



**STATE OF GEORGIA**  
**STANDARD POSITION APPLICATION FOR EMPLOYMENT**  
*An Equal Opportunity Employer*

Complete information on searching for jobs with the State of Georgia and an on-line application procedure may be found at <http://team.georgia.gov/careers>.

Utilizing the Team Georgia Careers website is the preferred method for applying for State of Georgia jobs.

|                                  |  |  |  |                       |  |                      |  |
|----------------------------------|--|--|--|-----------------------|--|----------------------|--|
| <b>Daytime Telephone Number</b>  |  |  |  | <b>E-mail Address</b> |  |                      |  |
|                                  |  |  |  |                       |  |                      |  |
| <b>Last Name</b>                 |  |  |  | <b>First Name</b>     |  | <b>Middle</b>        |  |
| <b>Street or Mailing Address</b> |  |  |  |                       |  | <b>Apartment No.</b> |  |
| <b>City</b>                      |  |  |  | <b>State</b>          |  | <b>Zip Code</b>      |  |
|                                  |  |  |  |                       |  |                      |  |

**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 disqualifying criminal convictions (for some jobs).
- Please answer the following questions.

|   |  |  |
|---|--|--|
| <b>1. Are you 18 years of age or older?</b><br><br><input type="checkbox"/> Yes <input type="checkbox"/> No | <b>2. Are you a current State of Georgia employee?</b><br><br><input type="checkbox"/> Yes <input type="checkbox"/> No | <b>3. Have you been dismissed from a State of Georgia government position?</b><br><br><input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|--|

**TYPE OF WORK:**

|                           |                              |
|---------------------------|------------------------------|
| <b>Specific Job Title</b> | <b>Requisition ID Number</b> |
|                           |                              |

**SOURCE:**

**Please indicate how you heard about this job:**

|   |   |
|---|---|
| <input type="checkbox"/> Agency Website                 | <input type="checkbox"/> Professional Associations    |
| <input type="checkbox"/> Broadcast                      | <input type="checkbox"/> Referral                     |
| <input type="checkbox"/> Career Fair                    | <input type="checkbox"/> Social Network Service       |
| <input type="checkbox"/> Direct Mail                    | <input type="checkbox"/> Talent Exchange              |
| <input type="checkbox"/> Job Board                      | <input type="checkbox"/> <b>Team Georgia Careers</b>  |
| <input type="checkbox"/> Magazines & Trade Publications | <input type="checkbox"/> University/Campus Recruiting |
| <input type="checkbox"/> Newspapers                     | <input type="checkbox"/> Unsolicited                  |
|   | <input type="checkbox"/> Other                        |





**STATE OF GEORGIA**  
**STANDARD POSITION APPLICATION FOR EMPLOYMENT**  
*An Equal Opportunity Employer*

|                                  |  |
|----------------------------------|--|
| <b>Employer</b>                  | <b>Function</b>  |
| <b>Start Date</b>                | <b>End Date</b>  |
| <b>Supervisor's Name</b>         | <b>Supervisor's Title</b>  |
| <b>Supervisor's Phone Number</b> | <b>May We Contact the Supervisor?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Job Experience**

|  |
|--|
| <br><br><br><br><br><br><br><br><br><br> |
|--|

|                                  |  |
|----------------------------------|--|
| <b>Employer</b>                  | <b>Function</b>  |
| <b>Start Date</b>                | <b>End Date</b>  |
| <b>Supervisor's Name</b>         | <b>Supervisor's Title</b>  |
| <b>Supervisor's Phone Number</b> | <b>May We Contact the Supervisor?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Job Experience**

|  |
|--|
| <br><br><br><br><br><br><br><br><br><br> |
|--|

|  |              |
|--|--------------|
| <b>CERTIFICATION: Read carefully before signing and dating. Unsigned applications will not be processed.</b>   |              |
| By signing below, I certify/confirm that my application, resume, and any document enclosed as part of submission for the job is accurate and complete to the best of my knowledge. I understand that state employers will verify the information provided. I further understand that omitting or providing false information on this form, or any other subsequent application materials, will be sufficient reason to disqualify me from consideration for employment, or immediate dismissal if I am employed. |              |
| <b>Signature:</b>  | <b>Date:</b> |



**STATE OF GEORGIA**  
**STANDARD POSITION APPLICATION FOR EMPLOYMENT**  
*An Equal Opportunity Employer*

**EQUAL EMPLOYMENT OPPORTUNITY  
SELF IDENTIFICATION FORM**

The State of Georgia provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the State of Georgia complies with applicable state and federal laws governing nondiscrimination in employment in every location in which the State of Georgia has facilities. This applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer leaves of absence, compensation and training.

**The information you provide in this section is optional.** The information will be used by state agencies to comply with Federal guidelines for monitoring the equal employment opportunity efforts of the State of Georgia and for no other reason. Your answers will not be used against you in any way.

**Race/Ethnicity**

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- Two or More Races
- White
- I do not wish to provide this information**

**Gender**

- Female
- Male
- I do not wish to provide this information**

**Veteran**

The laws of the State of Georgia afford some degree of preference to veterans in certain initial employment decisions. If you believe you belong to any of the categories of veterans listed below and have not been dishonorably discharged, please indicate by checking the appropriate box below. DD214 and/or other supporting documents will be required.

- |  |   |
|--|---|
| <input type="checkbox"/> US Armed Forces Veteran   | <input type="checkbox"/> Disabled Veteran (at least 10% disability) |
| <input type="checkbox"/> Disabled Veteran's Spouse | <input type="checkbox"/> Deceased Veteran's Widow/Widower           |

For Agency Use: