



STATE OF GEORGIA
APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

**Complete information on jobs with the Georgia Department of Corrections and the application process may be found at GDCJobs.com
 Use GDCJobs.com to find more employment opportunities with the Georgia Department of Corrections**

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|---------------------------|--|--|--|--|------------|--|--|--|--|----------------|--|--|--|--|---------------|--|--|--|--|--------|--|--|--|--|
| 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.

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| 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. |
|---|---|---|---|

TYPE OF WORK: JOB TITLE/CODE AND POSITION NUMBER REQUIRED. Job information and/or position number is available at GDCJobs.com

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|-----------|----------|-----------------|-----------------|
| Job Title | Job Code | Facility/Office | Position Number |
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EDUCATION:

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

GEORGIA LICENSES AND CERTIFICATIONS:

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|--|----------------------------|----------------------|-----------------------------|
| 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: _____

Send completed applications to the contact listed in each vacancy announcement

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.

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|-------------------------------------|-------|----------|---|------------|--|
| Current or Last Employer: | | | Your Job Title: | | |
| Address | | | From (mo/yr) | To (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 | | Annual Salary |
| 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. | | | | | |
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| <i>Related Computer Skills:</i> | | | | | |

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| <i>Related Computer Skills :</i> | | | | | |

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Use the Application Supplement page at GDCJobs.com to add more work history if needed**

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| <i>Related Computer Skills :</i> | | | | | |

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)

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|---|--|
| <input type="checkbox"/> VETERAN: DD214 showing dates of service and type of discharge | <input type="checkbox"/> DECEASED VETERAN'S SPOUSE: DD214; marriage certificate; veteran's death certificate or casualty report |
| <input type="checkbox"/> DISABLED VETERAN: DD214; certificate of service-connected disability (at least 10%) from the V.A. dated within the last 6 months | <input type="checkbox"/> 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: GDCJobs.com College/University Technical School Employee Referral Careers.ga.gov
 Newspaper Job/Career Fair Other Internet Source DOL Career Center Other _____

Date:

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

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

| Last Name | First Name | MI |
|-----------|------------|----|
| | | |

| Ethnic Background (Check One): | | Gender (Check One): | Birth Date MO DAY YR | | | |
|--|---|---------------------------------|--|--|--|--|
| 1. <input type="checkbox"/> Native American | 2. <input type="checkbox"/> White, not of Hispanic origin | <input type="checkbox"/> Male | <table border="1" style="width:100%; height: 20px;"><tr><td></td><td></td><td></td></tr></table> | | | |
| | | | | | | |
| 3. <input type="checkbox"/> Hispanic | 4. <input type="checkbox"/> Black, not of Hispanic origin | <input type="checkbox"/> Female | <i>Birth Date - Required for some law enforcement jobs.</i> | | | |
| 5. <input type="checkbox"/> Asian/Pacific Islander | 6. <input type="checkbox"/> Multi-racial | | | | | |
| 7. <input type="checkbox"/> Other | | | | | | |

For Agency Use