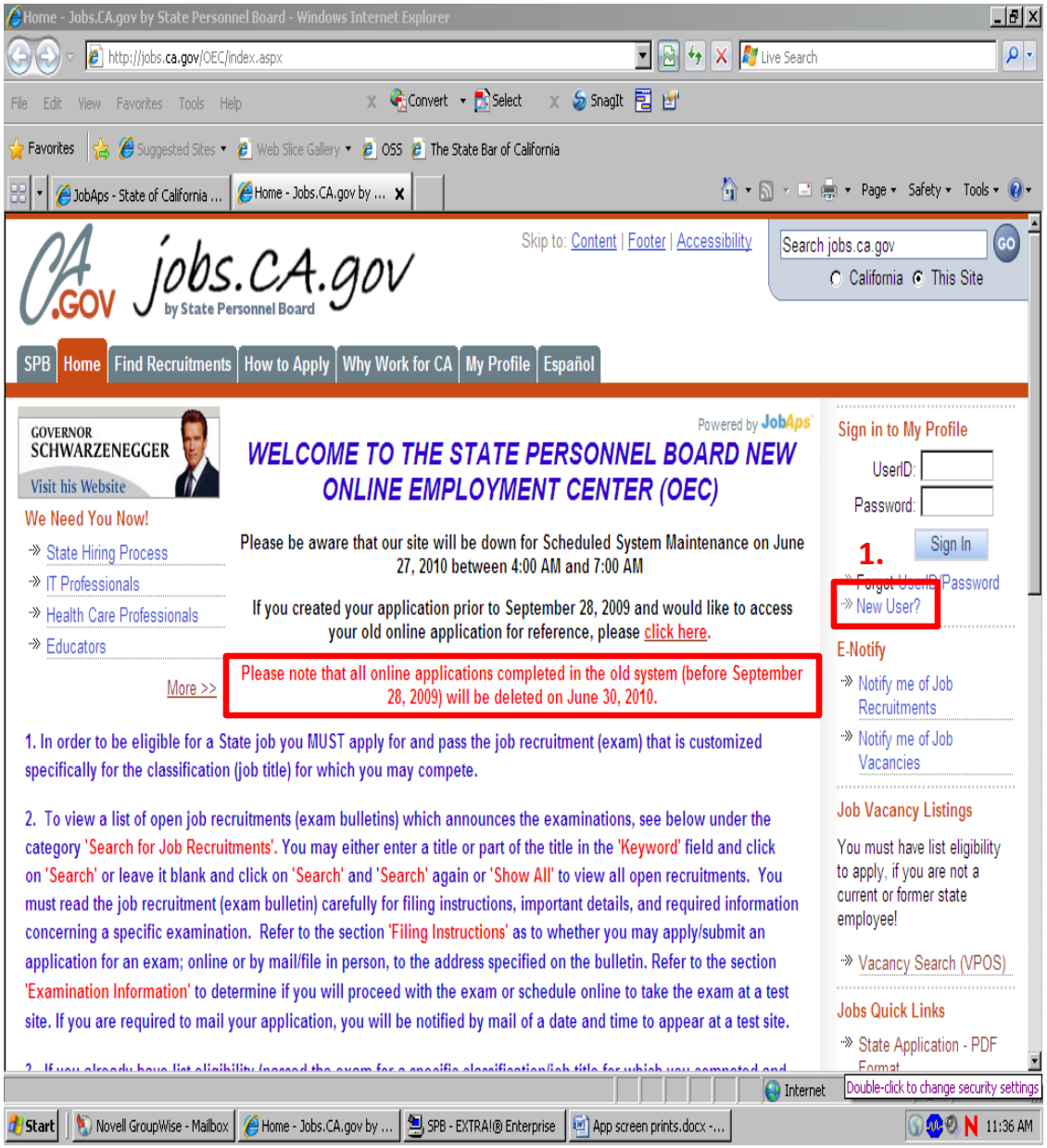
Instructions for creating a profile on the new SPB Online Employment Center www.jobs.ca.gov

Home Tab:

1. Click on 'New User' to create a new profile in the New Online Employment Center (OEC).
   (This takes you to the 'Find Recruitments' tab.)

Note: If you created an application before 09/28/09, you need to create a new profile.

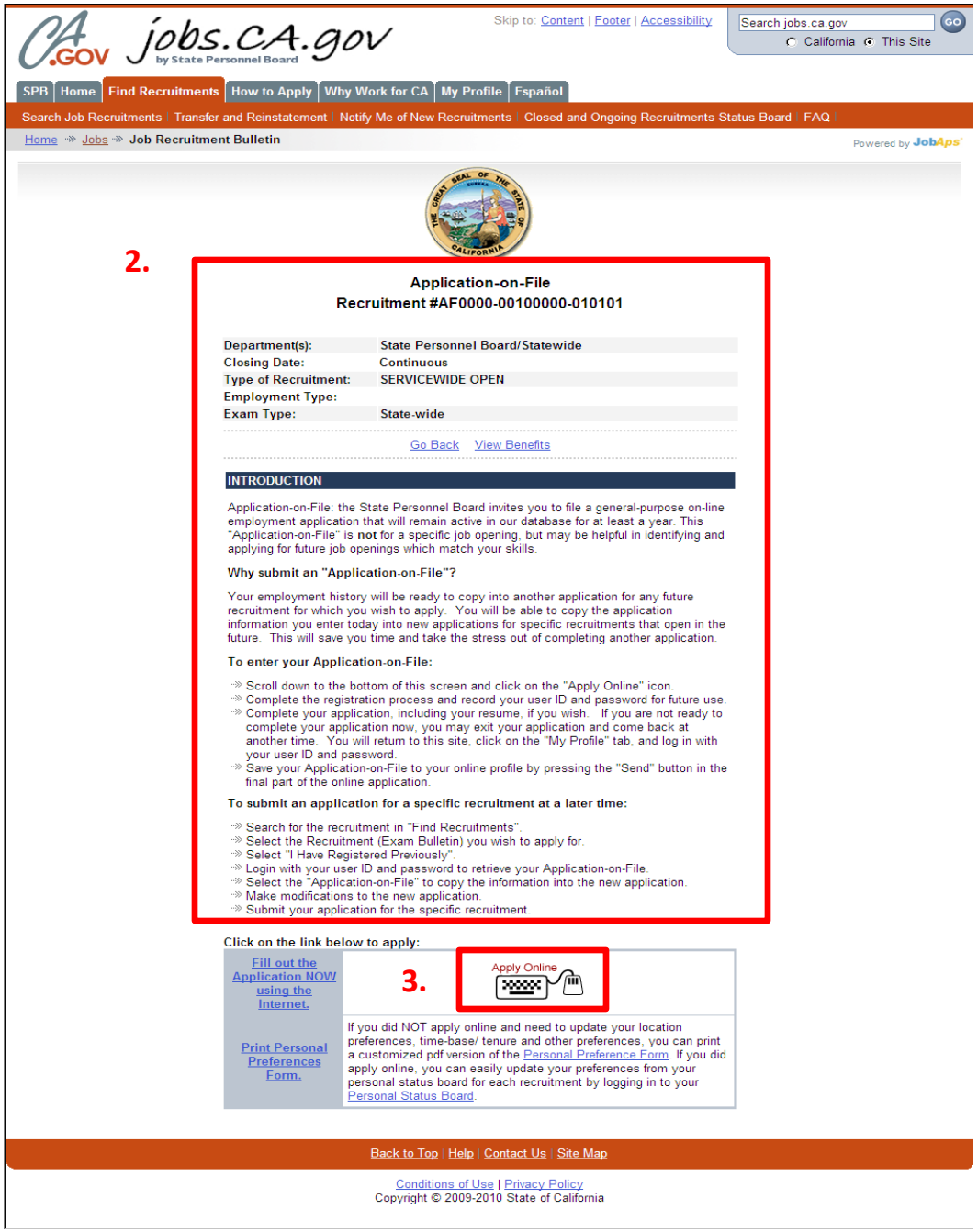


Find Recruitments Tab:

2. Read all of the information on this page regarding your 'Application-on-File'.

3. Click on 'Apply Online' to create your profile.

   (This will take you to the 'My Profile' tab.)



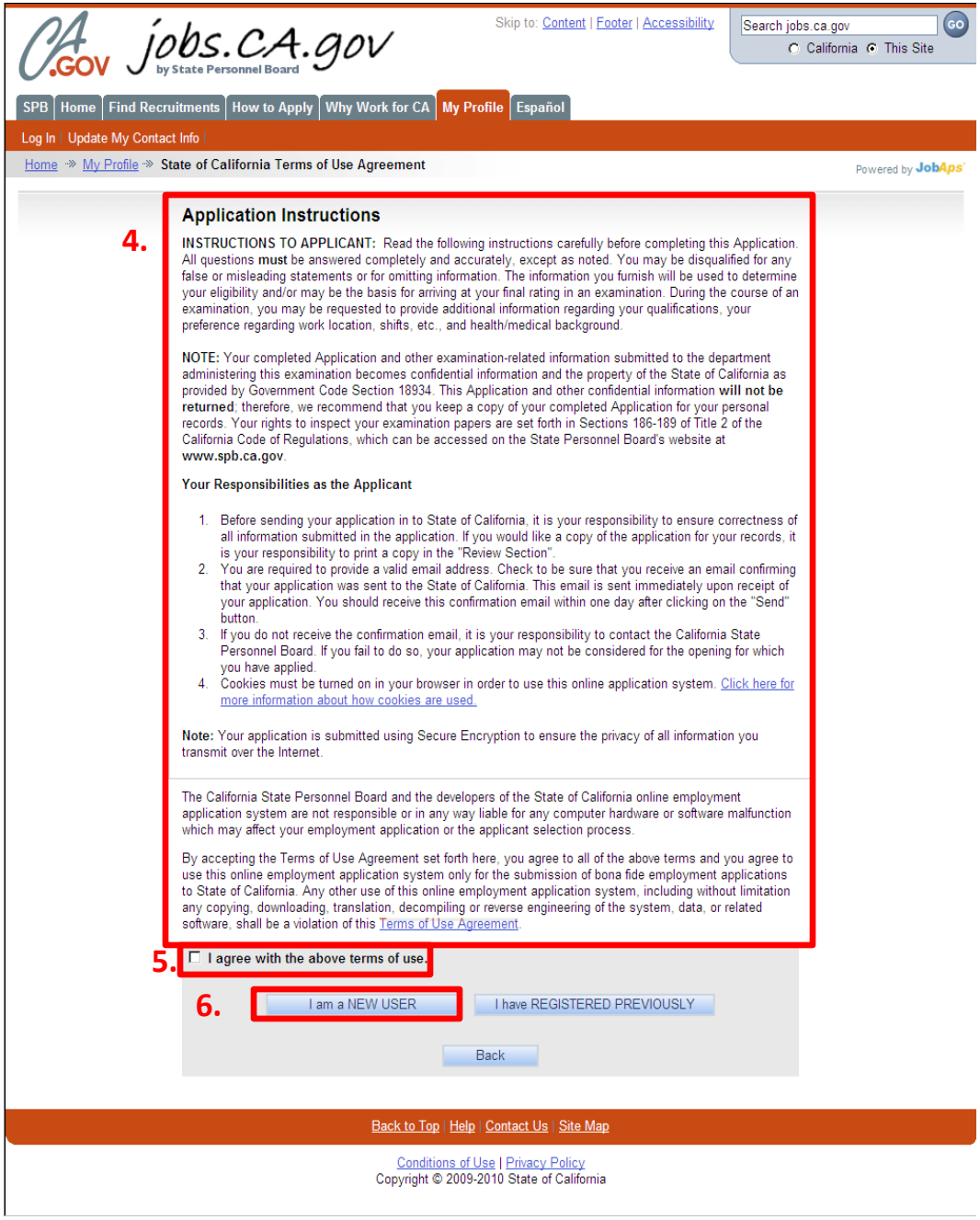
My Profile tab:

4. Read all of the information on this page regarding Applicant Instructions.

5. Check the box labeled 'I agree with the above terms of use.'

6. Click on the 'I am a NEW USER' box.

   (This takes you to the 'Create a New Account ' page.)



7. Fill in all of the required information noted by an asterisk.

8. Click on 'Submit Registration.'

All information supplied on this page is voluntary.

9. Answer all questions and click on 'Save and Continue' at the bottom of the page.

State of California - Equal Employment Opportunity Form
Application-on-File #AF0000-00100000-010101

APPLICANT: To assist the State of California in its commitment to Equal Employment Opportunity, applicants are asked to voluntarily provide the following information. This questionnaire will be separated from the application prior to the examination and will not be used in any employment decisions. Government Code Section 19705 authorizes the State Personnel Board to retain this information for research and statistical purposes.

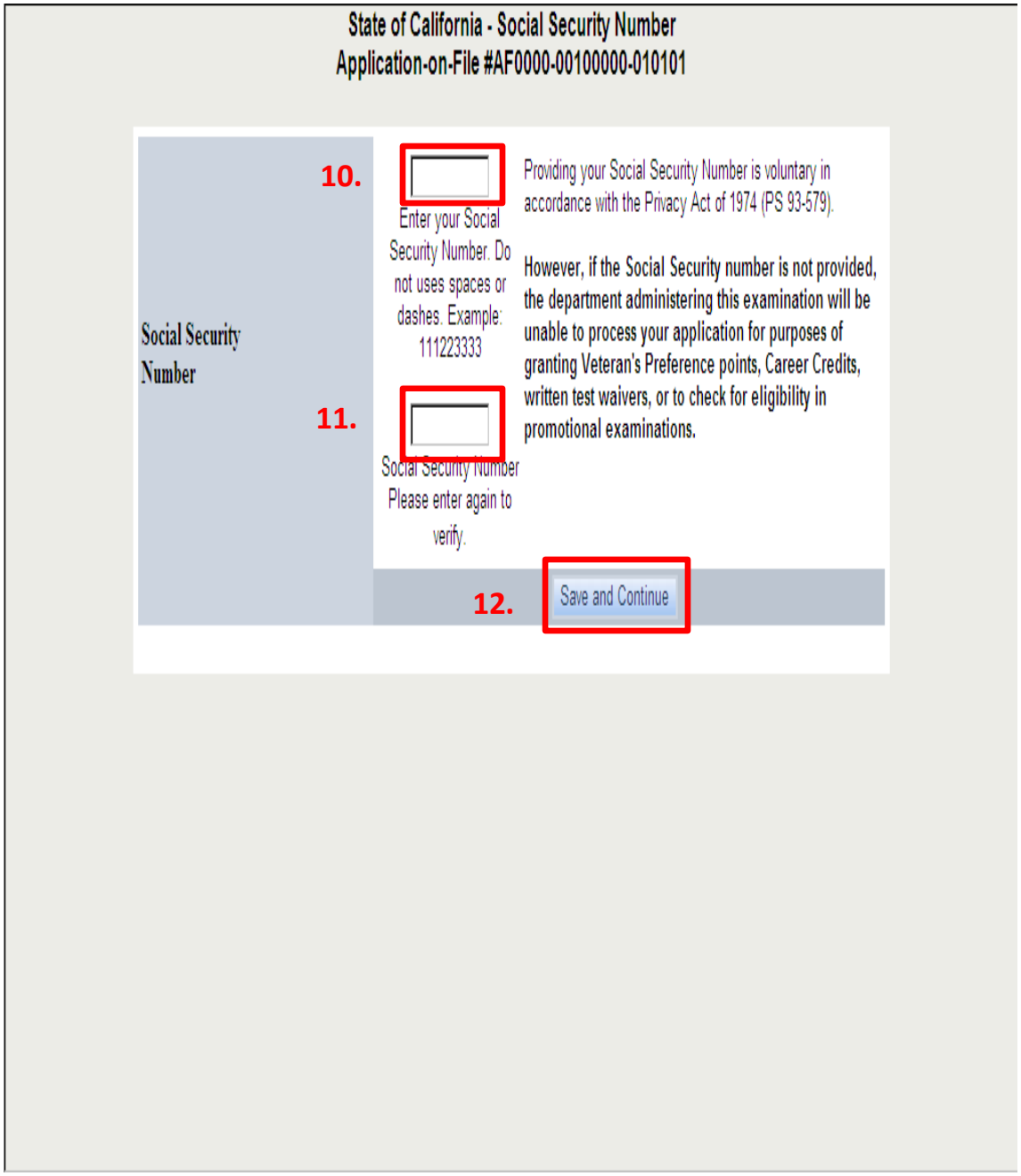
AGE:	○ Under 21 ○ 21 - 39 ○ 40 - 69 ○ 70 and Over ○ Not Applicable
GENDER:	○ Male ○ Female
ETHNIC CATEGORY: **Please check the box that best describes your race/ethnicity.**	○ **AMERICAN INDIAN OR ALASKAN NATIVE** Persons having origins in any of the tribal peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. ○ **ASIAN** Person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This includes China, Japan, and Korea. ○ **BLACK** Person having origins in any of the black racial groups of Africa. ○ **FILIPINO** Person having origins in any of the original peoples of the Philippine Islands. ○ **HISPANIC** Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. ○ **PACIFIC ISLANDERS** Persons having origins in the Pacific Islands, such as Samoa. ○ **WHITE** Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. ○ **OTHER** (Specify if Other)
DISABLED:	A person with a disability is an individual who: (1) has a physical or mental impairment or medical condition that limits one or more life activities, such as walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself or working; (2) has a record or history of such impairment or medical condition; or (3) is regarded as having such an impairment or medical condition. ○ Yes ○ No
MILITARY:	A military veteran; a widow or widower of a veteran; or a spouse of a 100% disabled veteran. ○ Yes ○ No
JOB SOURCE: **How did you learn of this Examination?**	○ TELEPHONE JOB LINE ○ WORD OF MOUTH ○ INTERNET ○ ADVERTISEMENT IN (SPECIFY BELOW) ○ EXAMINATION BULLETIN LOCATED AT (SPECIFY BELOW) Please identify specific source if indicated "specify below."

9. Save and Continue Clear

10. Enter your social security number.

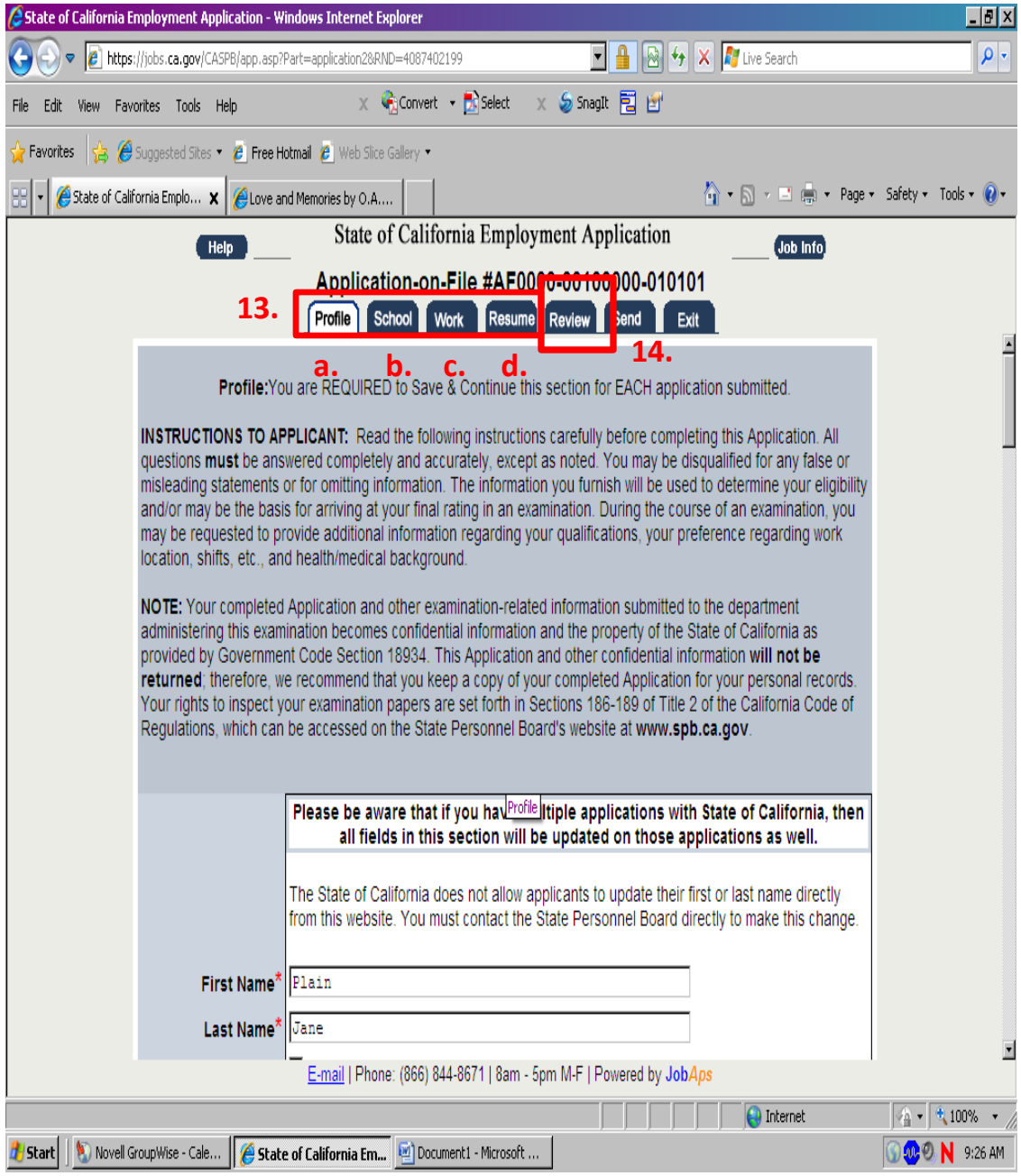
11. Re-enter your social security number to verify.

12. Click on ‘Save and Continue’ at the bottom of the page.



13. Enter all of the required information noted by a red asterisk on tabs a-d. (At the bottom of each page, click on 'Save and Continue' to go to the next page.)

14. After all information is entered, review your application and then continue to the next page.



15. Read ‘Applicant Release of Employment Information’ on this page.

16. Check signature box to certify that you agree with the information you provided.

17. Click on ‘Submit Application.’

State of California Employment Application - Windows Internet Explorer

https://jobs.ca.gov/CASPB/App.asp?Part=Application4&RND=1161057654

Help | State of California Employment Application | Job Info

Application-on-File #AF0000-00100000-010101

Profile | School | Work | Resume | Review | Send | Exit

SUBMIT: You must click on the "Submit Application" button below for your application to be received by State of California.

Applicant Release of Employment Information

I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination proces or dismissal from employment with the State of California. I authorize the employers and educational institutions identified on this application to release any information they may have concerning my employment or education to the State of California.

☐ By checking this signature box, I certify agreement with the terms given above for Applicant Release of Employment Information.

Submit Application

- Click on the button above to send your application to the California State Personnel Board.
- The time given by the computer which receives your application will be recorded as the time of your application submission.
- You will not be able to make any changes once you send your application.

E-mail | Phone: (866) 844-8671 | 8am - 5pm M-F | Powered by JobAps

Once your application is submitted, you will receive a confirmation notice.

<u>NOTE: Clicking on submit application does not send your application to an advertised exam or job. To apply for an exam, you must follow the directions on each recruitment bulletin.</u>

Confirmation of Employment Application Submission to State of California - Jobs.CA.gov by State - Windows Internet Explorer

https://jobs.ca.gov/CASPB/finalApConfirmation.asp?UpdateError=&JobNum=AF0000%2D00100000

SPB | Home | Find Recruitments | How to Apply | Why Work for CA | My Profile | Español

Home » My Profile

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Confirmation of Application-On-File Submission

Dear Plain Jane,

Thank you for updating and submitting your "Application-on-File". This application serves as a template that can be updated at any time to keep your most recent information in the system and to be ready for actual recruitments as they open. It can be used as the starting point for an application for one of the open recruitments since you can copy data from your template "Application-on-File" into other applications.

This application does not qualify you for any open recruitment and will not be used in place of an application for any open job or recruitment.

However, you can use the data from this application to copy into an application for any other recruitment listed on the State of California Current Job Recruitments page.

You will not receive an email confirmation as a result of submitting this application.

If you have any questions regarding the application and selection process, please contact us at (866) 844-8671.

Thank you again for your application.

State Personnel Board/Statewide

Return to State of California Current Job Recruitments