <ul style="list-style-type: none"> 006 Banks 059 Franklin 068 Habersham 069 Hall 119 Rabun 127 Stephens 139 Towns 154 White <p>W GA (D)</p> <ul style="list-style-type: none"> 022 Carroll 071 Haralson 110 Paulding 115 Polk <p>Athens Area (F)</p> <ul style="list-style-type: none"> 007 Barrow 029 Clarke 052 Elbert 073 Hart 078 Jackson 095 Madison 108 Oconee 109 Oglethorpe 147 Walton |
|--|---|



Central Georgia Regions

- | | |
|---|--|
| <p>LaGrange Area (G)</p> <ul style="list-style-type: none"> 038 Coweta 074 Heard 099 Meriwether 141 Troup <p>Covington Area (I)</p> <ul style="list-style-type: none"> 018 Butts 066 Greene 070 Hancock 079 Jasper 104 Morgan 107 Newton 117 Putnam <p>Columbus Area (K)</p> <ul style="list-style-type: none"> 026 Chattahoochee 072 Harris 094 Macon 096 Marion 106 Muscogee 123 Schley 130 Talbot 133 Taylor | <p>Middle GA (L)</p> <ul style="list-style-type: none"> 005 Baldwin 011 Bibb 039 Crawford 076 Houston 084 Jones 085 Lamar 102 Monroe 111 Peach 114 Pike 143 Twiggs 145 Upson 158 Wilkinson <p>Augusta Area (J)</p> <ul style="list-style-type: none"> 017 Burke 036 Columbia 062 Glascock 081 Jefferson 090 Lincoln 097 McDuffie 121 Richmond 131 Taliaferro 149 Warren 157 Wilkes <p>Dublin Area (M)</p> <ul style="list-style-type: none"> 053 Emanuel 083 Johnson 087 Laurens 140 Treutlen 150 Washington |
|---|--|

South Georgia Regions

- | | |
|--|--|
| <p>Savannah Area (N)</p> <ul style="list-style-type: none"> 015 Bryan 016 Bulloch 025 Chatham 051 Effingham 082 Jenkins 124 Screven <p>Albany Area (O)</p> <ul style="list-style-type: none"> 019 Calhoun 030 Clay 047 Dougherty 088 Lee 118 Quitman 120 Randolph 128 Stewart 129 Sumter 135 Terrell 152 Webster <p>Tifton Area (P)</p> <ul style="list-style-type: none"> 009 Ben Hill 012 Bleckley 040 Crisp 045 Dodge 046 Dooly 077 Irwin 116 Pulaski 137 Tift 142 Turner 156 Wilcox 159 Worth <p>Baxley Area (Q)</p> <ul style="list-style-type: none"> 001 Appling 003 Bacon 034 Coffee 080 Jeff Davis 103 Montgomery 134 Telfair 138 Toombs 153 Wheeler | <p>Reidsville Area (R)</p> <ul style="list-style-type: none"> 021 Candler 054 Evans 089 Liberty 091 Long 098 McIntosh 132 Tattnall <p>SW GA (S)</p> <ul style="list-style-type: none"> 004 Baker 014 Brooks 035 Colquitt 043 Decatur 049 Early 065 Grady 100 Miller 101 Mitchell 125 Seminole 136 Thomas <p>Valdosta Area (T)</p> <ul style="list-style-type: none"> 002 Atkinson 010 Berrien 032 Clinch 037 Cook 050 Echols 086 Lanier 092 Lowndes <p>SE GA (U)</p> <ul style="list-style-type: none"> 013 Brantley 020 Camden 024 Charlton 063 Glynn 113 Pierce 148 Ware 151 Wayne |
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EVALUATION PROCEDURES

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

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

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

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

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Americus - [Y] | <input type="checkbox"/> Augusta - [S] | <input type="checkbox"/> Clarkesville - [F] | <input type="checkbox"/> Sandersville - [M] |
| <input type="checkbox"/> Rome - [E] | <input type="checkbox"/> Savannah - [H] | <input type="checkbox"/> Thomasville - [U] | <input type="checkbox"/> Waycross - [L] |

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

ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES

For State Personnel Administration Walk-in or Scheduled testing purposes only, do you require special examination accommodations because of a disability? If so, attach a note to this application asking us to call. **PRIOR ARRANGEMENTS ARE NECESSARY.** Note that in order to receive accommodations for testing, you must (1) tell the State Personnel Administration you need an examination accommodation at least one (1) day **PRIOR** to the test; (2) have the accommodation authorized **BEFORE** being tested; and (3) provide documentation to show the need for the accommodation (if requested by the State Personnel Administration). If you have questions about this process and have a hearing or speech impairment, please call the Georgia Relay at 1-800-255-0056 or 7-1-1 (TTY/text phone) or 1-800-255-0135 (standard phone). If you need the State of Georgia Application in an alternate format, please call the State Personnel Administration at (404) 656-2725

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

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

- | | |
|---|--|
| <input type="checkbox"/> VETERAN: DD214 showing dates of service and type of discharge | <input type="checkbox"/> DECEASED VETERAN'S SPOUSE: 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 SPOUSE: DD214; marriage certificate; disabled veteran's documents dated within last 6 months (veteran must have 100% disability) |

Date: _____ **Requisition Number (for announced jobs only):** _____

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

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

Last Name	First Name	MI

Ethnic Background (Check One):		Gender	Birth Date
1. <input type="checkbox"/> American Indian	2. <input type="checkbox"/> White, not of Hispanic origin	(Check One):	MO DAY YR
3. <input type="checkbox"/> Hispanic	4. <input type="checkbox"/> Black, not of Hispanic origin	<input type="checkbox"/> Male	<table border="1" style="display: inline-table; width: 30px; height: 20px;"></table> <table border="1" style="display: inline-table; width: 30px; height: 20px;"></table> <table border="1" style="display: inline-table; width: 30px; height: 20px;"></table>
5. <input type="checkbox"/> Asian/Pacific Islander	6. <input type="checkbox"/> Multi-racial	<input type="checkbox"/> Female	<i>Birth Date - Required for some law enforcement jobs.</i>

For Agency Use