APPLICATIONS

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STATE OF COLORADO APPLICATION FORMS

Workforce & Staffing Consultants of the Division of Human Resources (DHR) in the Department of Personnel & Administration (DPA) has developed two forms that are used to apply for classified state jobs. The two forms are the Demographic Information form and the Application for Announced Vacancy. The Demographic Information form must be submitted with the actual application form. Following is a brief description of each form. The two forms are available at 1313 Sherman Street, Room 110, in Denver; at agency personnel offices; or on the following Job Announcement site on the Internet:

http://www.gssa.state.co.us/announce/Job+Announcements.nsf/Web+Pages/WelcomeAppl?OpenDocument

DEMOGRAPHIC INFORMATION FORM

The Demographic Information form is completed and submitted in conjunction with the Application for Announced Vacancy. The Demographic Information form contains personal information that is not open to public inspection and should be stored separately from the remainder of the application information that is submitted.

APPLICATION FOR ANNOUNCED VACANCY

The application for Announced Vacancy is used to apply for job vacancies at the time the vacancy is announced. The applicant completes the Demographic Information form and the Announced Vacancy form to apply for the position he/she is interested in per the instructions in the job announcement. The Announced Vacancy application provides an area for the applicant to complete a narrative description of education and/or experience that is evaluated by a Human Resource Specialist to determine if the applicant meets the requirements as announced. The Demographic Information form contains personal information that is not part of the open examination records and should be stored separately from the rest of the application. The demographic information should be retained for the same period of time as the exam record.

UNANNOUNCED CLASSES and/or RESUMES

When an unsolicited application, resume or old application form is received and the individual is a Colorado resident s/he will be provided with information about state government career opportunities and the selection process for jobs within the state classified system.

NON-RESIDENTS

Applications and/or resumes received from non-Colorado residents for unannounced classes are returned to the individual with a letter explaining the residency requirement.

UPDATES

Demographic information may be changed/updated by completing the State of Colorado Demographic Update Form that appears as attachment B. These forms are available at 1313 Sherman Street, Room 110, in Denver, or at on the Job Announcements site on the Internet.

To make updates/changes to application information other than demographic information the agency where the application was submitted for the announced vacancy must be contacted.

ATTACHMENT A

APPLICANT DATA ENTRY

DEMOGRAPHIC INFORMATION FORM

The Demographic Information Form is completed and submitted with the Announced Vacancy Application. The form contains information that **is not** considered public information or "open records". The information is entered into the ADS using Option 110 – ADD/CHANGE Data. The Demographic Information Form is stored separately from the rest of the application.

ANNOUNCED VACANCY APPLICATION

The Announced Vacancy Application is used to apply for announced class vacancies. The type of data entered from the application depends on the method that will be used to establish the vacancy registration number. The user may establish the vacancy using Option 310 – ADD VACANCY/ SYSTEM MATCHED where ADS "screens" or "matches" applicants with the specific criteria for the vacancy or using Option 305 – ADD VACANCY/MANUALLY SCREENED and the applications are entered after review by a Human Resources Specialist against the criteria for the vacancy.

APPLICATION ENTRY FOR SYSTEM MATCHED VACANCY

All information on the application is entered using Option 110. Information is entered from the demographic form as well as the application form. Since ADS will identify and match qualified applicants to the vacancy requirements the education and experience information described in the work history section of the application must be coded with the appropriate system codes. Education and experience requirements may be found in class profiles in the PROFILE Function (500) of ADS.

EXAMPLE: Coding applicant's education and experience. An individual has applied for an Administrative Assistant III position. The applicant's education includes a high school diploma and an Associates Degree in Business. The applicant's experience includes two years of general office work and one year of general word processing. The table below displays how the education and experience would be coded. The information in the first three columns would be entered into the education section and the first two columns would be entered into the experience section.

EDUCATION:

Degree Code	*Study Field*	*Hours*	*Description*
XXXX			High School Diploma or GED
BXXX	B025	60	Associate Degree in Business

EXPERIENCE

Experience Code	*Months Experience*	*Description*
EA02	24	2 year of General Clerical work
EB01	12	1 year of General Word Processing

APPLICATION ENTRY FOR MANUALLY SCREENED VACANCY

There are two ways in which the application data for a manually screened vacancy may be entered: 1) All data entered in Option 110 - ADD/CHANGE DATA after the registration number has been established; or 2) Demographic data is on file and data related to the registration number entered in Option 380.

If all the data is to be entered using Option 110, the vacancy registration number must have been established and the application must have been screened. Demographic data is entered on the first two screens of the option (110 & 111) and the PF12 - REG # key is used to access screen 116. Screen 116 is used to enter the appropriate registration number, type employment, geographic location, recruitment type and Accept/Reject indicator and reason.

If the second method of data entry is used, Option 110 is used to enter the demographic data from the Demographic Information sheet on screens 110 & 111. Once the data has been entered on screens 110 & 111 the PF12 – REG # key is pressed which creates a demographic record for the applicant or updates the current record. The user then exits screen 116 by pressing the PF3 – EXIT key. After the registration number is established and the application is screened, Option 380 is used to enter the type employment and geographic location of the announced vacancy and the recruitment type, Accept/Reject indicator and reason, if rejected from the front of the Announced Vacancy application.

APP on FILE	REG # on FILE	APP SCREENED	DATA ENTERED	OPTION USED	SECURITY LEVEL
NO	NO	NO	Demographic Information	110 (screens 110 & 111)	6,7,8,9
NO	YES	NO	Demographic Information	110 (screens 110 & 111)	6,7,8,9
NO	YES	YES	Demographic Information - recruitment type, type employment, geographic location, Accept/Reject indicator & reason if rejected	110(screens 110, 111 & 116)	6,7,8,9
YES	NO	NO	None until reg # established and application screened		
YES	YES	NO	None until application screened		
YES	YES	YES	Recruitment type, type employment & geographic location, and Accept/Reject indicator & reason if rejected	380	7,8,9

ATTACHMENT B

DEMOGRAPHIC INFORMATION UPDATE FORM

This form may be used to update only Demographic Information. If you wish to make other changes to information you submitted for a specific agency, please contact the agency where you submitted your application.

DEMOGRAPHIC INFORMATION

SSN:	DATE:

NAME:

Last _____ First _____ Middle _____ Suffix _____

MAILING ADDRESS:

Street _____ Apt/Unit or PO Box _____

City _____ State _____ Zip Code _____

☐ Check if this is an address change

HOME PHONE NUMBER: (__ __ __) __ __ __ - __ __ __ __

WORK PHONE NUMBER: (__ __ __) __ __ __ - __ __ __ __

☐ Check if this is a phone number change

E-MAIL ADDRESS:

☐ Check if this is an e-mail change

Signature _____ Date _____