



STATE OF GEORGIA
APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

Complete information on searching for jobs with the State of Georgia and an on-line application procedure may be found on the Internet at Careers.ga.gov. Using Careers.ga.gov is the preferred method of applying for these State jobs.

Daytime Telephone Number				E-mail Address			
Last Name				First Name			Middle Init.
Street or Mailing Address							Apartment No.
City				State	Zip Code	County	

EMPLOYMENT ELIGIBILITY: To be employed by the State of Georgia, you must meet certain State and Federal employment eligibility requirements. These include (but are not limited to) United States citizenship or authorization to work in this country, positive rehire status if previously employed by the State, and no felony convictions (for some jobs). Please answer the following questions.

1. Are you a United States citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO	2. Are you an alien authorized to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	3. Have you ever been dismissed from any State of Georgia government position? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, attach an explanation.	4. Have you ever been convicted of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, attach an explanation.
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TYPE OF WORK: JOB TITLE AND JOB CODE REQUIRED. If you do not know the correct job titles, information is available at the various State of Georgia agency personnel offices, the Georgia Department of Labor Career Centers, or on Careers.ga.gov.

Specific Job Title Sought	Job Code	Specific Job Title Sought	Job Code
1.		2.	

EDUCATION:

High School Graduate or Equivalent (GED)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Vocational/Business School:	No. of Months:	Field of Study:	Completed: Yes <input type="checkbox"/> No <input type="checkbox"/> Date: (Mo/Yr)					
PLEASE LIST EXACT COLLEGE HOURS :		CREDIT RECEIVED	FIELD/AREA OF CONCENTRATION		TYPE OF DEGREE	DATE DEGREE COMPLETED			
COLLEGES/UNIVERSITIES	CITY and STATE	Qtr Hrs	Sem Hrs	Major	Hrs	Minor	Hrs	(BA/BS/ MA/PhD)	(Mo./Yr.)

LANGUAGE SKILLS: Check any which apply to you. Multilingual (Specify languages) _____

Sign Language

GEORGIA LICENSES AND CERTIFICATIONS:

Type of License/Certificate	License/Certificate Number	Expiration (Mo./Yr.)	Specialization/Endorsements
Current Valid Driver's License <input type="checkbox"/> Yes <input type="checkbox"/> No			
Current Valid Commercial Driver's License (CDL): Class (Check One): <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C			
Teacher Certified in Georgia: Type of Certificate Held:			
Georgia Peace Officer Standards and Training Certificate (POST)			
Other Professional License/Certificate: _____			

CERTIFICATION: Read carefully before signing and dating. Unsigned applications will not be processed.

I certify that all information on this application is correct. I authorize any agent or employee of the State to verify this information and to release it to anyone who may consider me for appointment. I understand that intentionally providing false information on this form or attachments is a violation of state law. **I also understand that applications submitted electronically, via e-mail or similar media, are not valid unless I enter my name in the signature field below and such action shall constitute an electronic signature.** I further certify that either: 1) I have not been convicted of a drug-related criminal offense; or 2) if I have been convicted of a drug-related criminal offense, it has been more than three (3) months since my first conviction, or more than five (5) years since a second or subsequent conviction (O.C.G.A. 45-23 et. Seq.).

Signature:

Date:

WORK HISTORY: Describe your work history below beginning with your current or most recent job. Include military and volunteer experience. If you worked for the same employer but held different jobs describe each separately. Describe in detail the specific duties beginning with your primary duties. If you need more space, print out the supplemental work history page and attach to the application. Failure to give complete and detailed information regarding each job held may result in your disqualification from employment consideration. You may submit a resume to document your work background. However, if the resume does not contain all the information requested in the Work History section, please fill in that information on the application.				
Current or Last Employer:			Your Job Title:	
Address			From (mo/yr)	To (mo/yr)
City	State	Zip Code	Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid	
Your Supervisor's Name and Title			May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	Your Supervisor's Phone Number ()
Reason for Leaving			# and types of employees you supervised:	
Describe in detail your job duties. 				
<i>Related Computer Skills:</i>				
Employer:			Your Job Title:	
Address			From (mo/yr)	To (mo/yr)
City	State	Zip Code	Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid	
Your Supervisor's Name and Title			May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	Your Supervisor's Phone Number ()
Reason for Leaving			# and types of employees you supervised:	
Describe in detail your job duties. 				
<i>Related Computer Skills :</i>				
Employer:			Your Job Title:	
Address			From (mo/yr)	Hours per Week:
City	State	Zip Code	Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid	
Your Supervisor's Name and Title			May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	Your Supervisor's Phone Number ()
Reason for Leaving			# and types of employees you supervised:	
Describe in detail your job duties. 				
<i>Related Computer Skills :</i>				

STATE OF GEORGIA EMPLOYMENT AVAILABILITY CODES

For the job(s) listed on page 1, please select the county or counties in which you are willing to work. You may choose up to ten (10) counties. For your convenience, the counties have been sorted alphabetically by geographical region.

Where do you want to work? List up to ten (10) counties in the blanks below. Use the ***three digit number codes*** listed next to each County.

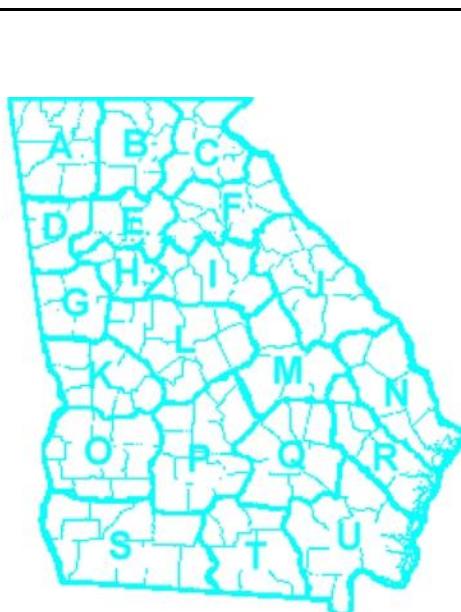
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
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Metro Atlanta Regions

N Metro Atlanta (E)	S Metro Atlanta (H)
033 Cobb	031 Clayton
044 Dekalb	056 Fayette
048 Douglas	060 Fulton
060 Fulton	075 Henry
067 Gwinnett	126 Spalding
122 Rockdale	

North Georgia Regions

Rome Area (A)	NE GA (C)
008 Bartow	006 Banks
023 Catoosa	059 Franklin
027 Chattooga	068 Habersham
041 Dade	069 Hall
057 Floyd	119 Rabun
064 Gordon	127 Stephens
105 Murray	139 Towns
146 Walker	154 White
155 Whitfield	
N Central GA (B)	W GA (D)
028 Cherokee	022 Carroll
042 Dawson	071 Haralson
055 Fannin	110 Paulding
058 Forsyth	115 Polk
Athens Area (F)	
061 Gilmer	007 Barrow
093 Lumpkin	029 Clarke
112 Pickens	052 Elbert
144 Union	073 Hart
	078 Jackson
	095 Madison
	108 Oconee
	109 Oglethorpe
	147 Walton



Central Georgia Regions

LaGrange Area (G)	Middle GA (L)
038 Coweta	005 Baldwin
074 Heard	011 Bibb
099 Meriwether	039 Crawford
141 Troup	076 Houston
Covington Area (I)	
018 Butts	084 Jones
066 Greene	085 Lamar
070 Hancock	102 Monroe
079 Jasper	111 Peach
104 Morgan	114 Pike
107 Newton	143 Twiggs
117 Putnam	145 Upson
Columbus Area (K)	
026 Chattahoochee	158 Wilkinson
072 Harris	
094 Macon	
096 Marion	
106 Muscogee	
123 Schley	
130 Talbot	
133 Taylor	
Augusta Area (J)	
017 Burke	
036 Columbia	
062 Glascock	
081 Jefferson	
090 Lincoln	
097 McDuffie	
121 Richmond	
131 Taliaferro	
149 Warren	
157 Wilkes	
Dublin Area (M)	
053 Emanuel	
083 Johnson	
087 Laurens	
140 Treutlen	
150 Washington	

South Georgia Regions

Savannah Area (N)	Reidsville Area (R)
015 Bryan	021 Candler
016 Bulloch	054 Evans
025 Chatham	089 Liberty
051 Effingham	091 Long
082 Jenkins	098 McIntosh
124 Screven	132 Tattnall
Albany Area (O)	SW GA (S)
019 Calhoun	004 Baker
030 Clay	014 Brooks
047 Dougherty	035 Colquitt
088 Lee	043 Decatur
118 Quitman	049 Early
120 Randolph	065 Grady
128 Stewart	100 Miller
129 Sumter	101 Mitchell
135 Terrell	125 Seminole
152 Webster	136 Thomas
Tifton Area (P)	Valdosta Area (T)
009 Ben Hill	002 Atkinson
012 Bleckley	010 Berrien
040 Crisp	032 Clinch
045 Dodge	037 Cook
046 Dooly	050 Echols
077 Irwin	086 Lanier
116 Pulaski	092 Lowndes
137 Tift	SE GA (U)
142 Turner	013 Brantley
156 Wilcox	020 Camden
159 Worth	024 Charlton
Baxley Area (Q)	063 Glynn
001 Appling	113 Pierce
003 Bacon	148 Ware
034 Coffee	151 Wayne
080 Jeff Davis	
103 Montgomery	
134 Telfair	
138 Toombs	
153 Wheeler	

EVALUATION PROCEDURES

Written Tests: To obtain a job in certain fields, such as criminal justice and secretarial, you must pass a written and/or performance test. The tests are offered on the following basis. Proper identification with your picture and signature, such as a driver's license, is required for admission to all examinations.

Scheduled or Reserved Seating Examinations: Written tests are offered on certain Saturdays in selected cities. If you request a scheduled examination and your application is approved, you will receive an admission slip by mail for the next available test session showing the address of the testing center you have chosen and the date and time of your appointment. This may take a month or longer due to limited seating.

Select ONE city where you wish to take a written test on Saturday:

Albany [U]
 Macon - [M]

Augusta - [S]
 Statesboro - [H]

Columbus - [Y]
 Valdosta - [L]

Gainesville - [F]

Retest Policy: Your score will normally remain on the list of available applicants for six months from the date of your examination (and, in many cases, you may also extend your score for an additional six months). Generally, you can apply to be evaluated or to take a written test for the same job only three times in one year, with a minimum 30 day waiting period between examinations. Upon re-examination, the higher of your scores will generally be kept. The lower score will not be accessible to employing agencies.

ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES

For Scheduled testing purposes only, do you require special examination accommodations because of a disability? If so, attach a note to this application asking us to call. PRIOR ARRANGEMENTS ARE NECESSARY. Note that in order to receive accommodations for testing, you must (1) at least one (1) day PRIOR to the test; (2) have the accommodation authorized BEFORE being tested; and (3) provide documentation to show the need for the accommodation (if requested). If you have questions about the examination procedure for applicants with disabilities, you may call the Georgia Relay Service at **7-1-1**.

Training and Experience Ratings: If you apply for a job that does not require a written test, your evaluation will be based on the experience, education, and training

you describe on your application. You will also be evaluated on any supplemental information you may be asked to provide.

VETERAN'S PREFERENCE: The laws of the State of Georgia require that points be added **to passing examination scores** for certain veterans and combat troops of the Armed Forces of the United States. The following types of preference are currently granted. If you want to apply for Veteran's Preference, check the type below and attach copies of the appropriate document(s) to your application. Copies cannot be returned. (SPB 16.102)

VETERAN: DD214 showing dates of service and type of discharge

DECEASED VETERAN'S SPOUSE: DD214; marriage certificate; veteran's death certificate or casualty report

DISABLED VETERAN: DD214; certificate of service-connected disability (at least 10%) from the V.A. dated within the last 6 months

DISABLED VETERAN'S SPOUSE: DD214; marriage certificate; disabled veteran's documents dated within last 6 months (veteran must have 100% disability)

How You Heard About The Job: Walk-in College/University Technical School Employee Referral Careers.ga.gov
 Newspaper State Agency Web Site Other Internet Source DOL Career Center Other _____

Date:

Requisition Number (for announced jobs only):

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

The information you give in this section is optional. It is used by state agencies to comply with Federal guidelines for monitoring the equal employment opportunity efforts of the State of Georgia.

Last Name

First Name

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Ethnic Background (Check One):

1. Native American

2. White, not of Hispanic origin

Gender

(Check One):

MO DAY YR

3. Hispanic

4. Black, not of Hispanic origin

Male

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5. Asian/Pacific Islander

6. Multi-racial

Female

Birth Date - Required for some law enforcement jobs.

7. Other

For Agency Use

