

# Applying for a State Job Checklist

## ○ Set up your CalCareers account

- Visit the CalCareers site at [jobs.ca.gov](http://jobs.ca.gov)
- Create an account
- Be sure to fill in your contact information

## ○ Create and save a Standard State Application (STD678)

- Fill out your contact information, educational history, employment history, and other relevant information using the STD678 template on the CalCareers site
- Be sure to save your application- you'll need this when applying for eligibility and for specific vacancies

## ○ Find the job you're interested in

- Browse our Careers Page at [www.dsh.ca.gov/jobs](http://www.dsh.ca.gov/jobs) to find job opportunities
- You can also find jobs using the CalCareers website

## ○ Make sure you qualify

- View exam bulletins, duty statements, and classification specifications to determine your eligibility

## ○ Take an exam

- Taking an exam is a necessary step in the application process. Your score will determine your eligibility for a given position
- View current exams by visiting [www.dsh.ca.gov/jobs](http://www.dsh.ca.gov/jobs) and clicking "Current Exams"
- You can also find exams by viewing the vacancy you're interested in and selecting the "I Do Not Have Eligibility" option, then following the instructions

## ○ Apply

- Once you've received your exam score and determined your eligibility, you can apply for specific vacancies!
- Vacancies can be discovered via CalCareers- use the Advanced Search feature to sort your search with the facility you're interested in
- Follow instructions to submit your application packet through the CalCareers site, or by mail
- A standard State Application (Std. 678 form) is always required. Some vacancies may require submittal of a cover letter, resume, Statement of Qualifications, etc.

If you have any questions or would like assistance, please contact the DSH Recruitment Unit.

Phone: **(916) 654-2609**

Email: **[DSH.Recruitment@dsh.ca.gov](mailto:DSH.Recruitment@dsh.ca.gov)**

Online: **[www.dsh.ca.gov/Jobs](http://www.dsh.ca.gov/Jobs)**



California Department of  
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