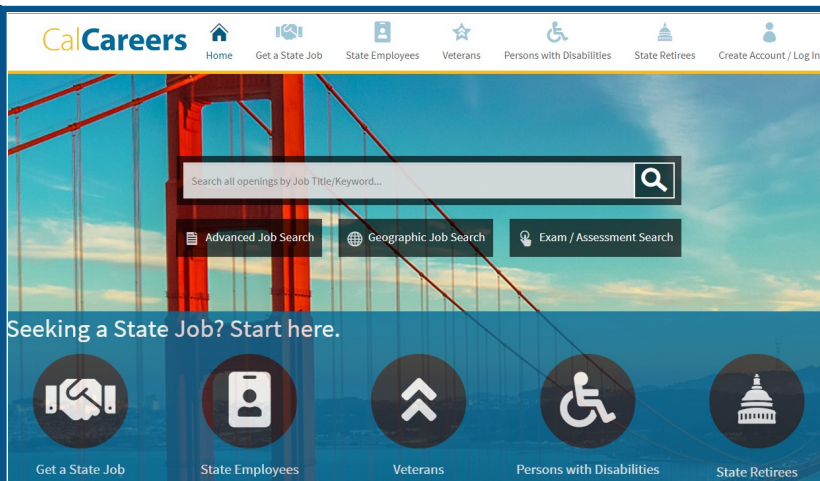


How to Apply to State Jobs

1. Create an account

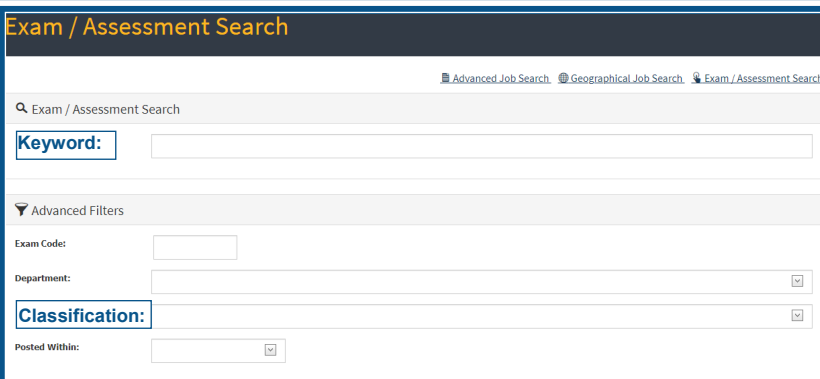
- ◆ Go to www.Calcareers.ca.gov.
- ◆ Click on Create Account/Log In.
- ◆ Create application template (STD678).
- ◆ Be as detailed as possible when describing the duties you performed.



The screenshot shows the CalCareers website homepage. At the top, there is a navigation bar with links for Home, Get a State Job, State Employees, Veterans, Persons with Disabilities, State Retirees, and Create Account / Log In. Below the navigation bar is a search bar with the text "Search all openings by Job Title/Keyword...". There are three buttons below the search bar: "Advanced Job Search", "Geographic Job Search", and "Exam / Assessment Search". Below these buttons is a section titled "Seeking a State Job? Start here." with five circular icons: "Get a State Job", "State Employees", "Veterans", "Persons with Disabilities", and "State Retirees".

2. Take an exam/assessment

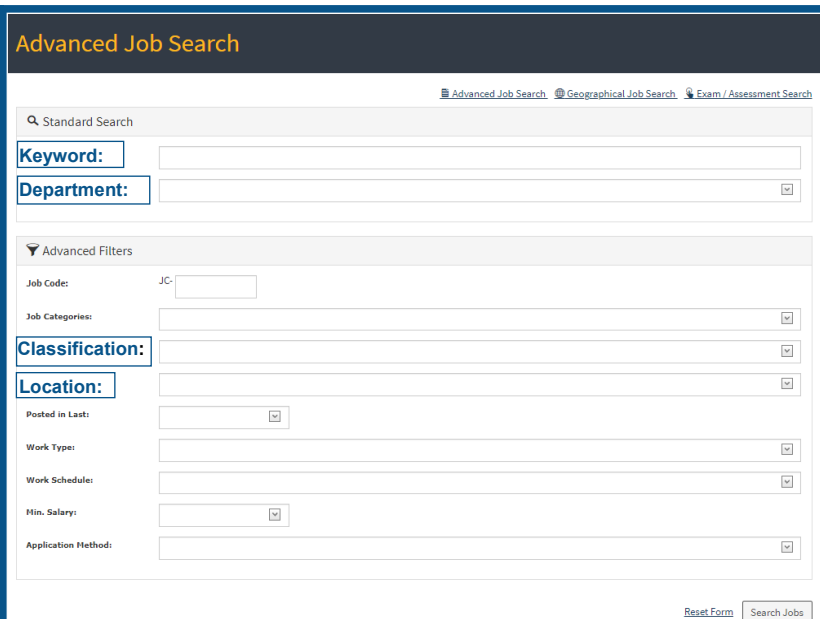
- ◆ We will evaluate your education, experience, abilities, and knowledge through an assessment.
- ◆ You need to take an exam for each classification you are interested in.
- ◆ Some exams may have a study guide.



The screenshot shows the "Exam / Assessment Search" page. It has a search bar with the text "Exam / Assessment Search" and a "Keyword:" field. Below the search bar is an "Advanced Filters" section with fields for "Exam Code:", "Department:", "Classification:", and "Posted Within:". There are also navigation links for "Advanced Job Search", "Geographical Job Search", and "Exam / Assessment Search".

3. Apply for job vacancies

- ◆ Go to advanced job search.
- ◆ Search by keyword, department, location, or classification.
- ◆ Read the job posting in its entirety. Some jobs will have special requirements that may request you to submit documents such as a statement of qualifications (SOQ), cover letter, and resume.
- ◆ Tailor your application to each job.



The screenshot shows the "Advanced Job Search" page. It has a search bar with the text "Standard Search" and fields for "Keyword:" and "Department:". Below the search bar is an "Advanced Filters" section with fields for "Job Code:", "Job Categories:", "Classification:", "Location:", "Posted in Last:", "Work Type:", "Work Schedule:", "Min. Salary:", and "Application Method:". There are also navigation links for "Advanced Job Search", "Geographical Job Search", and "Exam / Assessment Search". At the bottom right, there are "Reset Form" and "Search Jobs" buttons.



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