

# 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:

Posted:

[Advanced Search](#) [Search Tips](#)

\* 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:

Password:

[Login Help](#) [Register Now](#)

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

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

favorites | Main Menu > Careers

New Window ? Help http

#### Register

Enter your new user name and password.

Enter Registration Information

\*User Name:

\*Password:

\*Confirm Password:

Terms and Agreements

To create and use a Careers Home Page Account, Users must first read and agree to the described terms. Please read the following:

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.

TERMS FOR CREATING AND USING A CAREERS HOME PAGE ACCOUNT

The User understands and agrees that all personal information, applications, attachments and draft applications will be stored within the State of Vermont's system.

The User agrees that all personal information, applications, attachments and draft applications the User creates will be used by the State of Vermont for recruitment purposes. User further understands the State considers the described information to be confidential, and does not intend to disclose it. The State of Vermont may produce the information when required by law, judicial authority, other valid authority, or when the State believes it reasonably necessary.

The User agrees User is an adult and has legal standing to accept the described terms.

☒ I Agree

[Return to Previous Page](#)



## **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 Manager 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.



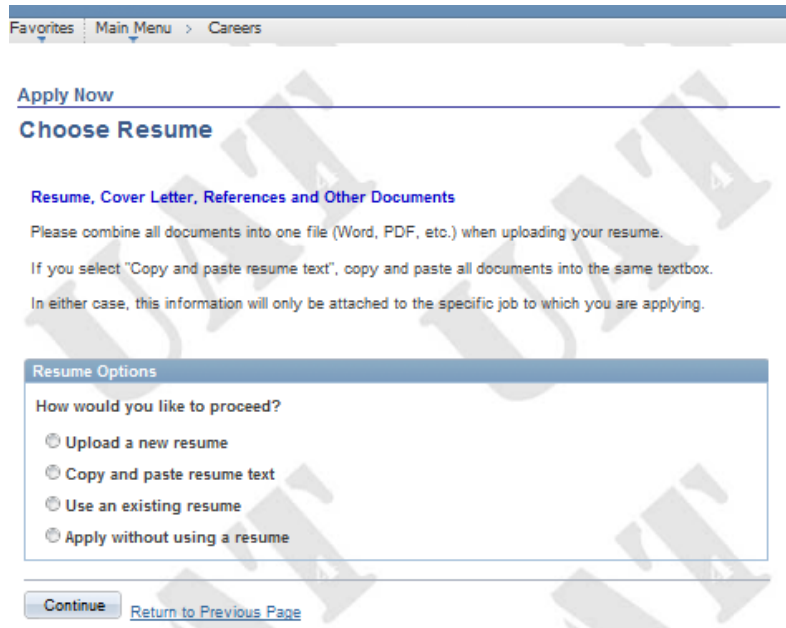
The screenshot shows the Oracle Job Description page for a "Benefits Programs Specialist" position. The page includes a navigation bar with links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below the navigation bar, there are tabs for Favorites, Main Menu, and Careers. The job details are displayed in a table format, including Job Title, Job ID, Location, Full/Part Time, Regular/Temporary, Posting Date, Position Number, Department, Regular Shift, Hourly Rate, Pay Grade, and Application Deadline. The "Apply Now" button is highlighted in yellow.

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

[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.



The screenshot shows a web interface for choosing a resume. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'Careers'. Below this is a section titled 'Apply Now' and 'Choose Resume'. The main heading is 'Resume, Cover Letter, References and Other Documents'. Below this, there are instructions: 'Please combine all documents into one file (Word, PDF, etc.) when uploading your resume.' and '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.' Below the instructions is a 'Resume Options' box with the question 'How would you like to proceed?' and four radio button options: 'Upload a new resume', 'Copy and paste resume text', 'Use an existing resume', and 'Apply without using a resume'. At the bottom of the form, there are two buttons: 'Continue' and '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.

[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](#)

[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.

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

1

2

3

4

5

Education & Work Experience

Additional Info.

Questionnaire

References

Referral Information

## Complete Application: Education and Experience

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

**ORACLE**

[Favorites](#) [Main Menu](#) > [Careers](#)

---

**Apply Now**

**Complete Application**

Jobs you applied for

Posting Title	Remove
<a href="#">Benefits Programs Specialist</a>	

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

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

Indicate your highest level of education by selecting a value from the drop-down list below.

Education History

Highest Education Level: A-Not Indicated

Enter your employment history in this section. Complete this section even if you are submitting a resume.

Work Experience

You have not added any employment information to your new application.

[+ Add Work Experience](#)

To add Degrees to your application, select the Add Degrees hyperlink below.

▼ Degrees

You have not added any Degrees to your application

[+ Add Degrees](#)




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

## Add New Application



### Add Employment History

Save & Return Save & Add More Cancel 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:  United States   
 Address 1:   
 Address 2:   
 Address 3:   
 City:   
 State:    
 Postal:   
 County:








Save & Return Save & Add More Cancel 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:  12/31/2012   
 Major Code:    
 Country:  USA  United States  
 State:    
 School Code:    
 School Description:   
☐ Minority Institution  
 Major Description:   
 Minor Code:    
 Minor Description:   
 Average Grade:   
☒ US Federal  
 GPA:   
☐ Graduated

OK Cancel Apply and Add Another

## 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.

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

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

#### Preferences

If you wish to claim Veterans' Preference, please read the questions below to determine the answer that best fits your situation. Make the appropriate selection in the Veterans' Preference drop down box.

**VETERAN**  
Have you served on active duty in the United States Armed Forces for at least 90 days and been discharged under Honorable or other acceptable conditions?

**VETERAN/DISABILITY**  
Have you served on active duty in the United States Armed Forces for at least 90 days and been discharged under Honorable or other acceptable conditions AND have a service-connected disability of 10% or more?

**SPOUSE/DISABLED VETERAN**  
Are you a spouse of a totally disabled veteran with a service-connected disability? (Note: the veteran must have served on active duty in the United States Armed Forces for at least 90 days and been discharged under Honorable or other acceptable conditions).

**UNMARRIED WIDOW/WIDOWER OF VETERAN**  
Are you an unmarried widow or widower of a veteran? (Note: the veteran must have served on active duty in the United States Armed Forces for at least 90 days and been discharged under Honorable or other acceptable conditions).

**Veterans Preference:**

**Uniformed Service:**

**Military Service Start Date:**  **End Date:**

- 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*.

If you have any relevant training courses you want us to know about, enter them in this section.

#### Job Training

You have not added any training information to your application.

[+ Add Job Training](#)

To add Licenses & Certifications to your application, select the Add Licenses & Certifications hyperlink below.

#### Licenses & Certifications

You have not added any Licenses & Certifications to your application

[+ Add Licenses & Certifications](#)

To add Language Skills to your application, select the Add Language Skills hyperlink below.

#### Language Skills

You have not added any Language Skills to your application

[+ Add Language Skills](#)

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



### 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:

12/31/2012

Country:

State:

☐ Renewal Required

☐ Renewal In Progress

☐ License Verified

Expiration Date:

License/Certification Number:

Issued By:

OK

Cancel

Apply and Add Another

### Add Language Skills

**Details**

\*Language:

\*Evaluation Date:

12/31/2012

Reading Proficiency:

Speaking Proficiency:

Writing Proficiency:

☐ Native Language

☐ Able To Translate

☐ Able To Teach

OK

Cancel

Apply and Add Another

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.

Previous Submit Save Cancel Careers Home Next Print Application Details

Education & Work Experience Additional Info **Questionnaire** References Referral Information

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.

**Application Questionnaire**

\* Are you 18 years of age or older?

☐ Yes  
☐ No

\* 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?

☐ Yes  
☐ No

\* Are you authorized to work in the United States

☐ Yes  
☐ No

\* Have you ever worked, or applied for work, for the State of Vermont under another or different name?

☐ Yes  
☐ No

**Open Ended Questions**

\* 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.

Word Count Total Words:

Previous Submit Save Cancel Careers Home **Next** Print Application Details

- 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](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

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

[Add New Application](#)

### Add Reference

[Save & Return](#) [Save & Add More](#) [Cancel](#) [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:

[Save & Return](#) [Save & Add More](#) [Cancel](#) [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:

SubSource:

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-308  
OMB Control Number 1250-0005  
Expires 1/31/2017

140922

**Self-Identify: Disability**

**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](http://www.ofcc.gov).

**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, 38 U.S.C. 4212 (JVVRRA), 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 for 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 1-888-4-VETS-2000.

**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 JVVRRA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to JVVRRA.

☐ 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 the 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 I would assist you 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 asked 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. **edit you 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:  Date of Birth

**Ethnic Group**  [Find](#) [First](#) [1 of 1](#) [Last](#)

[Add Ethnic Group](#)

☐ I decline to provide my self identification details.

**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(j) 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

[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

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 12:52PM	<u>020</u>	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 'Careers Home' page. At the top, there are navigation links: 'Careers Home', 'Job Search', 'My Saved Jobs', 'My Saved Searches', and 'My Career Tools'. Below these, the 'Careers Home' section is titled 'Welcome Gail'. The main content area is divided into two sections: 'Basic Job Search' and 'My Career Tools'. The 'Basic Job Search' section has a 'Keywords:' input field, a 'Posted:' dropdown menu set to 'Anytime', and a 'Search' button. Below the search button are links for 'Advanced Search' and 'Search Tips'. A note below this section 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.