Application Process

Prepare → **View Job Openings** → **Apply** → **Get Hired**

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Get Organized

- What materials and resources do I need?

Where Do I Begin?

- Locate a device

- Set up an e-mail account

- Register for the OEC

- Build content for your application

- Line up a trusted advisor

KEEP CALM AND GET ORGANIZED

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

- American Job Center: http://www.ctdol.state.ct.us/ajc/FactSheets.htm

- Friends and family

Note: Once you locate a device, contact 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/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.

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Registration

Select
New User Registration

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.

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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.

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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

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

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View Jobs Openings – Select the Job

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, click the job title to launch the job posting

UCONN
UNIVERSITY OF CONNECTICUT

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View Jobs Openings – Closing Date

View Jobs Openings – Selection Plan

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

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.

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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.

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?

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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

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New User Registration

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	
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	

New User Registration, *continued*
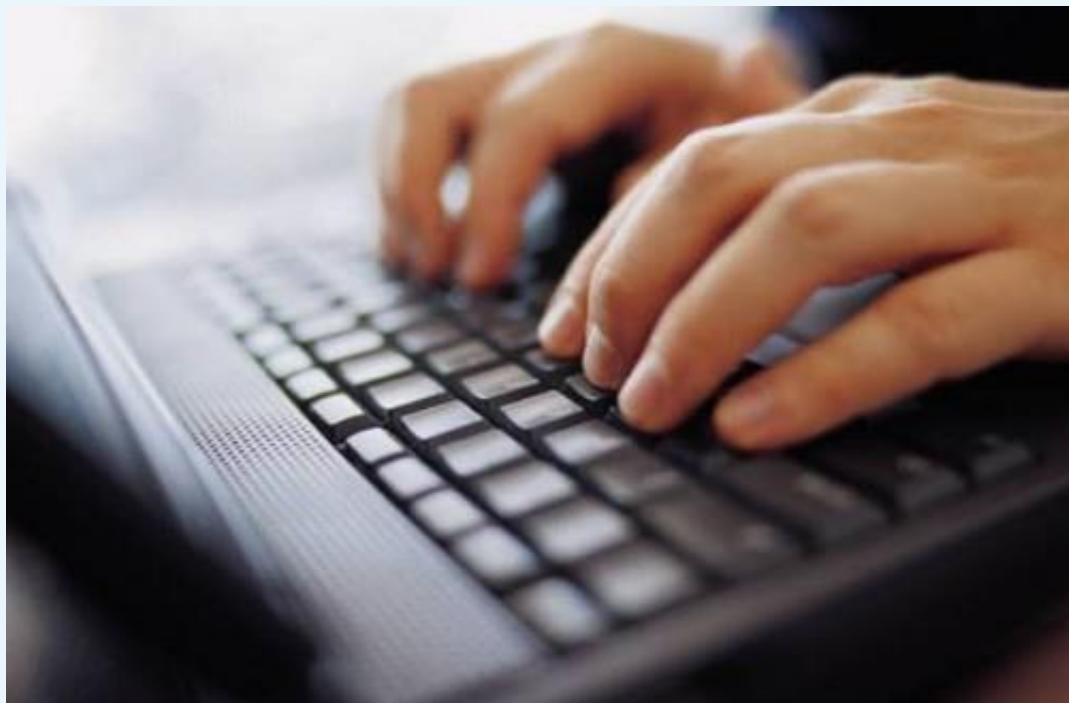
Please confirm that your e-mail address is correct.

| 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

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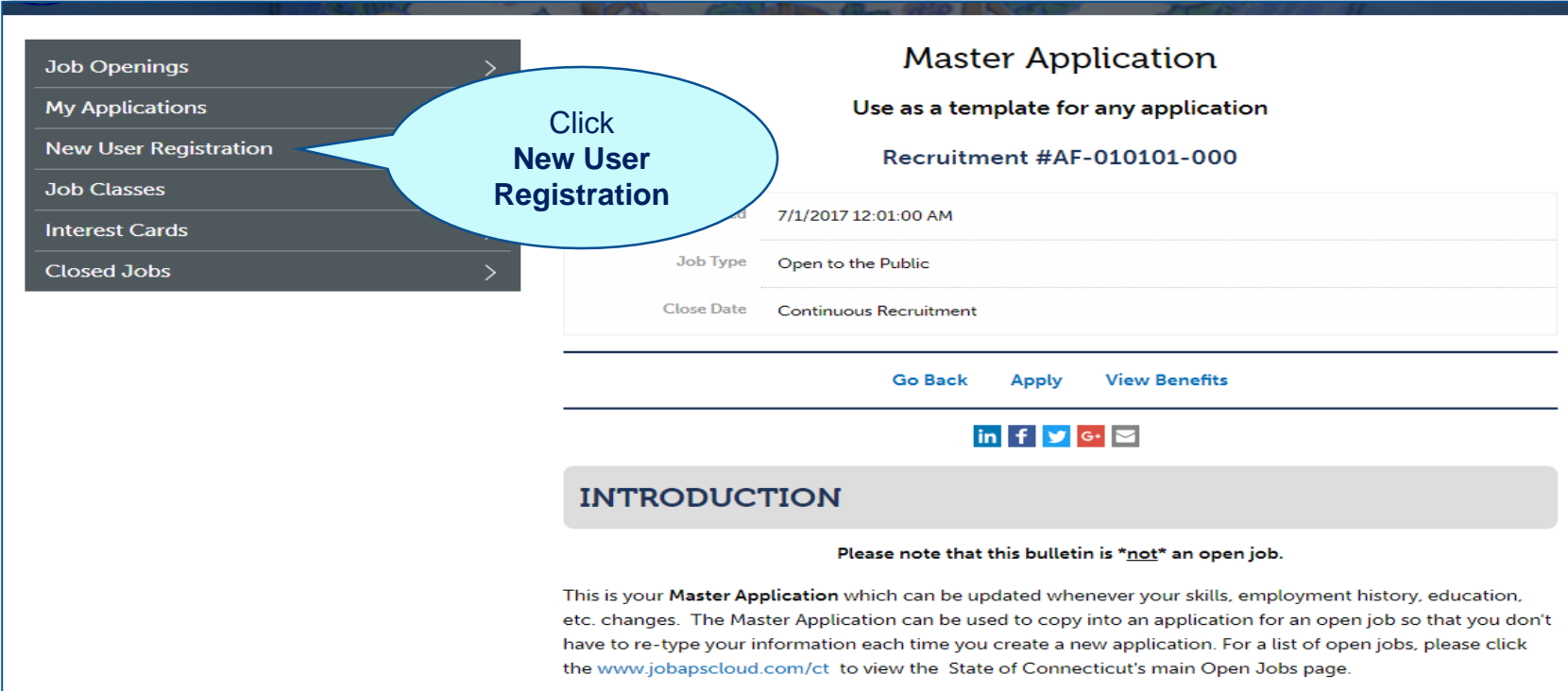
The following sections *are not copied* from the Master Application because they vary for each position. You must complete or provide with each individual job application:

- **Profile tab:** Employment Preferences section

- **Resume tab:** Resume file upload

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Create Master App - Register
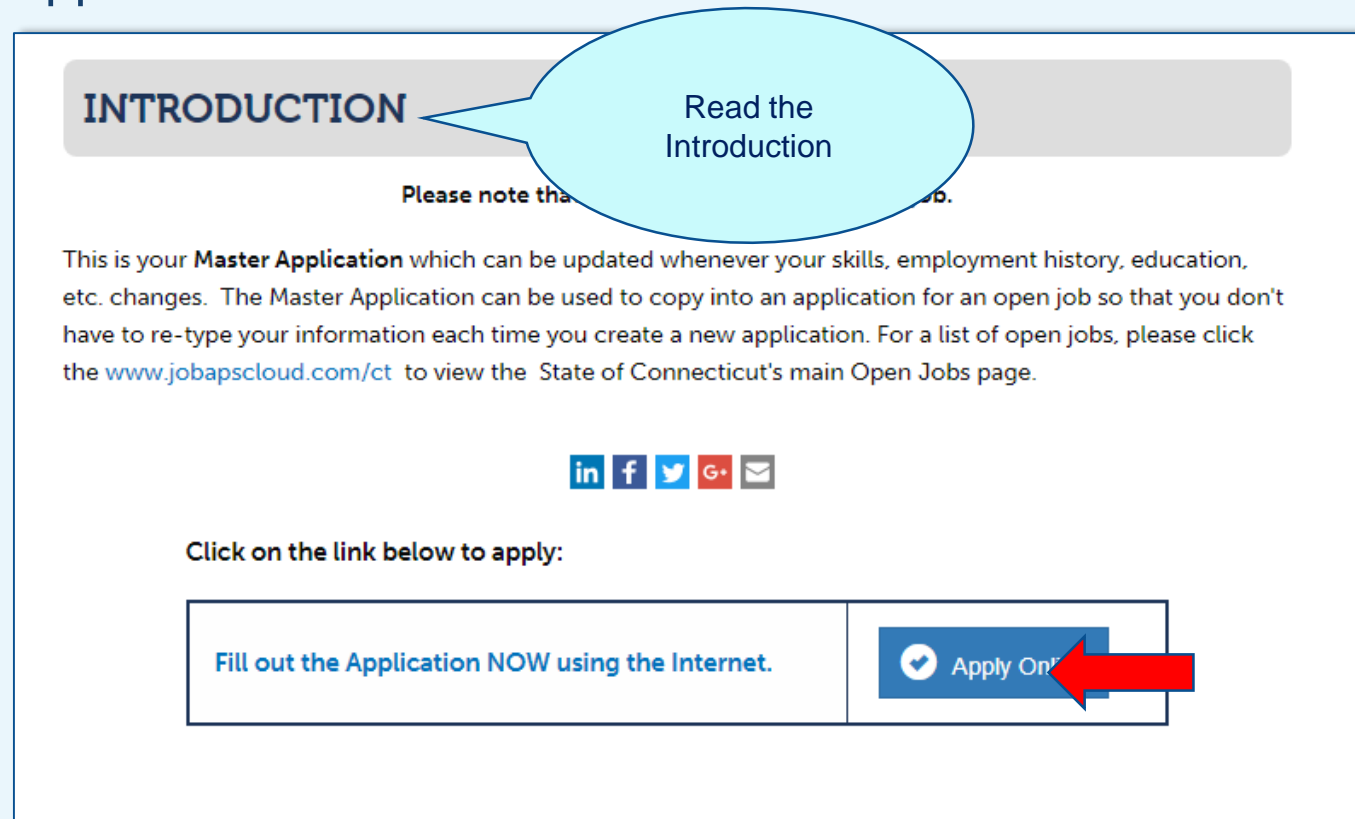
Access the OEC and refer to the main menu.

Create Master App – Apply

Review the Master Application Introduction section.

Create Master App – Read

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, a[...]

Your Responsibilities as the Applicant

1. Create a user account.
2. Before submitting your application to the State of Connecticut, it is your responsibility [...] correctness of all information submitted in the application. If you would like a copy of the a[...] 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

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Create Master App - Read & Agree

Continue reading and then accept the Terms of Use Agreement.

1) Read the Note

2) Check the **I agree** box, then click **I am a New User**

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.
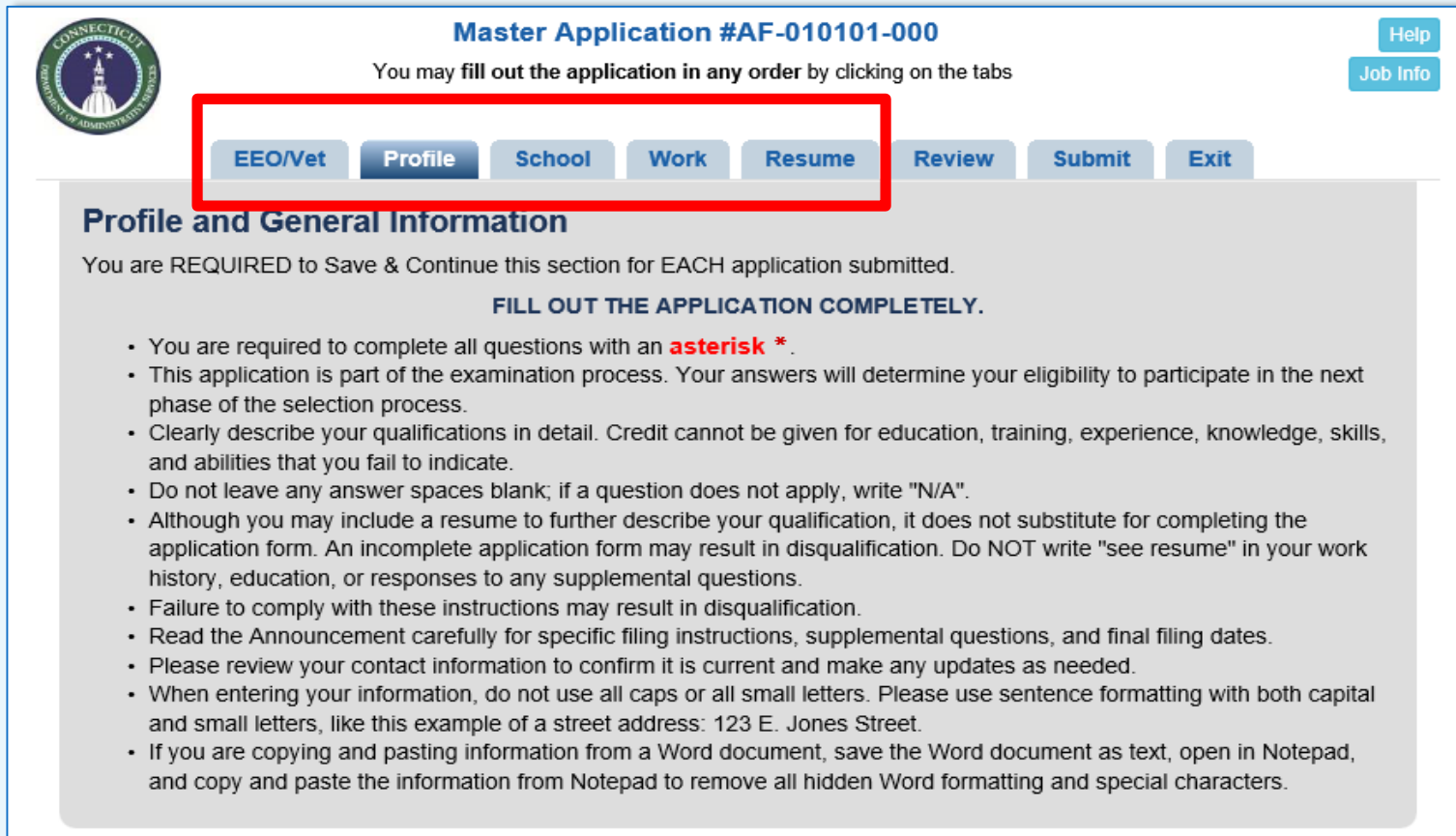
I am a NEW USER   I have REGISTERED PREVIOUSLY   Cancel

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

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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 & 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 for statistical purposes only. Click **Save & Continue** to advance to the next tab.

Create Master App – Profile Tab

Select how you heard about the opening, then click **Save & Continue**

Select locations, employment type & shifts

Personal and Contact Information

First Name*	Meredith
Last Name*	Machado
Middle Initial	m
List other names you have used	
	Include last, first & middle initial
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

Some fields auto populate here

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

If you are a current State of CT employee, please enter your 6 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
☐ Bethel
☐ Bethlehem
Scroll to see all locations

Job Source

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

Save & Continue

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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

Attended From
MM/YYYY

Major

Degree Earned
- ○ Yes
- ○ No
- ○ Attending

Street Address

Attended To
MM/YYYY

Minor

# of Credits Earned

City, State and Zip

Degree Type
Choose ▼

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
MM/YYYY

# of Credits Earned

Program/Course/Type of Training

City, State and Zip

To Date
MM/YYYY

Diploma/Cert. Earned
- ○ Yes ○ No

Name of Certificate Earned

Date Expires
MM/YYYY

d

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
MM/YYYY

Expiration Date
MM/YYYY

delete

Add Another Professional License

Save & Continue   **Clear**

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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.

#	Title	Dates	Employer	View/Edit

No employment experience records to display.

| I have Work Experience | I have NO Work Experience |

Read the Important Instructions

Click the appropriate button to indicate whether or not you have work experience

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Create Master App - Work Tab

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

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.

☑ 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

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

Check the Signature Agreement Box

When ready, click **Submit to State of Connecticut**

Master Application - Acknowledgement

- The OEC provides double-acknowledgement of a submitted application.

- Applicants receive a pop-up confirmation on their screen, followed by an emailed confirmation.

Please add @ct.gov as an accepted address to any email blocking or
spam filtering program you may use.
Notices will be delivered via email.
Even if you do not receive any email notices, you are responsible for
logging in to this system and reviewing all notices that have been sent
to you.
These are available by clicking on the 'My Applications' button on the
Job Openings.

OK

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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**

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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.

| 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.

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Scenario

Scenario

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

Here it is!

Scenario

Scenario – Apply Online

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

Apply Online

Click **Apply Online**

Scenario

Enter your **UserID** and **Password,** then click **Retrieve Application**

Scenario

Read and follow the instructions

Click
Master Application

"Copying Application" displays

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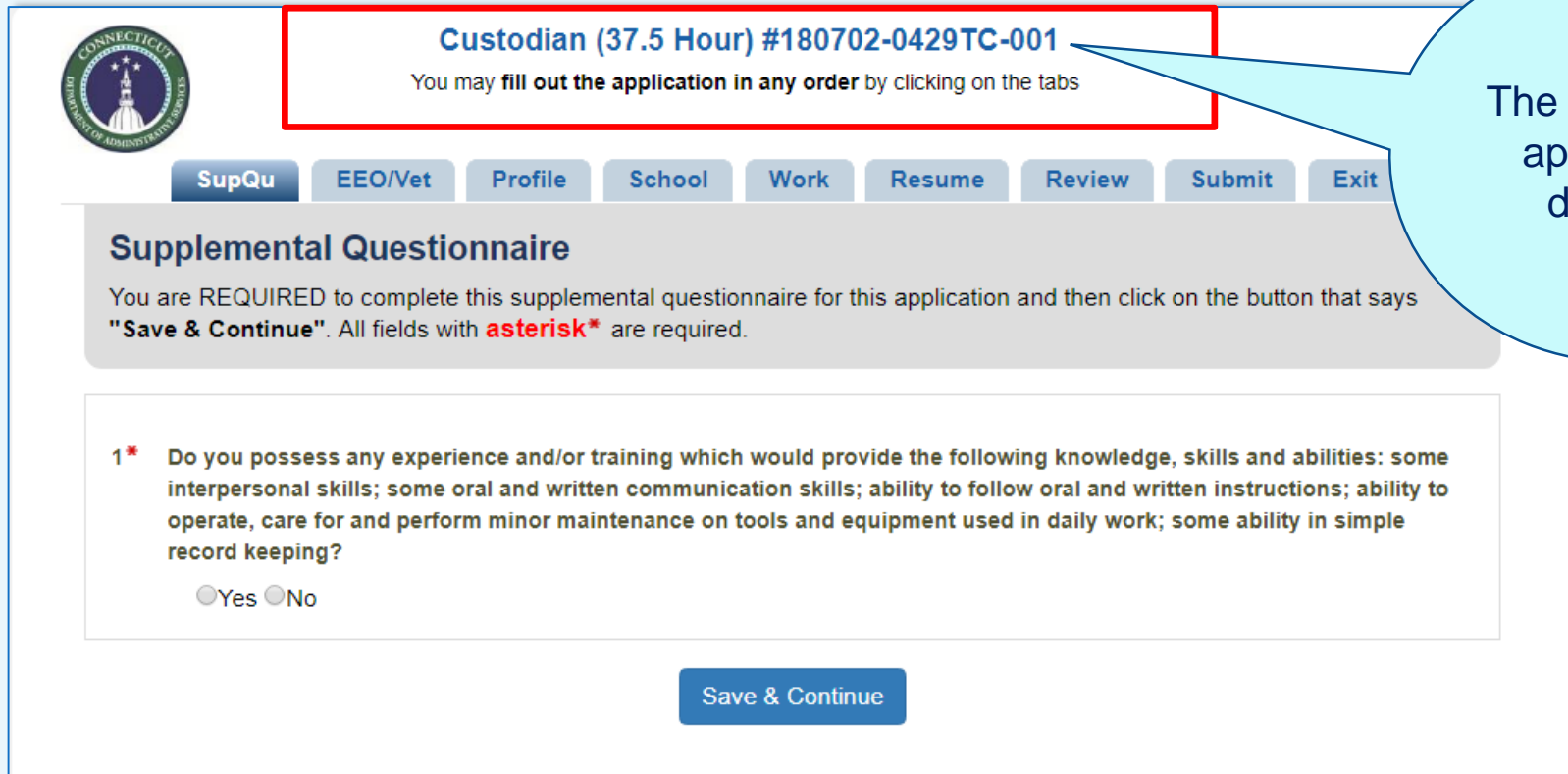
Please note: The application from which you are copying information will not be affected by any changes you make to the new application.

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.

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Scenario

The Custodian application displays

Scenario

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

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

Review all 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

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Scenario

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
If you are a current State of CT employee, please enter your 6 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 ☑ Bethel ☑ Bethlehem *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)

Connecticut ®

Scenario

Scenario

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

Help
Job Info

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

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

Review and Print Your Application

View and print your application.

Review and print a copy of your application for your records.

If you would like to make any changes, click on the red "EDIT" buttons or click on the tabs above. Then, make an
that tab and then click on the button that says "Save & Continue" at the bottom of the page to save your change

Ready to Send App

On Review tab, print & proofread the application to ensure everything is correct

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

When done, click **Ready to Send App**

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Scenario

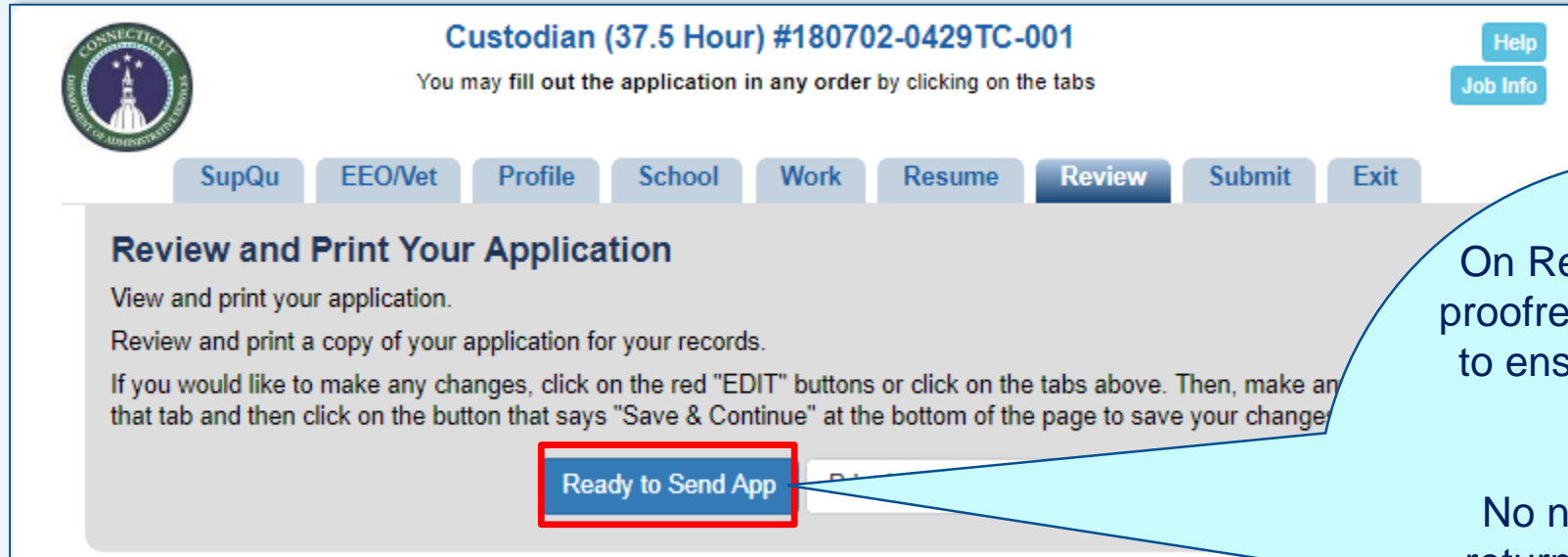**Custodian (37.5 Hour) #200728-0429TC-001**
You may **fill out the application in any order** by clicking on the tabs

Help
Job Info

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

Submit and Send Application

Not Ready to Submit? Exit and return before the closing date to submit.

Ready to Submit? No changes can be made after you submit your application.

When applicants submit an application, a pop up box will display confirming the date and time the application was submitted. Applicants also receive an e-mail confirmation of submission (please check junk/spam folder if not in your Inbox). If applicants <u>do not</u> receive this notification, the application <u>has not been submitted</u>.

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

YOU MUST MEET ALL OF THE QUALIFICATIONS AS OF THE CLOSING DATE TO BE ELIG
VERIFICATION OF YOUR APPLICATION INFORMATION WILL BE COMPLETED BY THE

☐ I hereby certify that the
attachments, if any, are true
good faith. I understand that if I knowingly make any
omission of facts, I am subject to disqualification, not being considered
terminated from employment and to such other penalties as may be pre
personnel regulations. All statements made on this application, including
information, are subject to verification as a condition of employment.

Submit to
State of Connecticut

On Submit tab, carefully read the notice

Check the Certify box, which serves as your electronic signature

Click **Submit to State of Connecticut**

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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 and usage**
- **Guidelines for managing applications**

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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.

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Guidelines for Managing Applications

Tips

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.

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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. 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.

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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.

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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.

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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.

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Keyword Search & Interest Cards