

# STATE OF VERMONT ONLINE APPLICATION

## Applicant Guide

Visit our Website: [www.careers.vermont.gov](http://www.careers.vermont.gov)

### Part 1: Create Username and Password

1. Click *Register Here*.

#### Careers

Welcome! You can search and review jobs from this page without creating an account with us. When you are ready to apply or wish to save your search, registering only takes a minute. Your online account allows you to upload your resume, apply for jobs and access our online career tools.

If you are a current State employee, [click here](#)

| Basic Job Search  |  |
|---|--|
| Keywords:   | <input type="text"/>                     |
| Posted:   | Anytime <input type="button" value="v"/> |
| <input type="button" value="Search"/> <a href="#">Advanced Search</a> <a href="#">Search Tips</a> |  |

\* The Advanced Search link above can be used to search for jobs with more detailed criteria, such as locations, job family, and keywords (department, job title, etc.)

| Login  |                          |
|--|--------------------------|
| User Name:   | <input type="text"/>     |
| Password:  | <input type="password"/> |
| <input type="button" value="Login"/> <a href="#">Login Help</a> <a href="#">Register Now</a> |                          |

Enter your user name and password to login.

If you have not yet registered, [Register Here](#)

2. Create a unique username and password. Read the Terms & Agreements and click *I Agree*. Be sure to remember/document your username and password – you will need them in the future!

| ORACLE   |  |                                |  |   |  |   |  |   |  |   |  |  |  |  |  |  |  |  |  |   |  |
|--|--|--------------------------------|--|---|--|---|--|---|--|---|--|--|--|--|--|--|--|--|--|---|--|
| <a href="#">Home</a>   <a href="#">Worklist</a>   <a href="#">MultiChannel Console</a>   <a href="#">Add to Favorites</a>   <a href="#">Sign out</a>   | <a href="#">New Window</a>   <a href="#">Help</a>   <a href="#">http</a> |                                |  |   |  |   |  |   |  |   |  |  |  |  |  |  |  |  |  |   |  |
| <a href="#">Favorites</a>   <a href="#">Main Menu</a> > <a href="#">Careers</a>  |  |                                |  |   |  |   |  |   |  |   |  |  |  |  |  |  |  |  |  |   |  |
| Register   |  |                                |  |   |  |   |  |   |  |   |  |  |  |  |  |  |  |  |  |   |  |
| Enter your new user name and password.   |  |                                |  |   |  |   |  |   |  |   |  |  |  |  |  |  |  |  |  |   |  |
| <table border="1"> <thead> <tr> <th colspan="2">Enter Registration Information</th> </tr> </thead> <tbody> <tr> <td>*User Name:</td> <td><input type="text" value="pepperpotts"/></td> </tr> <tr> <td>*Password:</td> <td><input type="password" value="*****"/></td> </tr> <tr> <td>*Confirm Password:</td> <td><input type="password" value="*****"/></td> </tr> </tbody> </table>   |  | Enter Registration Information |  | *User Name:   | <input type="text" value="pepperpotts"/> | *Password:  | <input type="password" value="*****"/> | *Confirm Password:  | <input type="password" value="*****"/> |   |  |  |  |  |  |  |  |  |  |   |  |
| Enter Registration Information   |  |                                |  |   |  |   |  |   |  |   |  |  |  |  |  |  |  |  |  |   |  |
| *User Name:  | <input type="text" value="pepperpotts"/>                                 |                                |  |   |  |   |  |   |  |   |  |  |  |  |  |  |  |  |  |   |  |
| *Password:   | <input type="password" value="*****"/>                                   |                                |  |   |  |   |  |   |  |   |  |  |  |  |  |  |  |  |  |   |  |
| *Confirm Password:   | <input type="password" value="*****"/>                                   |                                |  |   |  |   |  |   |  |   |  |  |  |  |  |  |  |  |  |   |  |
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| When you select "I Agree," you accept the terms for creating and using a Careers Home Page Account. This will allow you to create your account.  |  |                                |  |   |  |   |  |   |  |   |  |  |  |  |  |  |  |  |  |   |  |
| If you do not agree, please use the link "Return to Previous Page." You will not be able to create a Careers Home Page Account.  |  |                                |  |   |  |   |  |   |  |   |  |  |  |  |  |  |  |  |  |   |  |
| <b>TERMS FOR CREATING AND USING A CAREERS HOME PAGE ACCOUNT</b>  |  |                                |  |   |  |   |  |   |  |   |  |  |  |  |  |  |  |  |  |   |  |
| The User understands and agrees that all personal information, applications, attachments and draft applications will be stored within the State of Vermont's system.   |  |                                |  |   |  |   |  |   |  |   |  |  |  |  |  |  |  |  |  |   |  |
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| The User agrees User is an adult and has legal standing to accept the described terms.   |  |                                |  |   |  |   |  |   |  |   |  |  |  |  |  |  |  |  |  |   |  |
| <input checked="" type="checkbox"/> <b>I Agree</b>   |  |                                |  |   |  |   |  |   |  |   |  |  |  |  |  |  |  |  |  |   |  |
| <input type="button" value="Register"/> <a href="#">Return to Previous Page</a>  |  |                                |  |   |  |   |  |   |  |   |  |  |  |  |  |  |  |  |  |   |  |



## **Part 2: Apply for a Position**

1. Click on any Job Title to view the full posting.
  - *While our system allows you to apply for multiple jobs at the same time, we recommend only applying for one job at a time. This will reduce errors and allow you to attach different resumes or cover letters addressed to the Hiring Manger to each application. Additionally, applications for multiple openings are visible on each of the jobs selected.*
2. On the Job Description page, click *Apply Now*.
  - The Job Description page contains information about the job, including pay, location, minimum qualifications, special instructions and deadlines. You also have the option of e-mailing the posting to a friend and/or saving the job so you can easily find it at a later time.
  - If you decide not to apply to the position, simply click *Return to Previous Page* to return to your search results.

The screenshot shows the Oracle job description page for a 'Benefits Programs Specialist' position. The page includes a navigation bar with 'ORACLE' logo and links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below the navigation bar, there are links for Favorites, Main Menu, and Careers. A Help icon and 'http' are also visible. The main content area displays the job title and various details in two columns. At the bottom, there are buttons for 'Email to Friend', 'Save Job', and 'Apply Now' (highlighted in yellow), along with a link for 'Return to Previous Page'.

|                           |                               |
|---------------------------|-------------------------------|
| <b>Job Title:</b>         | Benefits Programs Specialist  |
| <b>Job ID:</b>            | 612785                        |
| <b>Location:</b>          | Burlington                    |
| <b>Full/Part Time:</b>    |                               |
| <b>Regular/Temporary:</b> | <b>Regular Shift:</b>         |
| <b>Posting Date:</b>      | 12/03/2012                    |
| <b>Position Number:</b>   | <b>Hourly Rate:</b> 17.800000 |
| <b>Department:</b>        | The State of Vermont          |
|                           | <b>Pay Grade:</b> 20          |
|                           | <b>Application Deadline:</b>  |

[Email to Friend](#) [Save Job](#) [Apply Now](#) [Return to Previous Page](#)

## **Choose a Resume**

If you have not applied previously, there are two different ways to include a resume and/or cover letter with your job application. If you have previously uploaded one or more resumes, you also have the option to use a previous document.

Favorites | Main Menu > Careers

[Apply Now](#)

### Choose Resume

**Resume, Cover Letter, References and Other Documents**

Please combine all documents into one file (Word, PDF, etc.) when uploading your resume.

If you select "Copy and paste resume text", copy and paste all documents into the same textbox.

In either case, this information will only be attached to the specific job to which you are applying.

**Resume Options**

How would you like to proceed?

Upload a new resume

Copy and paste resume text

Use an existing resume

Apply without using a resume

[Continue](#) [Return to Previous Page](#)

### **Option 1: Upload a new resume**

- ❑ Click *Upload a new resume*
- ❑ Click *Continue*. A dialogue box will appear. Click *Browse*. Find the file on your computer, select and open the file, and click *Upload*.

**Important: You can only upload ONE FILE at this point. We recommend users combine all documents into one file (preferably PDF format) when uploading.**

**TIP** – Your resume will not upload if the file name is too long. You will receive a message that indicates your resume can not be parsed at this time. The system adds characters (time and date stamp), so keep your document name short – 20 characters or less.

### **Option 2: Copy and paste resume text**

- ❑ Click *Copy and paste resume text*
- ❑ Use the editor to build your resume. When finished, click *Continue*.

### **Option 3: Use an existing resume**

- ❑ Click *Use an existing resume*
- ❑ A drop down list will appear. Select the applicable document.

## My Profile

The first time you create a State of Vermont application, you must complete the My Profile page. This information will be stored on your profile record. This page will not appear on future applications. You can update your My Profile information from the Career Home page.

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Careers

New Window ? Help http

[Careers Home](#) | [Job Search](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Career Tools](#) | [Logout](#)

### My Profile

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated for all jobs you have applied to in the past.

Save | [Return to Previous Page](#)

#### Member Information

User Name: pepperpotts  
Password: [Change Password](#)  
Preferred Method of Contact: Not Specified

#### Name

Name Format: English  
Name Prefix:  
\*First Name:  
Middle Name:  
\*Last Name:  
Name Suffix:

#### Email Addresses

\*Primary Email Type: Select...  
\*Email Address: [Remove Email](#)

+ [Add Another Email Address](#)

#### Phone

Primary Phone Type: Select...  
Phone Number: Extension: [Remove Phone](#)

+ [Add Another Phone Number](#)

Save | [Return to Previous Page](#)

Note: A valid e-mail address is REQUIRED! E-mail is the primary means of communication during our application process. Without a valid e-mail address, you will not receive important information about your application status.

### Complete Application: Important Information

The State of Vermont Online Application has multiple sections. The section highlighted in the image below will help you navigate the online application. It is *critical* that you complete all sections of the application before clicking Submit. Click the **Next** button to move to the next section of the application. You can save your progress at any time by clicking the **Save** button. Do not click the Submit button until you have completed all sections of the online application.

[Apply Now](#)

#### Complete Application

| Jobs you applied for  |        |
|-----------------------|--------|
| Posting Title         | Remove |
| PH Microbiologist III |        |

Note: Please Save the application before adding/removing a Job to avoid losing any changes made.

[Add Another Job to Application](#)

Cover\_Letter\_and\_Resume.docx

[Use a Different Resume](#)

You can save your progress at any time by clicking the Save button.

Peter Parker  
120 Main Street  
Apt.1  
Burlington, VT 05401  
[Edit Profile](#)

Click the Next button to move to the next section of the application.

Navigation bar: [Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

Progress indicator:

- 1 Education & Work Experience
- 2 Additional Info.
- 3 Questionnaire
- 4 References
- 5 Referral Information

## Complete Application: Education and Experience

1. Indicate your highest level of education from the dropdown menu.

The screenshot displays the Oracle Career application interface. At the top, the Oracle logo is visible, followed by navigation links for Favorites, Main Menu, and Careers. The main heading is 'Apply Now' and 'Complete Application'. Below this, there is a table titled 'Jobs you applied for' with columns for 'Posting Title' and 'Remove'. The first entry is 'Benefits Programs Specialist'. A note below the table states: 'Note: Please Save the application before adding/removing a Job to avoid losing any changes made.' Below the note is a button 'Add Another Job to Application'. Further down, there is a section for resumes, showing 'Pepper's Resume' and a button 'Use a Different Resume'. The user's profile information is displayed: 'Pepper Potts, 123 Main Street, Burlington, VT 05401', with an 'Edit Profile' link. A navigation bar contains buttons for Previous, Submit, Save, Cancel, Careers Home, Next, and Print Application Details. The 'Education & Work Experience' section is highlighted in yellow. It includes tabs for 'Additional Info.', 'Questionnaire', 'References', and 'Referral Information'. A message says: 'Indicate your highest level of education by selecting a value from the drop-down list below.' Below this is the 'Education History' section with a dropdown menu showing 'Highest Education Level: A-Not Indicated'. Another message says: 'Enter your employment history in this section. Complete this section even if you are submitting a resume.' Below this is the 'Work Experience' section with a message: 'You have not added any employment information to your new application.' and a button '+ Add Work Experience'. A final message says: 'To add Degrees to your application, select the Add Degrees hyperlink below.' Below this is the 'Degrees' section with a message: 'You have not added any Degrees to your application.' and a button '+ Add Degrees'. A second navigation bar at the bottom contains buttons for Previous, Submit, Save, Cancel, Careers Home, Next, and Print Application Details.

#### Add New Application

#### Add Employment History

[Return to Previous Page](#)

**Enter Employment Details**

\*Start Date:

End Date:

\*Employer:

\*Ending Job Title:

Telephone:

Supervisor Name/  
Job Duties/  
Reason for  
Leaving:

**Address**

Country:

Address 1:

Address 2:

Address 3:

City:

State:

Postal:

County:

[Return to Previous Page](#)

#### 2. Click *Add Work Experience*.

- Fill in all fields with relevant information about your current/previous employment.
- To add more jobs, click *Save & Add More*.
- When done, click *Save & Return*.

#### Add Degrees

**Details**

\*Degree:

\*Date Acquired:

Major Code:

Country:   United States

State:

School Code:

School Description:

Minority Institution

Major Description:

Minor Code:

Minor Description:

Average Grade:

GPA:

Graduated

#### 3. Click *Add Degrees*.

- Fill in all fields with specific information about your education.

Note: For Degree, Major, State, and School Code, you will need to click on the magnifying glass symbol and select your response.

- To add more jobs, click *Apply & Add More*.
- When done, click *OK*.

Note: All Degrees may not be listed in the fields. If you do not find a specific degree, please be sure it is referenced on your resume. Also, keep in mind the difference between your degree and your field of study or major.

4) When you are done adding information to the Education & Experience section, click **Next**.

**Complete Application: Additional Info.**

- 1) If you would like to indicate Veterans' Preference Status, read the top section of this page and select/enter the appropriate information in the highlighted fields. If you are NOT indicating Veterans' Preference, skip this section and scroll down the page.

- 2) To indicate job training or courses you have completed, click *Add Job Training*.
- 3) To indicate professional licenses or certifications, click *Add Licenses & Certifications*.
- 4) To indicate language skills, click *Add Language Skills*.

### Important Tip!

- ❑ On both the Licenses & Certification page and the Language Skills page, you must click on the magnifying glass to search for your selection.
- ❑ Click *OK* or *Apply* and *Add Another*.
- ❑ Note: If you do not find all preferred Licenses & Language Skills, please be sure they are referenced on your resume.

### Add Licenses & Certifications

**Details**

\*License:  

\*Issue Date:  

Country:  

State:  

Renewal Required  
 Renewal In Progress  
 License Verified

Expiration Date:  

License/Certification Number:  

Issued By:  

### Add Language Skills

**Details**

\*Language:  

\*Evaluation Date:  

Reading Proficiency:  

Speaking Proficiency:  

Writing Proficiency:  

Native Language  
 Able To Translate  
 Able To Teach

5) When you are done adding information to the Additional Info section, click **Next**.

## Complete Application: Questionnaire

- 1) It is CRITICAL for applicants to answer all questions on the Questionnaire page. SCROLL the entire page to confirm you have answered all of the questions accurately. If you fail to complete this page and answer all questions, your application will be incomplete and may be disqualified from further consideration.
  - Some jobs may ask you to provide a written short answer response. All open-ended questions are at the bottom of the page.

The screenshot shows a web application interface. At the top, there is a navigation bar with buttons: Previous, Submit, Save, Cancel, Careers Home, Next, and Print Application Details. Below this is a breadcrumb trail: Education & Work Experience, Additional Info, Questionnaire (highlighted), References, Referral Information. A note reads: "Please provide your answers to the following questions related to this application. PLEASE NOTE: Any question with an asterisk (\*) is REQUIRED. If you fail to answer any of these required questions, your application will be incomplete and may be disqualified from further consideration." The "Application Questionnaire" section contains four questions, each with "Yes" and "No" radio button options:

- \* Are you 18 years of age or older?
- \* Does your spouse, roommate, domestic partner, civil union partner, any relative of any of the foregoing, or any relative of yours work for the State of Vermont?
- \* Are you authorized to work in the United States
- \* Have you ever worked, or applied for work, for the State of Vermont under another or different name?

The "Open Ended Questions" section contains one question: "\* Explain Convictions. If you answered 'Yes' to either of the questions above regarding law violations (conviction of felony in past fifteen years and/or any violation of any law in past five years), please explain below." Below the question is a large text input area and a "Word Count" field. At the bottom, the navigation bar is repeated, with the "Next" button highlighted.

- 2) Check to be sure you answered all questions. Click **Next**.

## Complete Application: References

- 1) Click *Add Reference*.
- 2) Enter information for your references. Click *Save & Return* or *Save & Add More*.
- 3) When done with the References page, click *Next*.

**Apply Now**

---

**Complete Application**

| Jobs you applied for         |        |
|------------------------------|--------|
| Posting Title                | Remove |
| Benefits Programs Specialist |        |

Note: Please Save the application before adding/removing a Job to avoid losing any changes made.

[Add Another Job to Application](#)

Pepper's Resume [Use a Different Resume](#)

Pepper Potts  
123 Main Street  
Burlington, VT 05401  
[Edit Profile](#)

---

[Previous](#)    [Careers Home](#) [Next](#)

[Education & Work Experience](#) [Additional Info](#) [Questionnaire](#) **References** Referral Information

To add references to your application, select the Add References link below.

**References**

You have not added any references to your application.

[+Add Reference](#)

---

[Previous](#)    [Careers Home](#) **[Next](#)**

**Add New Application**

---

**Add Reference**

[Return to Previous Page](#)

**Enter Reference Details**

\*Reference Type: Professional

\*Reference Name:

\*Title:

Employer:

Telephone:

**Address**

Country: United States

Address 1:

Address 2:

Address 3:

City:

State:

Postal:

County:

---

[Return to Previous Page](#)

\* Required Field

## **Complete Application: Referral Information**

- 1) Tell us how you learned about this job opening by selecting options from the dropdown menu.
- 2) Indicate whether or not you were previously employed with the State of Vermont.
- 3) This is the final full page of the online application. To proceed to the Submit Online Application page, click *Submit*.

Navigation: [Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

Breadcrumb: [Education & Work Experience](#) [Additional Info](#) [Questionnaire](#) [References](#) **Referral Information**

On this page please tell us how you first found out about the job you are applying for. Please use the SubSource for additional detail. If you were referred to the job from another source, you can enter details in the Specific Referral Source.

**Referral Information**

How did you learn of the job:

Sub Source:

Specific Referral Source:

\*Are you a former employee:

Navigation: [Previous](#) **Submit** [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

The next 2 forms in the application are required for federal reporting. These forms are used only for statistical purposes. The data is separated from any identifying information and no individual details are available to hiring managers.

## Self-Identify: Disability

Form CC-305  
OMB Control Number 1250-0035  
Expires 1/31/2017

140922

**Why are you being asked to complete this form?**

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

**How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please select one of the options below:

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Your Name \_\_\_\_\_ Today's Date \_\_\_\_\_

**Reasonable Accommodation Notice**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

<sup>1</sup>Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.ofcc.gov/ofccp](http://www.ofcc.gov/ofccp).

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

## Self-Identify: Veteran

140922

**Self-Identify: Veteran**

**Definitions**

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 35 U.S.C. 4212 (JVIRA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans, (2) recently separated veterans, (3) active duty wartime or campaign badge veterans, and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
  - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - A person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12958.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-800-4-U.S.A.-DOL.

**Self-identification**

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below. As a Government contractor subject to JVIRA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to JVIRA.

I identify as one or more of the classifications of protected veterans listed:

Disabled Veteran

Recently Separated Veteran

Active Duty Wartime or Campaign Badge Veteran

Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify this classification to which I belong

I am not a protected veteran

I am not a veteran

Military Discharge Date

**Reasonable Accommodation Notice**

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

**Submit Online Application**

- 1) Complete Identification Details section. This section is OPTIONAL. Any information provided will NOT be seen by the hiring manager/supervisor. This information is for reporting purposes only.
- 2) Review the Terms and Agreements. Select I agree to these terms.
- 3) Click Submit. **You will not be able to edit your application once you click submit!**
- 4)

**Submit Online Application**

**Self Identification Details**  
 The State of Vermont is an Equal Opportunity Employer. Applicants are considered for employment without regard to race, sex, color, religion, gender identity, national origin, place of birth, age, ancestry, physical or mental disability, sexual orientation, or any other factor prohibited by law.  
 To help the State comply with federal and state Equal Employment Opportunity record keeping and other legal requirements, we ask you to complete the following information.  
 Completion of this information is voluntary; not completing it will have no negative impact on your application or employment. We strongly encourage and appreciate your participation. The information you provide is confidential and will be kept separate from your other applicant information. It will be used for data reporting requirements, and will not be considered in employment decisions.

\*Gender: Unknown      Date of Birth: [ ]

**Ethnic Group**      Find    First 1 of 1    Last

[ ]

[Add Ethnic Group](#)

I decline to provide my self identification details.

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**Terms and Agreements**

**Direct Deposit**  
 All employees of the State of Vermont are required to receive their pay by Direct Deposit. As a condition of employment, you shall take the necessary steps to receive payment by electronic deposit. (For more information, see Section 101 of Act #4 of the Legislative Acts of 2009, and Personnel Policy 12.11 - Direct Deposit).

**Tax Compliance**  
 When an applicant for State employment is determined to be a finalist for a position, s/he will be provided a document to attest that s/he is in good standing with respect to all Vermont taxes due as of that date. The applicant's tax compliance will be verified with the Vermont Tax Department prior to any offer of employment. (For further information, see 32 V.S.A. Section 3113(i) and Personnel Policy 12.12 - Tax Compliance).

**Submission of Application**  
 By submitting this application, I certify that all information I entered is correct and complete to the best of my knowledge. I understand that the State of Vermont may verify information, and that untruthful or misleading answers are cause for rejection of this application, or dismissal if employed with the State of Vermont.

You will be notified by e-mail when we have received the application.

I agree to these terms  
 I do not agree to these terms

Submit    Cancel    [Return to Previous Page](#)

Congratulations! You have successfully submitted your application. You will receive an email indicating your application was successfully received. Click on *Careers Home* to return to your personal Career Home page.

[Careers Home](#)   [Job Search](#)   [My Saved Jobs](#)   [My Saved Searches](#)   [My Career Tools](#)

**My Applications**

You have successfully submitted your job application.

**My Applications**  
 Display applications from: Within Last Week    Refresh

For more information hover over the status code    First    Previous    Next    Last

| Applications In Progress                   |         |                       |             |             |
|--|---------|-----------------------|-------------|-------------|
| Application                                | Status  | Application Date      | Status Code | Description |
| <a href="#">Administrative Assistant B</a> | Applied | 08/28/2014<br>12:52PM | 020         | 020-Applied |

The review of your application will involve 2 steps:

1. The Recruitment Services Office will screen your application to determine if you meet the minimum qualifications.
  - a. If you do not meet the minimum qualifications, you will receive an email from Recruitment Services notifying you of this result.
  - b. If you do meet the minimum qualifications, your application will be forwarded (routed) to the hiring manager.
2. The Hiring Manager will review all applications that are forwarded and decide who to interview. The Hiring Manager is responsible for all follow up communications to applicants who have been forwarded for consideration. The Hiring Manager is expected to send an email to notify applicants if they have not been selected for an interview.

You can review your applications by logging into the Careers Home page and clicking on the View Application Status link in the My Career Tools section.

The screenshot shows the top navigation bar with links for [Careers Home](#), [Job Search](#), [My Saved Jobs](#), [My Saved Searches](#), and [My Career Tools](#). Below this is a sub-header for [Careers Home](#) with a [Welcome Gail](#) message. The main content area is divided into two sections: 'Basic Job Search' and 'My Career Tools'. The 'Basic Job Search' section includes a text input for 'Keywords:', a dropdown menu for 'Posted:' set to 'Anytime', and a 'Search' button. Below the search bar are links for 'Advanced Search' and 'Search Tips'. A note below states: '\* The Advanced Search link above can be used to search for jobs with more detailed criteria, such as locations, job family, and keywords (department, job title, etc.)'. The 'My Career Tools' section contains a list of links: 'View Application Status' (highlighted in yellow), '0 Additional Attachments', '0 Saved Resumes', and 'My Profile'.

There is a record of all applications that you initiate. Your Career Tools will show the following statuses of your application:

- *Not Submitted or Not Applied* means that you started and saved an application, but did not submit the application.
- *Applied* means that you submitted your application.

In addition, a Status Code and Description is provided to show the progress of your application as the review process is completed and decisions are made about interviewing and filling the position. Place your cursor over the Status Code link to review the definition of the code shown.