

## 4. SEARCH FOR, VIEW & APPLY TO EMPLOYMENT OPPORTUNITIES

As a State of Florida Employee, you can search for, view and apply to employment opportunities across various State of Florida agencies. To accomplish this, you need to know how to perform certain key activities in the system including: how to register as a job seeker, search for employment opportunities, create an applicant profile and create and submit a State of Florida application. Information on how to complete these activities is covered in the following sections.

### Key Activities Covered In This Section

#### A. Getting Started

Learn how to register as a job seeker and navigate through the Applicant Home Page. The Applicant Home Page provides you with several options on how to pursue State of Florida employment opportunities.

#### B. Updating My Login Preferences And Contact Information

A key feature of the Staffing system is the ability for you to receive automatic e-mail notifications of employment opportunities that best meet your criteria. The login information and notification preferences you set indicate how you would like to receive these notifications.

#### C. Searching For A Vacancy

There are now two ways to search for a position within the system – vacancy searching and vacancy matching.

Vacancy searching enables you to actively search for employment opportunities. You can actively search using keywords, general position classifications, or specific criteria such as agency, region or county, and certification, licensure & registration requirements.

Vacancy matching enables you to create a personal profile by describing your ideal job and indicating your areas of expertise, years of experience, desired working region or county, and desired agency. As vacancies become available, the system reviews the qualifications of the vacancy to see if it matches your personal profile. If it does, the system sends you an e-mail notification of a vacancy match. You can then apply for the vacancy.

#### D. Creating Or Updating My Application

A key feature that People First delivers to State of Florida Employees is the ability to apply online for an employment opportunity using one, common application. By submitting an application, you have the ability to apply for employment opportunities across all agencies in the State of Florida and to apply for an employment opportunity within a specific agency.

#### E. Applying To An Employment Opportunity

You can submit a State of Florida application for a specific position within the State of Florida. The State of Florida application asks you for the same information whether you are applying on-line or completing a paper application form.

**Important Terms & Concepts You Need To Know**

- **Advertisement** – The placement of a position description in various media including the Internet, newspapers, magazines and trade journals in order to obtain qualified applicants. It is important to note that, per Service First, you do not need to advertise for a vacancy if there are already qualified applicants available.
- **Alphanumeric** – The combination of letters and numbers.
- **Applicant** – A person who submits a State of Florida application. The application may either be submitted to apply for a specific position or to indicate interest in an employment opportunity for any occupation within the State of Florida. There are three types of applicants. Each type is defined by the type of employment opportunity they can apply to:
  - ✓ Applicants who can apply to Internal Agency Opportunities are those currently employed by the Agency, including OPS employees.
  - ✓ Applicants who can apply to State Personnel System Opportunities are those who are currently employed within the State Personnel System.
  - ✓ Any person can apply to an External Opportunity.
- **Applicant Profile** – A set of information about an applicant that can be used to match the applicant to available employment opportunities. Information in the Applicant Profile includes a description of the applicant's ideal job as well as the applicant's areas of expertise, years of experience, desired region or county, and desired agency.
- **Application** – A form submitted by current and prospective Employees that provides the State of Florida with the Employee's contact information, work experience, education, skills and qualifications in order to be considered for a specific position. The State of Florida application contains the same information whether it is paper-based or on-line and can be printed from the Staffing tool.
- **Candidate** – An applicant who has been selected for an interview. For the purposes of Hiring Center, the new Staffing tool, the term Candidate is not used. Applicant is used from when an individual submits an application to when they are provided with an offer of employment.
- **Employment Opportunities** – A list of advertised vacancies that an applicant can view and apply to.
- **External Agency Opportunity** – An employment opportunity that is open to all applicants (e.g., open competitive).
- **Field** – A place in the system where free-form text can be entered.
- **Hiring Authority** – State management employee responsible for the selection and hiring of candidates who has the authority to extend offers of employment. The Hiring Authority works in concert with specialists to ensure that proper sourcing and recruitment functions are followed. The Hiring Authority is also the individual who is the Manager/Supervisor of the position on the organizational structure.

- **HTML** – An Internet-based language that is used to display information as it would appear on a web site. An e-mail notification can either be sent in plain text or HTML, depending on the applicant's preference. In either case, the information contained in the notification would be the same.
- **Individual Account** – A way in which an applicant can view and access all of their information. An Individual Account is set up and accessed by entering an e-mail address and password.
- **Internal Agency Opportunity** – An employment opportunity that is only open to those applicants who are currently employed within an agency, including OPS employees.
- **Login** – The process of identifying yourself within the system. This typically includes providing a User ID and Password. To perform most activities within the People First system, you only need to login to the system once. This is referred to as single sign-on. The only exception to single sign-on is when you are applying for an employment opportunity.
- **Pay Plan** – Indicates the formal description of the philosophy for the pay plan to which the position is assigned. Pay Plan sources include Pay Plan Career Service (CS), Select Exempt Service (SES), and Select Management Service (SMS).
- **Position** – A unit within the organizational structure to be occupied by an Employee. Positions are created by the Legislature and established by each Agency. Duties and responsibilities are assigned to an Employee or Officer in the position.
- **Profile** – Basic information about an applicant, including name and e-mail address, that allows the applicant to use the People First web site to obtain the status of any job searches and to update their State of Florida application.
- **Qualifying Questions** – A list of questions that the Hiring Authority selects during the requisition process. Those questions are based on the position requirements and are then asked of the applicant when he/she is applying to a specific position.
- **Radio Button** – A circle that can be clicked on to indicate a specific choice. When the circle is clicked it is filled with a black dot.
- **Register** – The process by which applicants identify themselves in the Staffing tool.
- **Request for Reassignment, Promotion, Transfer, or Change in Shift, or Duty Station** – The process to request reassignment, promotion, transfer, change in shift or duty station as specified in the collective bargaining agreements for covered employees within the State of Florida's organizational hierarchy.
- **State Personnel System Opportunity** – An employment opportunity that is only open to those applicants who are currently employed within the State Personnel System, excluding OPS employees.
- **Vacancy** – A vacancy is created when an incumbent is promoted, demoted, reassigned or separated. A vacancy is a position, which is budgeted and established, but not occupied.

- ***Vacancy Matching*** – The process by which an applicant automatically receives notifications of employment opportunities that meet their criteria. Those criteria are established in the applicant profile.
- ***Vacancy Searching*** – The process by which an applicant looks for employment opportunities within the Staffing tool. An applicant can search for employment opportunities by a wide range of criteria including job classification, agency, location, education level, salary range or years of experience required.

## A. How Do I Get Started?

- There are two options that you can use to apply for a position.
  - Go to <https://peoplefirst.myflorida.com>. You are directed to the Login Screen below. You may click on the Logon button on the left **OR**
  - You may input your employee ID on the right and log on. Once logged on, click on the [Job Application](#) tab.

Click here to search for jobs in Florida State Government.

Applicants / Job Seekers Logon  
For those seeking a career in Public Service in Florida State Government, please click the Logon button or select a region on the map below to search for jobs.  
You may also call 877-562-7287. TTY users call 866-221-0268.

Logon

Or enter your user ID and password here to search for jobs.

To print a State of Florida Employment Application [Click Here](#).

For CURRENT State of Florida Employees

User Logon

Please enter your User ID and Password to access the People First system.

User ID: \*

Password: \*

Logon

To change your Password [Click Here](#).

Forgot Your User ID and Password?  
A user/employee ID and password, which is required for accessing information, was mailed to the address of record for participants. If you have not received that information or need further assistance, please contact the Service Center at 866 ONE-HRFL (866-663-4735). TTY users call 866-221-0268.

- You are then directed to the [Login](#) screen, as shown below. On the screen, you can select one of four options: New Users, Returning Users, Lost Password, or Vacancy Search.
  - If you have not registered your e-mail address and password, you are considered a new user. Proceed to step #3.
  - If you have already registered your e-mail address and password, you are considered a returning user. Proceed to step #5.
  - If you have already registered your e-mail address and password, but cannot remember your password, proceed to step #6.
  - If you would simply like to search for employment opportunities without registering, proceed to step #7.

Required fields are denoted by \*

### New Users

Register today and let new career opportunities find you! Give us a little information regarding your skills and desires and you may be rewarded with the opportunity of a lifetime!

**Register**

### Returning Users

If you are already registered with us, log in now to access your account, make changes, or check for matching vacancies.

E-mail:  \*

**b** Password:  \*

**a** **Let's Go!**

### Lost Password

If you are already registered but don't remember your password, enter your e-mail address in the field below, and click the **Lost Your Password?** button.

E-mail:  \*

**Lost Your Password?**

### Vacancy Search

Search for the perfect position on your own. Check out the hottest vacancies immediately and choose whether you want to register later.

**Search**

[Introduction](#) | [Login](#) | [Options](#) | [Search Vacancies](#) | [Help](#)

Key field descriptions on the [Login](#) screen include:

	Field Name	Field Description
a	E-mail	Enter your full e-mail address (e.g. <a href="#">janedoe@state.fl.us</a> ). This e-mail address is used to send you information, including notifications of employment opportunities.
b	Password	The password you select must contain between 6 and 10 alphanumeric characters. The password cannot contain special characters or spaces. Please reference the User Password Policy set forth by the State Technology Office for detailed guidelines on password selection.

- If you are a new user, then click **Register** from the **Login** screen (shown in step #2). The screen shown below appears. Enter the appropriate registration information, including your e-mail address, password and password recovery question & answer. Then click **Next**. The system directs you to the **My Applicant Profile and Notification Preferences**.
  - If you do not have an e-mail address, click on **Need a personal e-mail account** and proceed to step #4.
  - Please proceed to the *Searching For A Vacancy* activity, step #4 to understand how to create/update your applicant profile and notification preferences.

**Register**

Required fields are denoted by \*

**Registration Information** [Why Register?](#)

**a** E-mail:  \* [Need a personal e-mail account?](#)

Verify E-mail:  \*

**b** Password:  \*  
(minimum 6 characters)

Verify Password:  \*

**Password Recovery Question:**  \*  
*If you forget your password, we'll show you this question...*

**Password Recovery Answer:**  \*  
*In response to the question, provide this answer. If the entries match, we'll e-mail you a new password.*

**c**

**Next...**

Key field descriptions on the **Registration Information** screen include:

	Field Name	Field Description
a	E-mail/Verify E-mail	These fields capture your e-mail address. Enter your full e-mail address (e.g. <a href="#">janedoe@state.fl.us</a> ). This e-mail address is used to send you information, including notifications of employment opportunities. Enter your e-mail address in both the E-mail and Verify E-mail fields.
b	Password/Verify Password	The password you select must contain between 6 and 10 alphanumeric characters. The password cannot contain special characters or spaces. Please reference the User Password Policy set forth by the State Technology Office for detailed guidelines on password selection. Enter your password in the Password and Verify Password fields.
c	Password Recovery Question & Answer	The Password Recovery Question field contains a question that the system presents to you if you forget your password. You should enter a question in this field for which you will remember the answer (e.g. What is my dog's name?). Enter the response to your question in the Password Recovery Answer field.

4. If you need to create an e-mail address, click on either **Hotmail** or **Yahoo** from the screen shown below. You are then directed to the appropriate web site to obtain a **free** e-mail account.
  - **Note:** You are responsible for abiding by any Agency and/or State guidelines regarding the use of personal email from your work computer.

Click here to obtain a free e-mail address.

[Show](#)

## Personal E-mail Address

If you want to retain anonymity and confidentiality of e-mail correspondence, we suggest you use a non-business-based e-mail address. If you don't already have a personal e-mail account, you can get a free Web-based account at one of the following sites.

- [Hotmail](#)
- [Yahoo](#) mail

After you set up your new account, return to the *Register* page and type your new, personal e-mail address in the **E-mail** field.

[Disclaimer](#)

5. If you have already registered your e-mail address and password and are a returning user, enter your e-mail address and password on the **Login** screen and click **Let's Go!** The system directs you to the **Applicant Home Page**. Proceed to step #8.
6. If you have already registered your e-mail address and password, but cannot remember your password, enter your e-mail address and click **Lost Your Password?**. The system directs you to the screen shown below. On the screen, enter your response to your password recovery question and click **Next**. The system immediately resets your password and sends you an e-mail notification with a new password. Proceed to step #3 to login using your new password.
  - For more detailed information about how to change your password, please reference the *Updating My Login Preferences And Contact Information* activity.

### So, you've lost your password.

If you registered but don't remember your password, supply the response to the "question" you provided at registration time. We'll try to get you back on track. If we do verify your account, you should receive your password via e-mail within several minutes.

Required fields are denoted by \*

#### Password Recovery

The question you provided:

"How do you spell 'password'?"

Your response:

**Next...**

7. If you wish to search for employment opportunities without being identified by the system through registration, click **Search** from the **Login** screen (shown in step #2) to immediately search for employment opportunities. You are then directed to the **Vacancy Search** screen, a portion of which is shown below. On the **Vacancy Search**



screen, you can view available employment opportunities that match your search criteria.

- For more detailed information on how to search for employment opportunities, please reference the *Searching For A Vacancy* activity.

- The **Applicant Home Page** is the place where you can search for, view and apply to employment opportunities.
  - At any point, you can navigate back to the Applicant Home Page by simply clicking on the Options link at the bottom of the screen on which you are working.

Each of these options is defined in the table below.

**Applicant Options**

- [View vacancies matching your profile.](#)  
View the vacancies currently available that match your profile.
- [View your applicant submissions.](#)  
View your previous application submissions.
- [Search vacancies.](#)  
Create a search for a vacancy that interests you.
- [Create/Update your applicant profile and notification preferences.](#)  
Create or change your personal profile or change the preferences settings that control your notifications.
- [Create/Update your login preferences and contact information.](#)  
Change your e-mail address, password, password recovery, or other contact information.
- [Create/Update your master State of Florida Application Form.](#)  
Create or change your master copy of the State of Florida Application Form.
- [Request a copy of your account information.](#)  
Want to see what our recruiters see when your profile matches a vacancy?

[Introduction](#) | [Logout](#) | [Options](#) | [Search Vacancies](#) | [Help](#)

Key field descriptions on the [Applicant Home Page](#) screen include:

Field Name		Field Description
a	Vacancy Matches	Provides the total number of vacancies that the system has matched to your applicant profile.
b	Notifications Sent	Provides the total number of vacancy notification e-mails sent to you.
View Vacancies Matching Your Profile		Presents you with a Search Results screen, which lists all of the vacancies that match your applicant profile. The system only displays this option if you have created an applicant profile.
View Your Applicant Submissions		Provides you with a listing of vacancies for which you have submitted a State of Florida application. The system only displays this option if you have submitted a State of Florida application for a vacancy.
Search Vacancies		Presents you with the Vacancy Search screen that can be used to search for employment opportunities.
Create/Update Your Applicant Profile And Notification Preferences		Presents you with the Applicant Profile screen, which can be used to enter or change your applicant information and to indicate how you would like to be notified if and when the system identifies a vacancy that matches your profile.
Create/Update Your Login Preferences And Contact Information		Presents you with the Personal Preferences screen where you can enter or update contact information, change a password, and indicate e-mail preferences, privacy options, and/or notification preferences. Note: The contact information provided here is solely for Staffing purposes. This information does not impact contact information provided for Benefits, Payroll, or other HR-related activities.
Create/Update your master State of Florida Application Form		Presents you with your current State of Florida Application, which can be modified as needed.
Request A Copy Of Your Account Information		Allows you to request a copy of any information that a Recruiter may see when you match to a vacancy.

## B. How Do I Update My Login Preferences And Contact Information?

- From the Applicant Home Page (shown on step #8 of the *Getting Started* activity), click on **Create/Update Your Login Preferences And Contact Information**. The system directs you to the **Personal Preferences** screen as shown below. The Personal Preferences screen contains two key areas: My Account Login Preferences and My Contact Information, both of which are shown below.
  - The **My Account Login Preferences** portion of the **Personal Preferences** screen is pre-populated with the information you provided upon registration as a new user. If you need to update your information, complete the appropriate fields.

**Personal Preferences**

Should you express interest for a vacancy with us you may be requested to release additional contact information.

Required fields are denoted by \*

**My Account Login Preferences**

**a** E-mail:  
jburger@sof.com

**b** New Password:  
(Only if you want to change it)

Verify New Password:

**c** Password Recovery Question:  
How do you spell "password"? \*

If you forget your password, we'll show you this question...

Password Recovery Answer:  
password \*

...if your response to the question matches this answer, we'll e-mail you a new password.

Key field descriptions on the **Personal Preferences** screen include:

	Field Name	Field Description
a	E-mail	This field captures your e-mail address, which you provided upon registering as a new user. To change your e-mail address, you should enter your full e-mail address (e.g. <a href="mailto:janedoe@state.fl.us">janedoe@state.fl.us</a> ).
b	New Password/Verify New Password	To change your current password, type your new password in both of these fields. The password you select must contain between 6 and 10 alphanumeric characters. The password cannot contain special characters or spaces. Please reference the User Password Policy set forth by the State Technology Office for detailed guidelines on password selection. Note: For security reasons, your current password does not appear in these fields.

	Field Name	Field Description
c	Password Recovery Question & Answer	The Password Recovery Question field contains a question that the system presents to you if you forget your password. You should enter a question in this field for which you will remember the answer (e.g. What is my dog's name?). Enter the response to your question in the Password Recovery Answer field.

- On the **My Contact Information** portion of the **Personal Preferences** screen enter your contact information and click **OK**.
  - ✓ You can enter your contact information and still elect to remain anonymous within the system. If you wish to remain anonymous, your contact information is not made available unless you submit an application for a specific employment opportunity. For more detailed information on how to submit an application, please reference the *Creating Or Updating My Application and Applying To An Employment Opportunity* activities.

**My Contact Information**  
 Entry of your personal information is not required when electing to remain anonymous in the system. After submission to a vacancy, if you are requested to fill in this information, you may return here to update it at any time.

First Name:	Middle Name:	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Mailing Address:	City:
<input type="text"/>	<input type="text"/>

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State:	Zip Code:	Country:
<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>

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Primary Phone:	Work Phone:	Mobile Phone:
(###) ### - ####	(###) ### - ####	(###) ### - ####
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Social Security Number:	County:	SunCom:
(### - ## - ####)	<input type="text"/>	<input type="text"/>
<input type="text"/>		

### C. How Do I Search For A Vacancy?

1. In the system, you can search for a vacancy two different ways: (1) by performing a vacancy search or (2) by performing a vacancy match.
  - To perform a vacancy search, proceed to step #2.
  - To perform a vacancy match, proceed to step #4.
2. Click on **Search Vacancies** from the Applicant Home Page (shown on step #8 of the *Getting Started* activity). The system directs you to the screen shown below. Enter the appropriate information and click **Search**.

You can search by  
entering keywords.

You can select  
information in any of  
these categories to  
further define your  
search.

**Search Vacancies**
[Search Hints](#)

**Show All Vacancies**

View a comprehensive list of available vacancies before you use search criteria to limit your results.

To refine or expand your search, adjust your selections below. Then, click "Search".  
 (For items allowing multiple selection, use the Control key [Windows] or the Command key [Macintosh] when you click to select or de-select.)

**Keywords:**

**Category:**

Any ▼

**Select Agency**

AHCA - Agency for Hlth Care Ad  
 AWH - Agency for Wrkfrce Innv  
 Capital Collateral Regional Counsels  
 DCF - Children and Families

**Select Occupation**

Agriculture  
 Architects, Surveyors, Cartographers And  
 Artists And Designers  
 Building And Grounds Cleaning And Mainte

**Select Job Type**

Full Time  
 Part Time  
 Intern  
 Temporary

**Select Region/County**

Any location in Florida  
 West Region  
 North Region  
 Central Region

**Select Years of Experience**

Match Any  
 0-1 year  
 1-3 years  
 3-5 years

**Select Percent of Travel**

Match Any  
 0%  
 1-25%  
 25-50%

**Select Education**

Match Any  
 None  
 High School or GED  
 Associate (or equivalent work experience)

Search

3. Your search results are displayed on the **Vacancy Search Results** screen shown below.

- You can view your vacancy search results in different ways. For example, if you click on [Show All Vacancies](#), you can see the vacancies listed in alphabetical order. If you click on [Show All Categories](#), you can see the vacancies sorted by category (e.g., Administration and Management). If you click on [Show All Regions/Counties](#) you can see the vacancies sorted by Region and or County.
- For each vacancy shown, you can see a brief summary of the vacancy under [Synopsis](#). To see more details on the vacancy, click on the vacancy title.
- ✓ If you find a vacancy that interests you, please reference the *Applying To An Employment Opportunity* activity to understand how to apply.

Click on the vacancy title to get more detailed information.

### Vacancy Search

You must have cookies enabled in order to submit your application to a vacancy posting. We respect your privacy and do not use cookies for tracking your web usage, we only use them to process your application. Please refer to your internet browser help files in order to enable cookies.

Interested in a free personal recruiter? By [registering](#), you can receive email notification of vacancies as they become available. See below to create or refine your [search](#).

Req No	Synopsis
<b>Alachua County</b>	
<b>Building and Construction</b>	
<a href="#">WELDERS, CUTTERS, SOLDERERS AND BRAZERS</a>	DOT - 10624 - Welder - Gainesville Maintenance Shop - Gainesville/Alachua County
<b>Clerical</b>	
<a href="#">DATA ENTRY KEYERS</a>	DC - Data Entry Operator F/C - located at Gainesville CI in Classification Dept. Alachua County, FL
<a href="#">OFFICE CLERKS, GENERAL</a>	DOH/Senior Clerk/Alachua County Health Department/Gainesville
<a href="#">SECRETARIES, EXCPT LEGAL, MEDICAL &amp; EXEC</a>	DJJ - SECRETARY SPECIALIST - CITY OF ALACHUA - ALACHUA COUNTY
<b>Customer and Personal Service</b>	
<a href="#">ENVIRONMENTAL SCIENTIST &amp; SPEC. INCL HLTH</a>	DACS #42003780 - Environmental Specialist III/Gainesville, FL/Alachua Co. ***INTERNAL AGENCY***
<b>Food Production</b>	
<a href="#">PERSONAL CARE &amp; SERVICE WORKER, ALL OTHER</a>	DCF, Support Service Aide (Food Service), NFETC, Gainesville (Alachua County)
<b>Law and Government</b>	

- Click on [Create/Update Your Applicant Profile And Notification Preferences](#) from the Applicant Home Page (shown on step #8 in the *Getting Started* activity). The system directs you to the My Applicant Profile And Notification Preferences screen. The screen contains two key areas: My Applicant Profile and My Notification Preferences, both of which are shown below.
  - On the [My Applicant Profile](#) portion of the screen select the criteria for the type of employment opportunity for which you are searching. You can select as many or as few of the criteria as you want. It is important to note, however, that by selecting more criteria, you have a better chance of finding an employment opportunity that truly matches what you are looking for.
    - ✓ The criteria you select on the applicant profile are matched against each advertised vacancy to determine if the vacancy meets your criteria. If a match occurs, you receive an e-mail notification.
    - ✓ You can modify your applicant profile at any time.

Multi-select boxes allow you to choose more than one option in a field. For example, you may be interested in both Full Time and Part Time positions.

With single-select boxes, you can only choose one option in a field.

**My Applicant Profile**

Fill out the following sections so that we can actively search for vacancies that match. We'll notify you when we do find a match.

**Section I - The following boxes are multi-select boxes. Please use the control key (Windows) or the Command (Macintosh) to make multiple selections.**

<b>Select Agency</b> Match Any AHCA - Agency for Hlth Care Ad AWM - Agency for Wrkfrce Innv Capital Collateral Regional Counsels	<b>Select Occupation</b> ACCOUNTANTS AND AUDITORS ACTUARIES ADLT LIT/REMEDIAL ED/GED TEACH & INSTRCT ADMINISTRAT LAW JUDGE/ADJUD/HEAR OFFICER
<b>Select Licensure, Registration, Certification</b> Board Certified Medical Specialty Breath Test Operator Casualty Actuarial Society Certificate of Compliance as a Firefighter	<b>Select Job Type</b> Full Time Permanent Full Time Temporary Part Time Permanent Part Time Temporary
<b>Select Region/County</b> Any location in Florida West Region North Region Central Region	<b>Select Closest Major City</b> Any City Apalachicola Bartow Brooksville

**Section II - The following boxes are single-select.**

<b>Select Education</b> Match Any High School or GED Associate (or equivalent work experience) Bachelors (or equivalent work experience)	<b>Select Percent of Travel</b> Match Any 0% 1-25% 25-50%
<b>Select Years of Experience</b> Match Any 0-1 year 1-3 years 3-5 years	<b>Select Salary Range</b> Match Any 0 - 15000 15000 - 30000 30000 - 45000
<b>Select Source</b> Match Any AWM - One-Stop Center Campus Posting (College recruiting) College Career Fair (College recruiting)	<b>Have you worked for the State of Florida?</b> Match Any Yes No

- On the **My Notification Preferences** section of the screen you can specify the details of how you would like to receive automatic e-mail notifications of matching vacancies.
  - ✓ You can choose whether or not you wish to receive automatic e-mail notifications of vacancies that meet your criteria. Even if you do not select to receive automatic e-mail notifications, you can still view the vacancies that match your applicant profile by clicking **View vacancies matching your profile** from the Applicant Home Page (shown on step #8 in the *Getting Started* activity). This link takes you back to the Vacancy Search Results screen highlighted in step #3.
  - ✓ You can modify your notification preferences at any time.

**My Notification Preferences**

Our technology allows you to receive e-mail notification for vacancies that match your profile. You can also choose whether or not you want to remain anonymous in our system.

**a Privacy Options:**

☐ I wish to remain non-visible to the state.  
*If you select this option, your information remains confidential until you clear this option or actively submit to a vacancy.*

**b E-mail Format Preference:**

☒ Plain Text  
☐ HTML (Web page format)

**c E-mail Notification Preferences:**

☒ I want future informational correspondence from you.  
☒ Send me e-mail when a new vacancy matches my applicant profile.  
☒ Immediately ☐ Daily ☐ Weekly

**OK Cancel**

Key field descriptions on the **My Notification Preferences** screen include:

	Field Name	Field Description
a	Privacy Options	This check box allows you to remain an anonymous user within the system. When you are an anonymous user, the information you provide remains confidential until you submit an application to a specific position.
b	E-mail Format Preference	These radio buttons allow you to choose the format that you receive the automatic e-mail notifications. You can choose either plain text or HTML.
c	E-mail Notification Preferences	There are two types of e-mail notifications that can be sent to you: <ul style="list-style-type: none"> <li>▪ Informational Correspondence – From time to time, Recruiters may distribute special mailings (e-mail or print) on general employment news, job fairs and other recruiting event announcements.</li> <li>▪ Vacancy Match Notifications – E-mails that notify you of a vacancy that matches the criteria you established in your Applicant Profile. If you select to receive these notifications, you can indicate how frequently you would like to receive them – immediately, daily or weekly. Immediately indicates the notification is sent once the match occurs.</li> </ul>



## D. How Do I Create My Application?

1. In order to create your application, you first search for a vacancy and find the position for which you wish to apply. Upon selecting this position, you are directed to the **State of Florida Employment Application** screen, as shown below. Click **Continue** to create and/or update your State of Florida application. Once you have submitted an application it will be saved so that the next time you apply to a position you will not need create it again.
  - The information captured on your application is stored and available for you to submit when you find a specific position that interests you.
  - Once you have submitted an application for a position, the application data will be saved. You can update it the next time you apply for a position.
  - The **Navigation** toolbar located on the left side of the screen helps you to access the section of the application that you want.

You can select any of these links in order to update a section of your application.

**Navigation:**

- ▼ Links
  - ▶ Start
  - ▶ General Instructions
  - ▶ Position Applied For
  - ▶ How Do We Contact You?
  - ▶ Education - High School
  - ▶ Education - Higher Education
  - ▶ Education - Additional Training
  - ▶ Education - Licensure
  - ▶ Periods Of Employment
  - ▶ Knowledge / Skills / Abilities
  - ▶ Exemption From Public Records Disclosure
  - ▶ Background Information
  - ▶ Citizenship, Relatives, and SSSR
  - ▶ Veteran's Preference Input
  - ▶ EEO Survey Input
  - ▶ Certification

Save and Continue Later

NOTE: If you choose to "Save and Continue Later", your information will be saved but the application process **IS NOT** yet completed. The application is **NOT** completed until you finish the Certification step at the end of the application, certifying that the information is thorough and correct.

Cancel Application Process

**State of Florida**

**EMPLOYMENT APPLICATION**

Equal Opportunity Employer / Affirmative Action Employer  
The State of Florida does not tolerate violence in the workplace.

**Where to Find Vacancy Information:**

- Jobs and Benefits Centers - Consult your local telephone directory
- Submit your application online at <https://jobs.myflorida.com/> or mail to the People First Service Center at:  
People First Staffing Admin.  
PO Box 44058  
Jacksonville, FL 32231-4058  
or fax to (904) 636-2627

Continue Cancel

2. Upon clicking **Continue**, you are directed to the **General Instructions** screen as shown below. Review the instructions, and then click **Continue**.
  - Click the **Back** button at any time to return to the prior screen.
  - Click the **Continue** button to save your entry and proceed to the next screen.

## GENERAL INSTRUCTIONS

- Complete this application in its entirety.
- Submit your application to the office announcing the vacancy no later than the close of business on the announced deadline date.
- Complete the Certification section to electronically "sign" this application. You are required to enter a password and the Date as part of the certification process.
- All information you submit is subject to verification.
- Notify the agency's hiring authority in advance if you require special disability accommodations to participate in the employment process.

Click Continue to proceed to the next section.

[Continue](#) [Back](#)

3. Upon clicking [Continue](#), you are directed to the [Position Applied For](#) screen, as shown below. Enter the appropriate information and click [Continue](#) in order to proceed to the next screen.

## POSITION APPLIED FOR

Agency:  
 Title: ACCOUNTANT I  
 Position Number: Busin04  
 Date Available (MM/DD/YY): 06/16/03  
 Counties Of Interest:  
 Minimum Acceptable Salary (annual):

Click Continue to save your entries and to proceed to the next section.

[Continue](#) [Back](#)

4. You are then directed to the [How Do We Contact You?](#) Screen, as shown below. Enter your contact information in order for the appropriate representative to contact you regarding the position opportunity. Click the [Continue](#) button.
- Please note this information may default to the contact information you provided upon registering as a new user.

Be sure to provide your information in the correct format.

### HOW DO WE CONTACT YOU?

Your First Name:

Your Last Name:

Social Security Number:   
###-##-####

Your Mailing Address:

City:

County:

State:

Zip Code:

Home Phone:   
(###)###-####

Business Phone:   
(###)###-####

SUNCOM (State Employees):

E-mail Address:

Click Continue to save your entries and to proceed to the next section.

- You are then directed to the [Education – High School](#) screen as shown below. Enter information about your high school education. Click the [Continue](#) button after entering the appropriate information.

Click Continue to save your entries.

Click Back to review or edit prior sections of your application.

### EDUCATION - HIGH SCHOOL

Name of School:

Location of School:

Your name, if different while attending school:

Received: ☒ Diploma ☐ Other (Please Specify) ☐ None

- You are then directed to the [Education – College, University Or Professional School](#) screen as shown below. Click the [Insert New Record Of Higher Education](#) button in order to enter new higher education information or click the [Edit Record Of Higher Education](#) button in order to review and update your higher education information. Then enter information regarding your college, university or professional school and click [OK](#). Then click [Continue](#).
  - If you have not attended a college, university or professional school, you may click the [Continue](#) button in order to proceed to the next section of the application.

Click here to enter your higher education information for the first time.

Or to edit an existing record, click here.

Click Continue to save your entries and to proceed to the next section.

Enter your college, university or professional school information here.

Click Ok to save your entries and return to the prior screen.

### EDUCATION - COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL

(TRANSCRIPTS MAY BE REQUIRED)

**Higher Education**

Name
From
To

Insert New Record of Higher Education
Edit Record of Higher Education

Your name, if different while attending school:

Continue
Back

### EDUCATION - COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL

(TRANSCRIPTS MAY BE REQUIRED)

Name of School: 
Location: 
From (MM/YY): 
To (MM/YY): 
Quarter Credit Hours Earned: 
Semester Credit Hours Earned: 
Major/Minor/Course Degree of Study: 
Type of Degree Earned:

OK
Cancel
Delete

7. You are then directed to the **Education – Job Related Training Or Course Work** section shown below. Click the **Insert New Record Of Higher Additional Training** button in order to enter new additional training information or click the **Edit Record Of Additional Training** button in order to review and update your additional training experience. Enter information regarding your licensure, registration, and/or certification and click **OK**. Then click **Continue**.

- If you have not had any additional training, you can hit the **Continue** button in order to proceed to the next section of the application.

Click here to enter information on job-related training or course work for the first time.

Or to edit an existing record, click here.

Click Continue to save your entries and to proceed to the next section.

Enter your job related training or course work information here.

Click Ok to save your entries and return to the prior screen.

### EDUCATION - JOB RELATED TRAINING OR COURSE WORK

(VOCATIONAL, TRADE, GOVERNMENT, BUSINESS, ARMED FORCES, ETC.)

**Additional Training**

Name
From
To

Insert New Record of Additional Training
Edit Record of Additional Training

Your Name,

Continue
Back

### EDUCATION - JOB RELATED TRAINING OR COURSE WORK

(VOCATIONAL, TRADE, GOVERNMENT, BUSINESS, ARMED FORCES, ETC.)

Name of School: 
Location: 
From (MM/YY): 
To (MM/YY): 
Class Credit Hours Earned: 
Clock Credit Hours Earned: 
Course of Study: 
Training Completed?:

OK
Cancel
Delete

8. After clicking **Continue**, you are directed to the **Education – Licensure, Registration, Certification** screen, as shown below. Click the **Insert Education – Licensure, Registration, Certification** button in order to enter new additional education information or click the **Edit Record Of Additional Education** button in order to review and update your additional education experience. Enter information regarding your licensure, registration, and/or certification and click **OK**. Then click **Continue**.
- If you have no licensure, registration, or certification information to provide, click **Cancel** in order to proceed.

Click here to enter information on licensure, registration, and certification for the first time.

Or to edit an existing record, click here.

Click Continue to save your entries and to proceed to the next section.

Enter your licensure, registration, and certification information here.

Click Ok to save your entries and return to the prior screen.

**EDUCATION - LICENSURE, REGISTRATION, CERTIFICATION**  
Driver License, Teacher Certification, RN, LPN, PE, CPA, etc.

**Licenses, Registrations, and Certifications**

Name	Received	Expires
Insert New Record		
Edit this Record		

Continue Back

**EDUCATION - LICENSURE, REGISTRATION, CERTIFICATION**  
Driver License, Teacher Certification, RN, LPN, PE, CPA, etc.

License, Registration or Certification Name:

Number:

Date Received:

Expiration Date:

State Licensing Agency:

OK Cancel Delete

9. After clicking **Continue**, you are directed to the **Periods Of Employment** screen as shown below. Click the **Add New Period Of Employment** button in order to enter your previous employment experience or click the **Edit This Period** button in order to edit your employment experience. Click **Continue** after entering the appropriate information in order to proceed to the Exemption From Public Records Disclosure screen.
- If you have not had any previous employment experience, you may click **Continue** in order to proceed to the next section of the application.

**PERIODS OF EMPLOYMENT**  
Describe your work experience in detail, beginning with your current or most recent job. Include military service (indicate rank) and job-related volunteer work, if applicable. Indicate number of employees supervised. **Use a separate block to describe each position or gap in employment.** All information in this section **must** be completed.

Click here to enter information about a new period of employment. → **Add a New Period Of Employment**

Click here to edit an existing record. → **Edit this Period**

Click Continue to save your entries and to proceed to the next section. → **Continue** **Back**

When you are finished add

Enter your information regarding a specific period of employment here. If you have a gap in employment please show the time frame and explain the gap.

Click Ok to save your entries and return to the prior screen. → **OK** **Cancel** **Delete**

**Periods Of Employment**  
**Employer** **Job Title** **From** **To**

Please fill out information about this period of employment:

Name Of Present or Last Employer:

Address:

City/State/Zip:  AK

Country:  United States

Phone No ((###)###-####):

Your Job Title:

Supervisor's Name:

FROM (YY/MM/DD):

TO (YY/MM/DD):

HOURS PER WEEK:

Duties And Responsibilities:

Reason For Leaving:

Your Name If Different During Employment:

10. After entering your information and clicking **Continue**, you are directed to the **Exemption From Public Records Disclosure** section of the application, as shown below. Select **Yes** or **No** by clicking the appropriate radio button. Then click **Continue** in order to proceed to the Background Information screen.

**EXEMPTION FROM PUBLIC RECORDS DISCLOSURE**

ARE YOU A CURRENT OR FORMER LAW ENFORCEMENT OFFICER, OTHER EMPLOYEE\*\* OR THE SPOUSE OR CHILD OF ONE WHO IS EXEMPT FROM PUBLIC RECORDS DISCLOSURE UNDER §119.07, F.S.? ☐ YES ☐ NO

\*\*Other covered jobs include: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement, and certain investigators in the Department of Children and Families [see §119.07, F.S.].

**Continue** **Back**

11. In the **Background Information** section shown below, you are asked to enter information regarding your criminal background. After entering the appropriate information and selecting either **Yes** or **No** for each question, click **Continue** in order to proceed to the Citizenship, Relatives, and Select Service System Registration screen.

BACKGROUND INFORMATION	
HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A FIRST DEGREE MISDEMEANOR?	<input type="radio"/> YES <input type="radio"/> NO
If "YES", what charges? <input type="text"/>	
Where convicted? <input type="text"/>	Date in MM/DD/YYYY: <input type="text"/>
HAVE YOU PLED NOLO CONTENDRE OR PLED GUILTY TO A CRIME WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR?	<input type="radio"/> YES <input type="radio"/> NO
If "YES", what charges? <input type="text"/>	
Where convicted? <input type="text"/>	Date in MM/DD/YYYY: <input type="text"/>
HAVE YOU EVER HAD THE ADJUDICATION OF GUILT WITHHELD FOR A CRIME WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR?	<input type="radio"/> YES <input type="radio"/> NO
If "YES", what charges? <input type="text"/>	
Where convicted? <input type="text"/>	Date in MM/DD/YYYY: <input type="text"/>
NOTE: A "YES" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense in relation to the position for which you are applying are considered.	
<input type="button" value="Continue"/> <input type="button" value="Back"/>	

12. In the **Citizenship, Relatives, and Select Service System Registration** screen section shown below, you are asked to select **Yes** or **No** for each question. After selecting the appropriate answer, click **Continue** in proceed to the Veteran's Preference Information and Veteran's Preference Claim screen.

CITIZENSHIP	
The State of Florida hires only U.S. citizens and lawfully authorized alien workers. If a conditional offer of employment is made, you will be required to provide identification and proof of citizenship or authorization to work in the U.S.	
ARE YOU A U.S. CITIZEN OR ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.?	<input type="radio"/> YES <input type="radio"/> NO
RELATIVES	
TO YOUR KNOWLEDGE, DO YOU HAVE ANY RELATIVES WORKING IN THIS AGENCY?	<input type="radio"/> YES <input type="radio"/> NO
SELECTIVE SERVICE SYSTEM REGISTRATION	
All males between the ages of 18 and 27 must be registered with the Selective Service System or exempted. IF YOU ARE A MALE BETWEEN THE AGES OF 18 AND 26, DO YOU HAVE PROOF OF REGISTRATION WITH THE SELECTIVE SERVICE SYSTEM OR EXEMPTION FROM SUCH REGISTRATION?	
	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
<input type="button" value="Continue"/> <input type="button" value="Back"/>	

13. In the **Veteran's Preference Information** and **Veteran's Preference Claim** screen, as shown below, you are asked to provide information on Veteran's Preferences. After answering the questions, click **Continue** in order to proceed to the EEO Survey screen.
- Note: If you are claiming Veteran's Preference you **must** meet the criteria and substantiate your claim by furnishing a DD 214 (Certificate of Release or Discharge from Active Duty) and any other supporting documentation with your application. The DD214 form should be faxed to the Service Center at 904-636-2626.

## VETERANS' PREFERENCE INFORMATION

Completion of the Veterans' Preference section below is made on a voluntary basis and kept confidential in accordance with the Americans with Disabilities Act. Listed below are the four Veterans' Preference categories.

1. A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans' Affairs and the Department of Defense, **or**
2. The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power, **or**
3. A veteran of any war who has served on active duty for one day or more during a wartime period, excluding active duty for training, and who was discharged under honorable conditions from the Armed Forces of the United States of America, **or**
4. The unmarried widow or widower of a veteran who died of a service-connected disability.

A **DD214** or comparable document which serves as a certificate of release or discharge **must be furnished at the time of application**. In addition, applicants claiming categories 1, 2, or 4 above must furnish supporting documentation in accordance with the provisions of Rule 55A-7.013, F.A.C. Wartime periods are defined in §1.01, F.S. Veterans' Preference shall expire after an eligible person has been employed by the state or an agency of a political subdivision of the state. Under Florida law, preference in appointment shall be given by the state to those persons in categories 1 and 2 and then those in categories 3 and 4. Veterans' Preference is only available to Florida residents.

If an applicant claiming Veterans' Preference for a vacant position is not selected, he/she may file a complaint with the Florida Department of Veterans' Affairs, P.O. Box 31003, St. Petersburg, Florida 33731-8903.

A complaint must be filed within 21 days of the applicant receiving notice of the hiring decision made by the employing agency or within 3 months of the date the application is filed with the employer if no notice is given.

## VETERAN'S PREFERENCE CLAIM

## VETERAN'S PREFERENCE CLAIM

IF ELIGIBLE, WHICH VETERANS' PREFERENCE CATEGORY ARE YOU CLAIMING?  
(Please indicate the number from Veterans' Preference Information section above.)

None of the above

HAVE YOU EVER BEEN EMPLOYED BY ANY GOVERNMENTAL ENTITY WITHIN THE STATE OF FLORIDA?

No

ARE YOU A RESIDENT OF THE STATE OF FLORIDA?

No

**NOTE:** If you are claiming Veterans' Preference you **must** meet the criteria and substantiate your claim by furnishing a DD 214 (Certificate of Release or Discharge from Active Duty) and any other required supporting documentation with your application.

Continue Back

14. In the **EEO Survey** section shown below, you are asked to enter information regarding your race, sex, and date of birth. Enter your information and click **Continue** in order to proceed to the Certification screen.

## EEO SURVEY

Although the following information is not mandatory, it is requested to aid the State of Florida in its commitment to Equal Employment Opportunity and Affirmative Action. Refusal to answer will not result in adverse treatment of any applicant. Applicants who believe they have been discriminated against may file a complaint with the Florida Commission on Human Relations, 2009 Apalachee Parkway, Suite 100, Tallahassee, Florida 32301-4857.

Race	
<input type="radio"/>	American Indian or Alaska Native
<input type="radio"/>	Asian
<input type="radio"/>	Black or African American (Hispanic or Latino)
<input type="radio"/>	Black or African American (non-Hispanic or Latino)
<input checked="" type="radio"/>	Native Hawaiian or Other Pacific Islander
<input type="radio"/>	White (Hispanic or Latino)
<input type="radio"/>	White (non-Hispanic or Latino)
<input type="radio"/>	Non-disclosed
<input type="radio"/>	Other/Balance

Sex: ☐ MALE ☒ FEMALE ☐ NON-DISCLOSED

Date of Birth (MM/DD/YYYY):

If Other, PLEASE SPECIFY:


Continue Back



15. In order to complete the application process, you must first generate and certify your application. From the [Certification](#) screen, shown below, click [Generate Application](#).

CERTIFICATION	
You have finished entering the information needed to generate your application. Click the "Generate Application" button below to create your application. On the next screen, review your application and certify it by following the directions at the end of the application.	
<input type="button" value="Generate Application"/>	<input type="button" value="Back"/>

16. After clicking Generate Application, you are directed to the [State of Florida Employment Application](#) screen (a sample of which is shown below). This screen captures the information you provided in the standard format of the State of Florida application.
- Review your completed application.
    - ✓ Please note if, as you create or update your application, you do not click Continue to save your entries and to proceed to the next section of the application, your updated information has not been captured in the system and cannot be reflected here. You will need to return to each incomplete section of your application, provide the appropriate information, and click Continue to proceed.
  - To print your application, click [Print](#) at the bottom of the page.
  - To submit your finalized application, scroll down to the bottom of the application, enter your [Password](#) and click [Sign Application](#).
    - ✓ The [Date](#) field defaults to the current date.

<b>CERTIFICATION</b>																			
PLEASE REVIEW THIS APPLICATION, THEN SIGN IT BY FOLLOWING THE INSTRUCTIONS NEAR THE BOTTOM OF THE PAGE.																			
Click here if you would like to print. It will bring up a PDF version which will print better than this screen: <a href="#">Print</a>																			
 <p style="text-align: center;">State of Florida</p> <h2 style="text-align: center;">EMPLOYMENT APPLICATION</h2> <p style="text-align: center; font-size: small;">Equal Opportunity Employer / Affirmative Action Employer The State of Florida does not tolerate violence in the workplace.</p> <p style="text-align: center; font-size: small;"><b>Where to Find Vacancy Information:</b></p> <ul style="list-style-type: none"> <li>Jobs and Benefits Centers - Consult your local telephone directory</li> <li>State Agency Personnel Offices</li> <li>On the internet at <a href="https://jobs.myflorida.com/index.html">https://jobs.myflorida.com/index.html</a></li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #cccccc; text-align: left;">FOR OFFICIAL USE ONLY</th> </tr> <tr> <td style="width: 60%;">Agency Authorized Signature</td> <td style="width: 40%;">Date</td> </tr> <tr> <td colspan="2" style="height: 20px;"></td> </tr> <tr> <th colspan="2" style="background-color: #cccccc; text-align: left;">POSITION APPLIED FOR</th> </tr> <tr> <td style="width: 30%;">Agency:</td> <td>DOT - Transportation</td> </tr> <tr> <td>Title:</td> <td>FINANCIAL MANAGERS</td> </tr> <tr> <td>Position Number:</td> <td>55013300-51104152-20030620</td> </tr> <tr> <td>Counties Of Interest:</td> <td></td> </tr> <tr> <td>Minimal Acceptable Salary:</td> <td></td> </tr> </table>	FOR OFFICIAL USE ONLY		Agency Authorized Signature	Date			POSITION APPLIED FOR		Agency:	DOT - Transportation	Title:	FINANCIAL MANAGERS	Position Number:	55013300-51104152-20030620	Counties Of Interest:		Minimal Acceptable Salary:	
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Minimal Acceptable Salary:																			
<b>GENERAL INSTRUCTIONS</b>	<b>HOW DO WE CONTACT YOU?</b>																		
<ul style="list-style-type: none"> <li>Type or print in ink this application in its entirety.</li> <li>Specify the position for which you are applying. (Note: A <b>separate</b> application must be submitted for each vacancy. Photocopies are acceptable.)</li> <li>Submit your application to the office announcing the vacancy no later than the close of business on the announced deadline date.</li> <li>Sign your name in the Certification Section (page 4). All information you submit is subject to verification.</li> <li>Notify the agency's hiring authority in advance if you require special disability accommodations to participate in the employment process.</li> </ul>	Your Name Social Security Number Your Mailing Address City County State Zip Code Home Phone Business Phone SUNOOM (State Employees) monika@aol.com E-mail Address																		
<b>EDUCATION</b>																			
<b>HIGH SCHOOL:</b>																			
NAME/LOCATION OF SCHOOL	RECEIVED: <input type="checkbox"/> Diploma <input type="checkbox"/> Other (Please Specify) <input checked="" type="checkbox"/> None																		
YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL:																			
<b>COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL (TRANSCRIPTS MAY BE REQUIRED)</b>																			
NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE (MONTH/YEAR)	CREDIT HOURS EARNED	MAJOR/MINOR COURSE OF STUDY															
		FROM TO	QTR SEM																
YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL:																			
<b>JOB RELATED TRAINING OR COURSE WORK: (VOCATIONAL, TRADE, GOVERNMENT, BUSINESS, ARMED FORCES, ETC.)</b>																			
NAME	LOCATION	DATES OF ATTENDANCE	CREDIT HOURS EARNED	MAJOR/MINOR COURSE OF STUDY															
		FROM TO	QTR SEM																
<b>CERTIFICATION</b>																			
I am aware that any <b>omissions, misstatements, or misrepresentations</b> above may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees of Florida state government for employment purposes. This consent shall continue to be effective during my employment if I am hired. I understand that applications submitted for state employment are public records except as exempted above. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are <b>true, correct, complete, and made in good faith.</b>																			
<b>PLEASE SIGN THIS APPLICATION BY TYPING YOUR PASSWORD BELOW</b> PASSWORD: <input style="width: 150px;" type="text"/> DATE: 6/24/2003																			
<a href="#">Sign Application</a> <a href="#">Print</a> <a href="#">Back</a>																			

## E. How Do I Apply To An Employment Opportunity?

- To apply for an employment opportunity, click the **Vacancy Title** from the **Vacancy Search Results** screen shown below.
  - If you have not created an application, you need to do so. For more detailed information about how to create or update your application, please reference the *Creating My Application* activity.

**Vacancy Search**

Note: Applications will only be accepted until 5 PM local regional time for where the position exists.  
 Interested in a free personal recruiter? By [registering](#), you can receive email notification of vacancies as they become available.  
 See below to create or refine your [search](#).

All Vacancies Vacancies 1 - 10 of 31 Found

(turn off agency grouping) (show all regions/counties) (show all vacancies) (show all categories)

Req No	Synopsis	Expiration Date
<a href="#">Any location in Florida</a>		
<a href="#">Administration and Management</a>		
<a href="#">DRIVER LICENSES EXAMINER II</a>	Employment Opportunity with the State of Florida	Jul 31, 2003

Click on the title of the vacancy.

- By clicking on the title of the vacancy, you are presented with the **Vacancy Details** screen. On this screen, you are able to submit your application for consideration. To submit your application click **Submit Now!**
  - You also have the opportunity to refer the vacancy to a friend by clicking **Refer this Vacancy to a Friend**, as shown on the screen below.

Vacancy details are provided here and include a description of the vacancy as well as a list of the vacancy requirements.

**ENVIRONMEN SCIENTIST & SPEC, INCL HLTH**

**Submit Now!**

Req No: 64034196-51213773-20030710140646 Agency Name: DOH - Health

Description:

**Working Title:** ENVIRONMENTAL SPECIALIST I  
**Broadband/Class Level:** - Level 1  
**Broadband/Class Code:** 19-2041-01  
**Position Number:** 19-2041-1  
**Location:**  
**Annual Salary Range:** \$22,281.45 - \$55,703.63  
**Announcement Type:**  
**Facility:**

**DESCRIPTION:**

**OCCUPATION**  
 JOB FAMILY: LIFE, PHYSICAL AND SOCIAL S  
 OCCUPATIONAL GROUP: LIFE AND PHYSICA  
 OCCUPATION: ENVIRONMENTAL SCIENTIST

**Requirements:**

Expertise	Account Management
Education	Associate (or equivalent work experience)
Job Type	Full Time
Years of Experience	0-1 year

**Refer a Friend**

Required fields are denoted by \*

**Compose a Message**

Your E-mail:  \* Enter the recipient's e-mail address and click OK.

Recipient's E-mail:  \* The information about the vacancy is then e-mailed to that individual.

Message:

**OK Cancel**

Click here to submit your application for this position.

3. After clicking **Submit Now**, you are directed to the Certification screen of the State of Florida Application. For more detailed information about how to create or update your application, please reference the *Creating My Application* activity.
  - This feature serves as a security measure to allow you to provide your electronic signature and to tailor your application for each vacancy to which you apply.
4. When you submit your application for a particular vacancy, you are prompted with questions specific to the requirements of the vacancy on the **Qualifying Questions** screen. Answering these questions assists the Hiring Authority in understanding how closely your qualifications match the requirements of the vacancy. Once you answer each of the required questions, click **OK**.

**Qualifying Question(s)**

To apply for vacancy ACCOUNTANT I (Commu02), please answer the following questions to the best of your ability.

Required fields are denoted by \*

**Question Entry**

1. Do you have an Associate Degree or equivalent experience in Accounting?  
☐ Yes ☐ No \*
2. Do you have any professional experience in the Accounting field?  
☐ Yes ☐ No \*
3. Please list the number of years of professional accounting experience you have.  
☐ Yes ☐ No \*
4. Please briefly describe any experience you currently have within the Accounting field.

5. After completing the application submission process, you receive a confirmation in the system indicating you have submitted an application for the position, as shown on the **Confirmation** screen below. In addition, you receive an e-mail notification indicating your application has been received, as shown on the **E-mail Notification** screen below.

## Confirmation Screen

Thank you for your application submission.			
DRIVER LICENSES EXAMINER II			
You submitted to this vacancy on 7/1/03.			
Req No: DOTTr13		Agency Name:	
Description:			
OCCUPATION PROFILE			
Working Title:	DRIVER LICENSES EXAMINER II		
Broadband/Class Level:	019002		
Broadband/Class Code:		Pay Grade/Pay Band:	01015
Position Number:		Closing Date:	7/31/2003
Location:	Duval County	County:	Any location in Florida
Annual Salary Range:	\$24,009.44 - \$36,929.62		
Announcement Type:	Open Competitive		
Facility:			
DESCRIPTION:			
No Data On File			
Requirements:			
Occupation	Manager		
Education	Associate (or equivalent work experience)		
Job Type	Full Time		
Region/County	Any location in Florida		
Years of Experience	3-5 years		

## E-mail Notification

Subject: Recruiting Center: Thank you for your interest in Job Sampl21 -- Accountant II
<p>Thank you for your interest in Job Sampl21 -- Accountant II</p> <p>Thank you for your interest. If your experience, background and education match the specific requirements, you will be contacted as quickly as possible. If you do not hear from us, it means that we do not have a position to utilize your background and skills at this time. We encourage you, to periodically update your information to keep us informed of any changes.</p>

## Key Things You Need To Remember

- ✓ In order to navigate back to the Applicant Home Page at any point, simply click on the Options link at the bottom of the screen that you are working on.
- ✓ Information provided on your application is stored and available for you to submit when you find a position of interest to you.
- ✓ When creating and/or updating your application, click Continue to save your entry and to proceed to the next section of the application.
- ✓ Update your application every six months in order to be considered for open positions on an ongoing basis.
- ✓ Applications may be submitted for a specific position.
- ✓ Additional paperwork for requests for reassignments, promotions, transfers, and changes in shift, duty, or station may be required.
- ✓ The People First Service Center operates between the hours of 8:30 a.m. – 5:30 p.m., Monday through Friday, Eastern Standard Time (EST). A Service Center Specialist is

available to assist you or answer your questions during normal business hours. You can contact the People First Service Center at 1-866-ONEHRFL (1-866-663-4735).