



Department of Military & Veterans Affairs Applying for State Employment

The Department of Military & Veterans Affairs provides our communities, state, and nation a ready military force for national defense and state emergency response. In addition, we provide assistance to our Colorado Veterans. The Department of Military & Veterans Affairs operates in coordination with Federal as well as State resources and guidelines. Our Department focuses mainly on State Employment personnel.

Our State employees are part of the Colorado State Classified Personnel System. The State Classified Personnel System is a merit system, which means that all appointments and promotions to jobs in the system require applicants to apply and compete against similar standards. Colorado State Government is an Equal Opportunity Employer and does not discriminate for or against any applicant based on age, race, color, religion, sex, national origin, political affiliation, or disability. All employment opportunities are open to qualified persons who are at least 18 years old (unless other age limits are required).

The Colorado Constitution also requires that candidates for state classified jobs must be residents of Colorado, unless the State Personnel Board waives this requirement. If the residency requirement has been waived for a position, it will be noted in the job announcement. In addition, only current permanent state government employees may apply for jobs listed under the Promotional/Transfer section. If you are not a state resident, you may only apply for those jobs listed under the Out-of-State Residents category. Applications from non-state residents may not be acknowledged.

If you meet the job requirements and wish to apply for a job, submit your application to the agency on the announcement following the specific instructions in each announcement. Announcement application requirements differ position-by-position. Follow the instructions carefully to avoid being disqualified. Applications must be submitted by the “apply by” date as instructed in the announcement.

All State Classified job announcements, regardless of agency, are posted on the State website at [http://www.gssa.state.co.us/annonce/Job+Announcements.nsf/\\$about?OpenAbout](http://www.gssa.state.co.us/annonce/Job+Announcements.nsf/$about?OpenAbout)

Application Process

Specific job announcements at the Department of Military Affairs are posted on this website, the State website, sent to all internal employees, and is posted within the Human Resources office. The Department of Military & Veterans Affairs requires all applicants to submit a State of Colorado Application for Announced Vacancy and Demographic Information form for all positions. There may be additional application requirements that applicants must submit depending on the position. Read the announcement carefully and follow the prescribed instructions. The forms are located on the State website as well as this website.

- Submit all application materials as required in the announcement.
- Once the position closes, all applications are reviewed for minimum qualifications of education and/or experience required for each position. Those who do not qualify will be notified by U.S. mail.
- If there are more than three qualified candidates, a competitive test for merit and fitness is required. The type of exam will depend upon the position being filled as well as the number of qualified applicants. Applicants who do not qualify will be notified, in writing, through the mail.
- The top three candidates from the examination process will be referred to the supervisor of the vacant position for an interview.
- The supervisor of the vacant position will interview and make the final hiring decision and job offer. You may be asked to provide additional information at the time of the interview. Depending on the type of work performed on the job, a job offer may be contingent on the results of the criminal background check, physical examination and/or drug test.
- All candidates will be notified of their status during all phases of the recruitment process via personal letters sent through the U.S. mail. Please keep your address up-to-date during the selection process.

Good Luck!

