



STATE OF ALABAMA JOB APPLICATION AND INFORMATION PACKET

Prepared By:
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300 Folsom Administrative Building
64 North Union Street
Montgomery, AL 36130-4100
Phone: (334) 242-3389 Application Fax: (334) 242-1110
www.personnel.alabama.gov

State of Alabama Personnel Department

Job Applicant Checklist

Create Online Profile

- ☐ Create a complete Online Employment System (OES) profile including contact information, education, work experience, references and work preferences. *Note: A completed profile does not mean you have submitted an application.*
- ☐ Print and review your application via OES (for jobs that are not eligible for online submission).

Search and Apply for Jobs

- ☐ For jobs eligible for online application, search and apply online via OES for jobs that you are qualified for (per the job announcement qualifications).
- ☐ For jobs **not** eligible for online application, search for jobs that you are qualified for (per the job announcement qualifications) using our Employment Guide, online Career Guide, or our Current, Continuous, and Promotional (only for current State of Alabama employees) job announcements on the State Personnel Department (SPD) website.
- ☐ Submit a completed application for each job (not eligible for online submission) you wish to apply for via mail, fax or in person at SPD. You may use the application you printed via OES or download a blank application from our website to apply for jobs not eligible for online submission.
- ☐ Wait for test/exam notification from SPD (if required per the job announcement).

While you wait, we are busy:

- ✓ Processing your application to include determining if you meet the minimum qualifications (as stated on the job announcement). *Note: If you do **not** meet the minimum qualifications, you will be notified by mail.*
- ✓ Scheduling a test/exam, if applicable (this can take up to several months depending on the next written exam date for the job for which you applied – you can locate the upcoming exams on our Weekly Exam Status Report).
- ✓ Mailing an Experience Record Questionnaire (ERQ) for you to complete, if applicable.
- ✓ Reviewing your application to evaluate your Training and Experience, if applicable.

Prepare for Exams and Wait for Scoring

- ☐ Review the How to Prepare Guide (can be found on our website), if applicable, for jobs that require a written examination or complete the Experience Record Questionnaire, if applicable, and if the ERQ has been received. *Note: Not all written examinations have a How to Prepare Guide.*
- ☐ When you receive your test notification card, take your scheduled written exam at your assigned test site, if applicable. *Note: If you are unable to attend a scheduled test, you will need to reapply.*
- ☐ Wait for testing results and read the Application Information/Process sheet included in the State of Alabama Job Application/Information Packet or available on our website for more information regarding the application process.

While you wait, we are busy:

- ✓ Scoring your application/written exam/questionnaire/other exam.
- ✓ Banding the test scores if applicable. This is a statistical procedure that groups/bands applicants based on their scores. Band 1 is the highest band. Your Band is your score. *Note: Not all exams utilize banded scoring.*
- ✓ Placing you on the employment register which includes mailing your test scores about six to eight weeks after the written test is administered or mailing your score card for the training and experience evaluation or ERQ you completed. *Note: Please read the EXAMINATION section on the job announcement of the job you applied for to determine the type of exam.*

Check your Rank

- ☐ Check your register standing via OES after you have been placed on an employment register to determine your rank. Your test/exam score is used to rank you on the register. State agencies are only able to hire individuals who rank within the **Top Ten**. For continuous registers, check your rank continuously because your rank may change.
- ☐ Wait for a State Agency (e.g. DHR, Revenue, Public Safety, Public Health, DOT, etc.) to contact you regarding a job. SPD does not fill other state agencies' job vacancies.
- ☐ If you did not rank within the **Top Ten**, consider reapplying and retesting to try and improve your test/exam score. You may reapply for a job classification nine months after your last test/exam date.

Please see Frequently Asked Questions on our website at www.personnel.alabama.gov for more information



Jackie Graham
State Personnel Director
Alice Ann Byrne
Deputy Director

STATE OF ALABAMA

PERSONNEL DEPARTMENT

300 Folsom Administrative Building
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APPLICATION INFORMATION

THE MERIT SYSTEM

State jobs in the classified service are under the merit system. The merit system is based on competition. Positions are filled on an equal opportunity basis.

HOW TO APPLY

To be considered for a job you must be on the employment register. You must submit an official application form. Each job class requires a separate application. You can get an application from the State Personnel Department, from a local State Employment Service Office or download it from our website. Photocopies of completed applications will be accepted.

There are many different job classes with the State. Some of these are open on a continuous basis. You can apply for these at any time.

Other job classes are open on a current basis. You must apply by the closing date. The closing date will be on the job announcement.

The State Personnel Department publishes an employment guide. This guide tells you about different state jobs. It also tells you how to be notified of these jobs. You may get an employment guide from the State Personnel Department, from the State Employment Service or this same information can be accessed at our website.

HOW YOU ARE RATED

The minimum requirements for the job are on the announcement. You must meet the requirements to be accepted. If you do not meet the requirements you should not apply. For some jobs you will take a written test. For other jobs you get a score based on your education and experience. For a few jobs you get a score based on some activity you must perform. Some scores are number scores like 80 or 90. Other scores group similar applicants together. These groups are called bands and have names like Band 1 or Band 2.

For current exams, written tests are given soon after the closing date. For continuous exams, written tests are given every three to four months. You will be notified approximately two weeks before the test and told the date, time and place of the test. You must show a picture identification at the test. Results will be sent to you about four to six weeks after the test. You must pass the test or evaluation to be put on the employment register.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9).

-OVER-

According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will be ineligible for appointment to or employment in a position in State service for a period of five years and, if the person is an officer or employee of the State, will forfeit his or her office or position.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

HOW APPOINTMENTS ARE MADE

Hiring is done by the various State agencies from names sent by the State Personnel Department. These are the top ten applicants on the register. The names of people not selected stay on the register to be considered for future jobs. Persons are usually hired at the minimum of the pay range.

Career Information

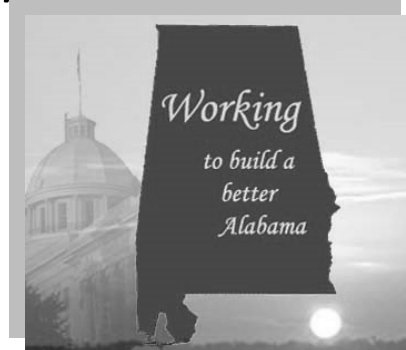
And

Job Seeking Tools

Found On

WWW.PERSONNEL.ALABAMA.GOV

STATE PERSONNEL DEPARTMENT



The Application Process

- How The Merit System Works
- How To Apply
- How You Are Tested And Scored
- How Appointments Are Made
- Frequently Asked Questions

Online Employment System

- Online Job Application For Most Classifications

Salary Schedule

Minimum And Maximum Annual Salary For Each Pay Grade

Training Information

- Dates Of Classes Being Offered To State Employees Regarding Personnel Policies And Procedures

State Employment Guide

- This Online Guide Describes Select State Jobs

Register Standings

- Check Your Standing On-Line. If You Are On A Register, And Want To Know Your Standing, Log In To Your OES Member Account

Job Application

- Downloadable Application For Examination

Career Guide: Jobs According To Education Level

- Jobs Requiring Some College Courses Or A Degree In A Specialized Field
- Jobs Requiring Graduate Degree Or Graduate Course Work
- Jobs Requiring Two Years (2) Of College Or Less
- Jobs Requiring High School Diploma Or Less
- Jobs Requiring Two Years Of Experience Or Less

SPD Policies

- Policy On Acceptance Of College Coursework, Post-Secondary And Advanced Degrees
- Our Examination Security Policy And How To Report A Possible Violation

Job Notices

- Continuous Recruitment Announcements
- Current Recruitment Announcements
- Promotional Exam Announcements

State Personnel Board Information

- Board's upcoming meeting date and agenda
- Board Minutes From Previous Meeting
- The Annual Report

Mailing List

- You Can Receive E-Mail Notification Of Positions Not Currently Open For Application

Hot Jobs

- A Listing Of Job Titles Which Are Either In High Demand Or Difficult To Recruit

How To Prepare Guides

- Tips On How To Prepare For Written Examinations

Weekly Exams Status Report

- Schedules Of Written Examinations, Announcements, And Application Closing Dates

Exam Center Directions

- Driving Directions To Saturday Testing Locations Throughout The State

Downloads

- Salary Schedule
- Word Viewer: This Program Lets You View And Print MS-Word Documents
- Adobe Acrobat Reader: This Program Will Allow You To View All Adobe Acrobat Formatted Document On Our Website

Online Transfer List

- Existing State Employees Can Place Their Name On A Job Transfer List

Other Employee Resources

Links To Sites That List Other Job Opportunities & Benefits



STATE OF ALABAMA MERIT SYSTEM CAREER GUIDE

The Career Guide shows State jobs arranged by education and experience level. To access this Guide, follow the step-by-step instructions listed below:

- Visit **www.personnel.alabama.gov**
- Click on **“Guides”** at the top of the page and select **“State Careers”** in the drop-down box
- Locate your Bachelor’s degree or one that is closely related to your degree. You may also select **“DEGREE IN ANY MAJOR”** to get a list of jobs that you may qualify for with a Bachelor’s degree in any major. These jobs are entry-level positions that generally require a Bachelor’s degree from an accredited college or university and no work experience.
- You may also find jobs that require a graduate degree, a high school diploma, or two years of college on this page. Jobs that require two years of experience or less are also listed.
- Click on the degree or experience level that applies to you, and a list of jobs will be displayed.
- Click on the job that you are interested in, and the job announcement for that position will open. The job announcement provides specific information about the job such as salary, minimum qualifications, type of examination, and how to apply information.
- If you are interested in a position, complete an **“Application for Examination”** and mail or fax the completed application to the address or fax number below. You must use a separate application for each position for which you are interested in applying. Additionally, you may apply for the positions online via our Online Employment System (OES).

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64 North Union Street
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Benefits of State Employment

This summary of benefits is meant only as a brief description of some of the benefits available to State employees. Please refer and read all plan documents for more complete descriptions. The State of Alabama and its agencies reserve the right, at its discretion, to alter any or all plans and benefits described in this summary for any reason at any time with or without notice

Retirement

- Defined Benefit Retirement Plan (employer/employee based)
- * [See State Retirement Systems\(RSA\) for more details](#)
- Optional Deferred Compensation Programs
- * [See Empower for more details](#)

Low Cost Insurance

- Blue Cross/Blue Shield Health (Single/Family Coverage)
- Optional Dental (Single/Family Coverage)
- Optional Health and Supplemental Insurance Coverage
- Optional Cancer Policy
- Discounted Vision Care Program
- Flexible Benefits Program (pre-tax dollars for qualified Medical Expense and Dependent Care)
- * [See State Employees' Insurance Board\(SEIB\) for more details](#)

Paid Time Off

- 12 Holidays per year
- 1 Personal leave day per year or Mardi Gras Holiday (Baldwin and Mobile counties only)
- 13 Sick days per year (accrued time off)
- 13 to 29 Annual leave days per year (accrued time off)
- 168 Hours of military leave per year

Miscellaneous Benefits

- Direct Deposit or Check Card
- Payroll deductions for insurance
- Payroll deductions for organization dues, credit union and United Way
- Employee Discounts (hotel/motel, travel, rental car, cellular service, etc.)

General Instructions

A SEPARATE APPLICATION IS REQUIRED FOR EACH JOB. Do not write in shaded areas. Complete all parts of the application. Applications not properly completed will be returned. Photocopied and facsimile applications will be accepted.

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Job Title of Examination (one per application):

Option (if applicable):

Mailing Address _____

Street

Telephone Number: Home () _____ Cell () _____ Work () _____
Area Code Area Code Area Code

Date of Birth _____ _____ _____ Sex (check one) 1. () Male () Female
 (Month) (Day) (Year)

Race (check one) White Black Hispanic Asian) Native Hawaiian or Pacific Islander American Indian or Alaskan Native
 () Two or More Races () Do Not Wish to Respond

CIRCLE OR BRACKET THE HIGHEST GRADE OF SCHOOL COMPLETED.

High School Diploma or GED? () Yes () No

1 2 3 4 5 6 7 8 9 10 11 12 Coll 1 2 3 4

ED

LC

Name and Location of School	Dates of Attendance		Credit Hours		Did You Graduate?		Type of Degree and Date	Major
	Month/Year From	To	Sem.	Qtr.	Yes	No		

License/Certificate Issued By	Field/Trade/Specialization	License/Certificate No.	Issue Date	Expiration Date
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LIST COURSES SUCCESSFULLY COMPLETED (AND HOURS EARNED) WHICH ARE PARTICULARLY RELATED TO POSITION (attach additional sheets, if needed)

I hereby certify, under penalty of perjury, that all statements on or attached to this application are true, correct, and complete. I further agree and understand that any false or deceptive information herein, regardless of time of discovery, may cause forfeiture on my part of any employment in the service of the State of Alabama and may prohibit me from being considered for future employment. I understand that all information on this application is subject to verification, and I consent to criminal history background, military service, and employment checks. I agree to allow my employer/prospective employer to receive a copy of my Alabama Background Check report through ALEA. If employed, I agree to electronic deposits of my payroll check and other state payments; and consistent with applicable laws, to receive compensatory time off in lieu of overtime compensation for any overtime hours worked. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

Signature _____ **Date** _____

Your name may be removed from an employment register for any disqualifying reason.
AN EQUAL OPPORTUNITY EMPLOYER

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: _____

2. Employer					Your Official Job Title	
Address					Type of Business	
FROM Month Year _____	TO Month Year _____	Total Months Worked _____	Number of Hours Per Week _____	Beginning Salary \$ _____ Per _____		Ending Salary \$ _____ Per _____
Number/Title of Employees You Supervised On a Continuing Basis				Equipment You Operated		
Name, Title and Telephone Number of Supervisor				Reason for Leaving		
Describe Your Duties in Detail						

3. Employer					Your Official Job Title	
Address					Type of Business	
FROM Month Year _____	TO Month Year _____	Total Months Worked _____	Number of Hours Per Week _____	Beginning Salary \$ _____ Per _____		Ending Salary \$ _____ Per _____
Number/Title of Employees You Supervised On a Continuing Basis				Equipment You Operated		
Name, Title and Telephone Number of Supervisor				Reason for Leaving		
Describe Your Duties in Detail						

4. Employer					Your Official Job Title	
Address					Type of Business	
FROM Month Year _____	TO Month Year _____	Total Months Worked _____	Number of Hours Per Week _____	Beginning Salary \$ _____ Per _____		Ending Salary \$ _____ Per _____
Number/Title of Employees You Supervised On a Continuing Basis				Equipment You Operated		
Name, Title and Telephone Number of Supervisor				Reason for Leaving		
Describe Your Duties in Detail						

5. USING THE ABOVE FORMAT, SHOW OTHER EXPERIENCE BY USING ADDITIONAL SHEETS.

COMPLETE THIS SECTION IF YOU ARE CLAIMING VETERAN'S PREFERENCE

If you claim Veteran's Preference, check the type below. Attach copies (**which will not be returned**) of the required documents to your application to support your claim.

- 1 () Veteran (5 points) - Requires DD214 or document showing dates of service and type of discharge. **If this has been submitted previously and is on file with this office, you may disregard this requirement. Note: Must be active duty for other than training purposes.**
- 2 () Disabled Veteran (10 points) - Requires DD214 or other document as above and letter of disability from V.A. dated within last 6 months. **V.A. letter must be kept updated until register is established or you lose the extra 5 points.**
- 3 () Deceased Veteran's spouse (10 points) - Requires DD214 or other document as above and marriage and death certificates. Cannot be claimed if spouse remarries.
- 4 () Disabled Veteran's spouse (10 points) - Requires DD214 or other document as above and V.A. letter of disability dated within last 6 months. Cannot be claimed unless still married to disabled veteran who because of this disability is not themselves qualified.
- 5 () Permanently Disabled Veteran (10 points) - Requires DD214 or other document as above indicating veteran is permanently disabled or DD214 or other document and V.A. letter indicating permanent disability.

COMPLETE THIS SECTION IN ORDER TO BE SCHEDULED FOR WRITTEN EXAMS

Written exams will be given in the places below for which a sufficient number of applicants express preference. Indicate by number your 1st, 2nd and 3rd choices.

- 3 () Birmingham 6 () Jacksonville 9 () Montgomery 11 () Florence 13 () Huntsville
5 () Dothan 8 () Mobile 12 () Tuscaloosa 14 () Troy 15 () Auburn

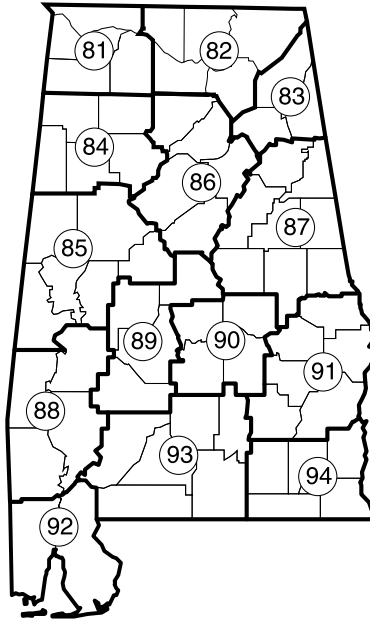
If you qualify, you will receive a notice showing the place and time you are to report for the exam.

Where did you learn of this job? (check all that apply)

- 1 () State Career Center 5 () Friend/Relative 9 () Legislative Representative 13 () TV/Radio Commercial
2 () Job Announcement Notice 6 () Dept. News Bulletin 10 () State Recruiter / Counselor 14 () State Personnel Dept. Website
3 () Newspaper 7 () Rehabilitation Services 11 () State Personnel Dept. Information Board 15 () Other Website
4 () College Placement/Career Office 8 () High School Counselor 12 () Outreach Program (i.e. Church) 16 () Other _____

AVAILABILITY

81 - Northwest Alabama 17 Colbert 30 Franklin 39 Lauderdale 40 Lawrence	84 - Jasper/Winfield Area 29 Fayette 38 Lamar 47 Marion 64 Walker 67 Winston	87 - East Central Alabama 08 Calhoun 09 Chambers 14 Clay 15 Cleburne 19 Coosa 56 Randolph 61 Talladega 62 Tallapoosa	90 - Montgomery Area 01 Autauga 26 Elmore 43 Lowndes 51 Montgomery	93 - South Central Alabama 07 Butler 18 Conecuh 20 Covington 21 Crenshaw 27 Escambia 50 Monroe
82 - Huntsville/Decatur Area 36 Jackson 42 Limestone 45 Madison 48 Marshall 52 Morgan	85 - Tuscaloosa Area 04 Bibb 32 Greene 33 Hale 54 Pickens 60 Sumter 63 Tuscaloosa	88 - Southwest Alabama 12 Choctaw 13 Clarke 46 Marengo 65 Washington	91 - Phenix City/Troy Area 03 Barbour 06 Bullock 41 Lee 44 Macon 55 Pike 57 Russell	94 - Dothan Area 16 Coffee 23 Dale 31 Geneva 34 Henry 35 Houston
83 - Northeast Alabama 10 Cherokee 25 Dekalb 28 Etowah	86 - Birmingham Area 05 Blount 22 Cullman 37 Jefferson 58 Shelby 59 St. Clair	89 - Selma/Clanton Area 11 Chilton 24 Dallas 53 Perry 66 Wilcox	92 - Mobile Area 02 Baldwin 49 Mobile	95 - Statewide (You will be considered for vacancies throughout the state. Relocation may be necessary)



Please answer the following questions with care. List in the spaces provided those areas of the state in which you would accept employment. You will be considered for employment only in the locations you indicate. You may choose a combination of up to seven counties and/or regions from the list above. If you list a region, you will be considered available for all counties in that region. The counties in each region are listed alphabetically below the region. You will not be considered for jobs involving overnight travel or shift work unless you so indicate.

List the numbers of up to 7 counties and/or regions where you are willing to work _____

Enter the earliest date you will be available to interview for employment. (Your name will not appear on a list of eligibles until this date.) _____

____ Month ____ Day ____ Year

Will you accept work involving overnight travel? () Yes () No

Will you accept part-time work? () Yes () No

Will you accept temporary work? () Yes () No

Will you accept conditional work? () Yes () No

Which shifts are you willing to work? 0. () all shifts 1. () 1st only 2. () 2nd only 3. () 3rd only 4. () 1st and 2nd only 5. () 1st and 3rd only 6. () 2nd and 3rd only

NOTE: Your name will be placed on inactive status for this class after declining three offers of employment consideration or failing to reply to an agency's inquiry concerning your availability. Your name may be restored to the active register by written request.