



The paper application is utilized for current employees and/or former employees who are applying for internal job postings and those individuals who do not have access to the internet. If you are applying for an internal job posting, please send your paper application to the contact person at the hiring agency listed on the posting by the requested date. Applications for jobs which do not require a written test should be mailed or delivered to the Division of Personnel at the address on page 1. Resumes do not replace the application.

Social Security Number Required: Pursuant to Section 7 of the Privacy Act of 1974, your disclosure of your social security number is mandatory. We require social security numbers to verify your identity and confirm the information you provide in your application. Failure to provide your social security number will result in rejection of your application.

Documentation of Training and Experience: All academic training other than High School/GED Equivalent may be verified. Verification of academic training can be in the form of an official transcript, copy of diploma or certificate, or written statement from an authorized agency verifying possession of the necessary credentials. For tested positions, an applicant's test may be scored but will not be considered for employment until the required documents are received. Copies of documents will be accepted providing all information is clearly shown. All employment listed on the application is subject to verification. Be sure to include all relevant experience (including military experience) in the Employment History section. You **MUST** indicate hours per week for all work. All employment dates **MUST** be complete and accurate.

Military Service and Veterans' Preference Eligibility Requirements:

1. Served on active duty anytime between December 7, 1941 and September 7, 1980, OR
2. A Reservist called to active duty between February 1, 1955 and October 14, 1976 AND who served for more than 180 days, OR
3. A Reservist who entered active duty between October 15, 1976 and October 13, 1982 AND:
 - a. received a campaign badge or expeditionary medal, OR
 - b. is a disabled veteran, OR
4. Enlisted in the Armed Forces after September 7, 1980 or entered active duty other than by enlistment on or after October 14, 1982 AND;
 - a. completed 24 months of continuous active duty or the full period called or ordered to active duty or was discharged under 10 U.S.C. 1171 or for hardship under 10 U.S.C. 1173 AND received or was entitled to receive a campaign badge or expeditionary medal, OR
 - b. is a disabled veteran.

You must submit a copy of your DD214. The Purple Heart Award is verified on the DD214 Form. For a compensable, service-connected disability, submit a letter from the U.S. Department of Veterans Affairs dated within the last 6 months, indicating that you are currently receiving disability compensation.

Signature on Application Required: Your completed application must contain your signature and a current date.

If you have any questions about completing the form please contact Applicant Services at 304-558-3950, ext. 41852. Make sure all sections are complete.