



Applying for a Job Vacancy at the Department of Children and Families

Timeframes



When applying to vacancies on-line, candidates are required to complete the submission process for each individual job vacancy prior to 11:59 p.m. ET on the closing date indicated on the job announcement.

Candidate Profile



Complete and save the simplified candidate profile online. The simplified profile is a condensed candidate profile, which gives candidates the ability to provide contact information as well as position preferences, for electronic notification of vacancies matching candidate position preferences.

People First On-Line Vacancy Submission



- Once a candidate is notified of a vacancy, or finds a vacancy through the search function, the application process for the advertised vacancy can begin. At that point, candidates will be prompted to upload their resumes and any other pertinent documentation, such as documentation supporting Veterans' Preference eligibility.
- Candidate profiles can be edited at any time prior to each submission and will automatically populate when applying to a specific position.

After Submission



After applying to one or more job vacancies, all submitted applications can be viewed from the "Job Management Page" by clicking on "Jobs Applied" in the candidate profile. A listing of all the positions to which a candidate has applied will be displayed. Candidates can view and/or print any or all of the submitted applications, although this information is also maintained online.

Assistance



For assistance in completing the employment application or applying for jobs using the People First system, candidates should call the People First Service Center at 1-877-562-7287 or TTY at 1-866-221-0268, Monday through Friday, 8 a.m. – 6 p.m.

Resources



[Job Candidate Program Manual](#)
[People First Candidate Process FAQs](#)
[Candidate – Job Site Video](#)



Helpful Tips When Applying

Candidate Profile- Periods of Employment:

- Enter all jobs (including job titles) on the application that you want to be considered (paid and unpaid). If not listed on the candidate profile, it cannot be used for eligibility purposes.
- Include full employment dates (1/24/1999) rather than just a year or month, or year, to receive full credit for the time in the position/job. If accurate dates are not provided, this may impact your eligibility for the position when a specific number of years' experience is required.
- Enter total number of hours worked per week, if it varies indicate a range (for example: 10-15 hours per week).
- Be as detailed as possible when entering job duties on your application. Put the primary duties of the position first (that you spend at least 50% or more of your time performing) followed by other related duties of the position. Using your current position description will assist with helping you remember all duties performed in your position.
- Enter your supervisor's name and telephone number. The hiring manager will review your application for the required experience and will have to verify that experience by an employer reference check.
- Explain any gaps in employment.

Candidate Profile- Formal Education:

- If the position requires a degree, it must have been conferred prior to the date you apply for the position.
- Enter all completed education, licensure and/or certifications on the application (may need to provide degree or transcripts, licensure, and certifications at the time of interview). You may also attach proof at the time of application.

Veterans Preference:

If claiming Veterans' Preference, upload your DD 214 and any supporting documentation based on the category claimed, if applicable, at the time of application.

Resume:

DON'T list "see resume" on your candidate profile, either upload your resume to assist in the population of the required fields within the profile or type the information in on your candidate profile (application).

Qualifying Questions:

Answer all questions (including qualifying questions) with accuracy as experience entered will be verified from the application.

Prior to Applying:

Update your candidate profile with your current position/job.

Submitting your Application:

- Only relevant experience and education up to and including the date of submission to People First shall be used when evaluating a candidate's qualifications for a position.
- Review application prior to submitting to ensure the resume uploaded correctly, check grammar, spelling, any blank areas that need to be completed.
- Once you apply, you are **NOT** able to update or change your application, including answers to the qualifying questions.