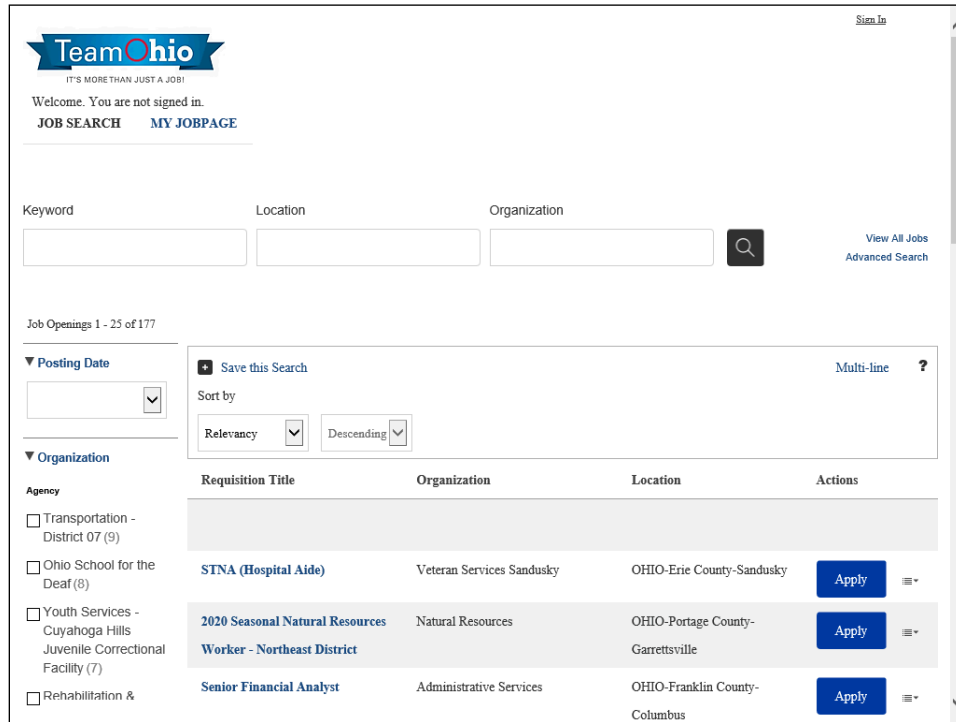


Application Guide – Careers.Ohio.Gov



The screenshot shows the TeamOhio job search page. At the top, there is a navigation bar with the TeamOhio logo and the text "Welcome. You are not signed in." Below this are links for "JOB SEARCH" and "MY JOBPAGE". A search bar contains three input fields for "Keyword", "Location", and "Organization", followed by a search icon and a "View All Jobs Advanced Search" link. Below the search bar, there are filters for "Posting Date" and "Organization". A table of job openings is displayed with columns for "Requisition Title", "Organization", "Location", and "Actions". Three job listings are visible, each with an "Apply" button.

Agency	Requisition Title	Organization	Location	Actions
<input type="checkbox"/> Transportation - District 07 (9)	STNA (Hospital Aide)	Veteran Services Sandusky	OHIO-Erie County-Sandusky	Apply
<input type="checkbox"/> Ohio School for the Deaf (8)	2020 Seasonal Natural Resources Worker - Northeast District	Natural Resources	OHIO-Portage County-Garrettsville	Apply
<input type="checkbox"/> Youth Services - Cuyahoga Hills Juvenile Correctional Facility (7)	Senior Financial Analyst	Administrative Services	OHIO-Franklin County-Columbus	Apply
<input type="checkbox"/> Rehabilitation &				

Step	Action
1.	Click the Apply button.

Apply

The screenshot shows the TeamOhio website interface. At the top left is the TeamOhio logo with the tagline "IT'S MORE THAN JUST A JOB!". Below the logo, it says "Welcome. You are not signed in." and "JOB SEARCH". On the right side, there is a "Sign In" link. The main content area is titled "Privacy Agreement" and contains a scrollable box for the "Privacy and Security Notice". The notice text reads: "The State of Ohio recognizes the importance of privacy to users of our online job application service. This notice discloses how the personal information collected on this site may be used." Below the notice are two buttons: a blue "I Accept" button and a grey "I Decline" button. At the bottom of the page, there is a link: "For applicant support and additional information about employment with the State of Ohio, return to [Careers.Ohio.Gov](#)".

Step	Action
2.	Use the vertical scrollbar to review the Privacy and Security Notice. After reviewing the Privacy and Security Notice, click the I Accept button.

user and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

Returning user

*User Name

*Password

Login



[Forgot your user name?](#)

[Forgot your password?](#)

Don't have an account?

New User

Use a sign-in partner

Step	Action
3.	If you are a returning user, enter your User Name and Password and click Login.
4.	If you are a new user, click New User. Click the New User button.

The screenshot shows a registration form with the following elements:


- User Name:** A text input field containing "JohnDoe". A red asterisk (*) is positioned to the left of the label.
- Password:** A password input field with masked characters (dots). A red asterisk (*) is positioned to the left of the label.
- Re-enter Password:** A second password input field with masked characters. A red asterisk (*) is positioned to the left of the label.
- Email Address:** A text input field containing "hnDoe@invalidemail.com".
- Re-enter Email Address:** A text input field containing "loe@invalidemail.com" with a small 'X' icon to its right, indicating an error.
- Register:** A blue button located below the email fields.
- Use a sign-in partner:** A section containing icons for Google+ and Yahoo!.
- Cancel:** A grey button located below the sign-in options.
- Footer:** A small text link at the bottom: "For applicant support and additional information about employment with the State of Ohio, [return to Careers.Ohio.Gov](#)".

Step	Action
5.	The User Name is a required field. Any field denoted by a red asterisk (*) will be required. Enter a unique user name into the field. In this example, we will enter JohnDoe.
6.	The Password and Re-enter Password fields are required. Ensure that the values entered into these fields are matching.
7.	Enter a valid email into the Email Address and Re-enter Email Address fields. Ensure that the values entered into these fields are matching.
8.	Click the Register button.

Profile Upload

You can submit personal and professional information by uploading a profile. The system will automatically extract the relevant information included in the profile and fill out part of the online profile. You can review the extracted information and make the appropriate changes in the next steps. If you do not upload a profile, you will need to fill out the online profile manually.

Import profile data



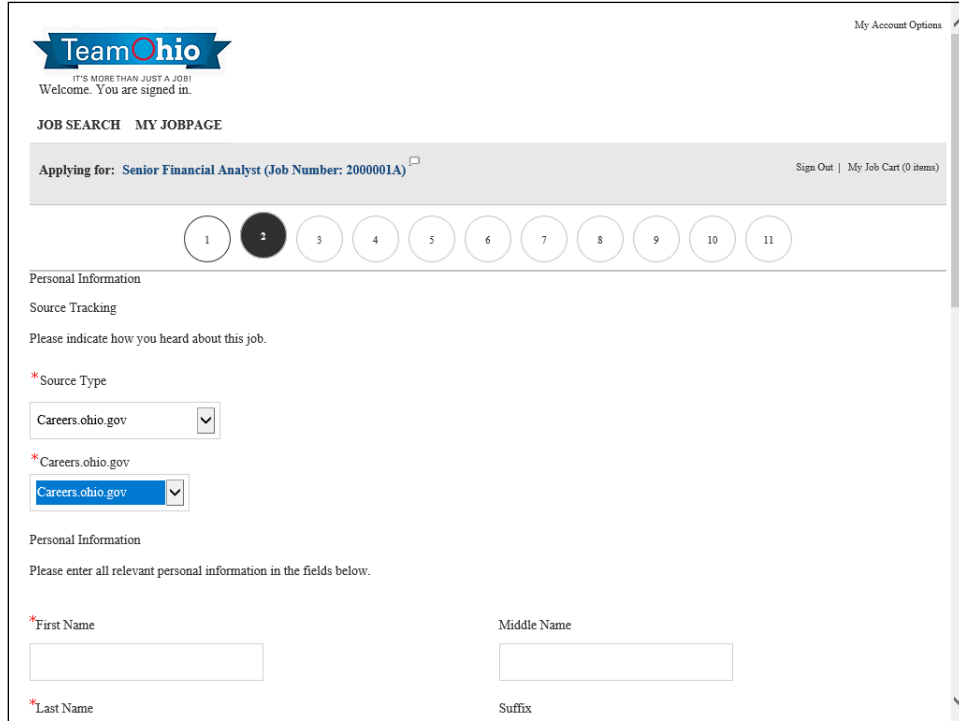
Or upload a resume

Select the resume file to upload

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

No thanks, I will fill out the online submission manually

Step	Action
9.	If you have a resume, you can choose to extract basic information from it to begin your application. If not, select No thanks, I will fill out the online submission manually. For this example, we will select No thanks, I will...
10.	You may select Save and Continue, Save as Draft (to continue later), or Quit. Selecting "Quit" will stop the application process; information will not be saved. For this example, we will click the Save and Continue button.



The screenshot shows the TeamOhio application interface. At the top, it says "Welcome. You are signed in." and "Applying for: Senior Financial Analyst (Job Number: 200001A)". There are navigation links for "JOB SEARCH" and "MY JOBPAGE". A progress bar shows 11 steps, with step 2 highlighted. Below the progress bar is the "Source Tracking" section, which asks the user to indicate how they heard about the job. It includes two dropdown menus, both set to "Careers.ohio.gov". Below this is the "Personal Information" section, which asks the user to enter their first, middle, last name, and suffix.

Step	Action
11.	In the Source Type field, select the source type applicable to how you heard about the job. For this example, we will select Careers.ohio.gov.
12.	For many Source Types, you will also be required to select a sub-source type below. For this example, we will also select Careers.ohio.gov.
13.	Scroll down to the Personal Information section.

Careers.ohio.gov

*Careers.ohio.gov

Careers.ohio.gov

Personal Information

Please enter all relevant personal information in the fields below.

*First Name: John

Middle Name: James

*Last Name: Doe

Suffix: III

*Street Address (line 1): 1234 Ohio Street

Address (line 2):

*City: Columbus

*Zip/Postal Code: 43085

*State: Ohio [Search]

*County: Franklin [Search]

*Email Address: johndoe@invalidemail.com

Step	Action
14.	Enter your first name into the First Name section. For this example, we will enter John.
15.	Enter your last name into the Last Name section. For this example, we will enter Doe.
16.	Enter your home address using the Street Address, City, Zip/Postal Code, State, and County section. For this example, we will use the address of 1234 Ohio Street, Columbus, Ohio 43085.
17.	When selecting your State, use the Search button next to the field. After clicking the button, you will be promoted to select your state from the list.
18.	When selecting your County, use the Search button next to the field. If your address is not in Ohio, select Out of State.
19.	Use the vertical scrollbar to view the bottom of the page.

*Email Address

*Home/Primary Phone Number

Format example: 123-456-7890

Alternate Phone Number

Format example: 123-456-7890

*Closest Metropolitan Area

Country

State/Province

Region

Job Posting Notification
 Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.

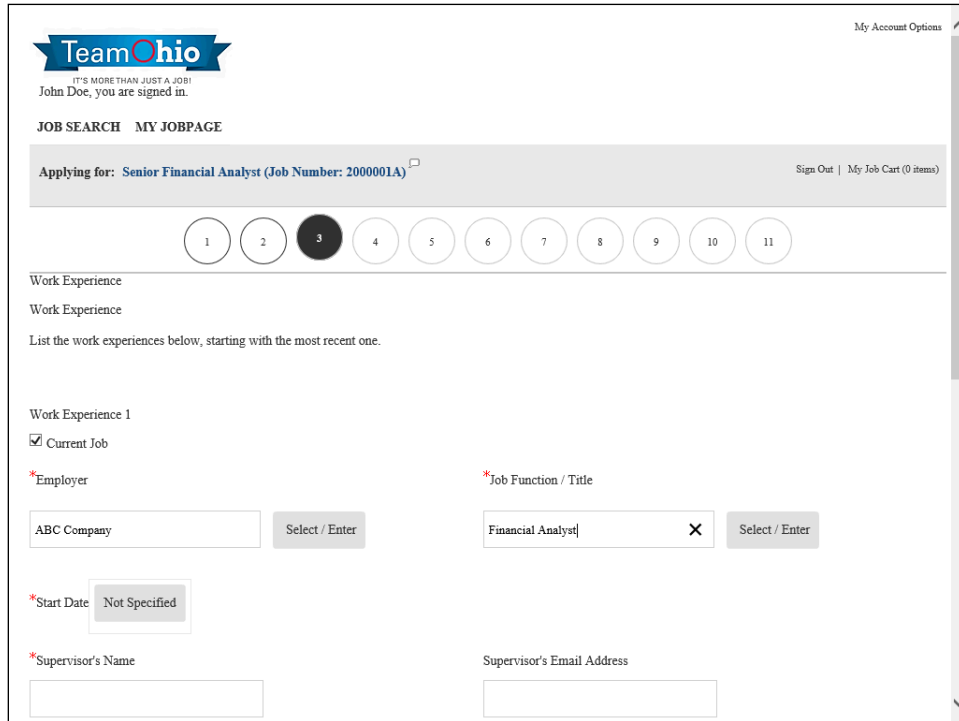
Send an email notification whenever a new position matching this profile is posted.

Save and Continue

Save as Draft

Quit

Step	Action
20.	Enter your Home/Primary Phone Number. For this example, we will enter 614-111-2222.
21.	Select your Closest Metropolitan Area, starting with the Country. After selecting the Country, the State/Province and Region fields will appear. For this example, our closest Metropolitan Area is Columbus, Ohio.
22.	If you would like to receive an email notification each time a job is posted matching your profile, select the Job Posting Notification box. For this example, we will check this box.
23.	You may select Save and Continue, Save as Draft (to continue later), or Quit. Selecting "Quit" will stop the application process; information will not be saved. For this example, we will click the Save and Continue button.



The screenshot shows the TeamOhio application interface. At the top, it says "TeamOhio IT'S MORE THAN JUST A JOB! John.Doe, you are signed in." Below this are links for "JOB SEARCH" and "MY JOBPAGE". A grey bar indicates the user is applying for "Senior Financial Analyst (Job Number: 2000001A)". To the right of this bar are links for "Sign Out" and "My Job Cart (0 items)". Below the bar is a progress indicator with 11 numbered circles, where circle 3 is highlighted. The "Work Experience" section is titled "Work Experience" and contains the instruction: "List the work experiences below, starting with the most recent one." Underneath, there is a section for "Work Experience 1" with a checked "Current Job" checkbox. The form fields include:

- *Employer: A text box containing "ABC Company" and a "Select / Enter" button.
- *Job Function / Title: A text box containing "Financial Analyst" with a clear button (X) and a "Select / Enter" button.
- *Start Date: A dropdown menu currently set to "Not Specified".
- *Supervisor's Name: An empty text box.
- Supervisor's Email Address: An empty text box.

Step	Action
24.	In the Work Experience section, you will be required to specify whether a job is your current job. If you do not check the Current Job box, you will be required to add an end date in addition to a Start Date for the position. For this example, we will select the Current Job checkbox.
25.	Enter the employer name into the Employer field. For this example, we will enter ABC Company.
26.	Enter your job title into the Job Function / Title field. For this example, we will enter Financial Analyst.
27.	Use the vertical scrollbar to scroll down and view the remainder of the fields on this page.

Work Experience

Work Experience

List the work experiences below, starting with the most recent one.

Work Experience 1

Current Job

*Employer

ABC Company

*Job Function / Title

Financial Analyst

*Start Date

Mar 1, 2010

*Supervisor's Name

Janet Doe

Supervisor's Email Address

JanetDoe@invalidemail.com

Supervisor's Phone

614-222-1111

*Hours Worked per Week

40

The supervisor may be contacted


*Job Duties

- Processes off-cycle manual paychecks
- Determines coding for transactions

Step	Action
28.	After selecting the Start Date field, you will be prompted with a calendar to select the date that you began your position.
29.	Enter your supervisor's name, while in the position, into the Supervisor Name field. For this example, we will enter Janet Doe.
30.	Enter your supervisor's email address into the Supervisor's Email Address field. For this example, we will enter JanetDoe@invalidemail.com.
31.	Enter your supervisor's phone number into the Supervisor's Phone field. For this example, we will enter 614-222-1111.
32.	Enter the average number of hours worked per week into the Hours Worked per Week field. For this example, we will enter 40.
33.	If you wish to allow the recruiter to contact your supervisor for the position, check The supervisor may be contacted box. For this example, we will check this box.
34.	Enter a detailed list of the job duties associated with this position in the Job Duties section. In this example, we will enter Process off-cycle manual checks and Determines coding for transactions.
35.	Use the vertical scrollbar to view the remainder of the page.

*Supervisor's Name Janet Doe	Supervisor's Email Address JanetDoe@invalidemail.com
Supervisor's Phone 614-222-1111	*Hours Worked per Week 40
<input checked="" type="checkbox"/> The supervisor may be contacted	
*Job Duties - Processes off-cycle manual paychecks - Determines coding for transactions	
*Reason for Leaving Currently Employed X	
Remove Work Experience	
Add Work Experience	
Save and Continue	
Save as Draft	
Quit	

Step	Action
36.	Enter your reason for leaving the position in the Reason for Leaving field. Since we marked currently employed in this example, we will enter Currently Employed.
37.	You can add additional work experiences by selecting the Add Work Experience option. You can also remove any added work experience by selecting the Remove Work Experience option.
38.	You may select Save and Continue, Save as Draft (to continue later), or Quit. Selecting "Quit" will stop the application process; information will not be saved. For this example, we will click the Save and Continue button.


My Account Options

IT'S MORE THAN JUST A JOB!
John.Doe, you are signed in.

[JOB SEARCH](#) [MY JOBPAGE](#)

Applying for: Senior Financial Analyst (Job Number: 2000001A)
Sign Out | My Job Cart (0 items)

1

2

3

4

5

6

7

8

9

10

11

Education & Licenses / Certifications

Education

List the educational experiences below, starting with the most recent education.

Education 1

School

Select / Enter

Major / Minor

Select / Enter

Other Institution Location

Country

Not Specified ▼

Education Level

Not Specified ▼

Graduated from High School or GED

GPA

out of

Step	Action
39.	Use the vertical scrollbar to view more of the Education section.

The screenshot shows a form titled "Education 1" with the following sections and fields:

- School:** Text input field containing "ABC University" and a "Select / Enter" button.
- Major / Minor:** Text input field containing "Accounting" and a "Select / Enter" button.
- Institution Location:** A group of dropdown menus for "Country" (United States), "State/Province" (Ohio), and "Region" (Columbus).
- Education Level:** A dropdown menu set to "Bachelor's Degree (±16 years)" and a checked checkbox for "Graduated from High School or GED".
- GPA:** Text input field containing "3.0" and "out of" text, followed by another text input field containing "4.0".
- Start Date:** Date picker showing "Oct 1, 2008".
- Graduation Date:** Date picker showing "Oct 1, 2012" and an unchecked checkbox for "Anticipated Graduation Date".
- Buttons:** "Remove Education" and "Add Education" links.
- Footer:** "Licenses / Certifications" section with a note: "Start by entering the most relevant license/certification and continue adding licenses/certifications until you have entered all that you feel are important to disclose for this job."

Step	Action
40.	Enter the school where the education was obtained in the School section. For this example, we will enter ABC University.
41.	In the Major/Minor field, enter and major or minor associated with the education. For this example, we will enter Accounting.
42.	After selecting the Country under Institution Location, the State/Province and Region fields will appear. For this example, we will enter United States, Ohio, and Columbus.
43.	In the Education Level section, enter the degree received or worked towards with the associated education. For this example, we will enter Bachelor's Degree.
44.	If you graduated High School or received a GED, ensure that the Graduated from High School or GED box is checked. For this example, we will check this box.
45.	Enter your GPA for the associated education in the GPA field; enter the total possible GPA into the Out of field. For this example, we will enter 3.0 out of 4.0 (note: these fields are optional).
46.	Enter the Start Date and Graduation Date of the education in the associated fields. If the graduation date is an anticipated date in the future, check the Anticipated Graduation Date box. For this example, we will have a start date of October 1, 2008 and graduation date of October 1, 2012 (note: these fields are optional)
47.	You have the option to add or remove any education using the Remove Education and Add Education buttons.

License / Certification 1

Licenses / Certifications

Certification 1

Number/ID: 12345678

Issuing Organization: Issuing Organization Name

Issue Date: Jul 1, 2014

Expiration Date: Apr 3, 2023

If this license/certification will be received in the future, enter the expected issuing date.

Location

Country: United States

State/Province: Ohio

Region: Columbus

[Remove License / Certification](#)

[Add License / Certification](#)

Step	Action
48.	After using the vertical scrollbar to view the remainder of the page, you will be able to enter any licenses or certifications received.
49.	Enter the license or certification received into the License/Certification field. For this example, we will enter Certification 1.
50.	Enter any number or ID associated with the license or certification in the Number/ID field. For this example, we will enter 12345678.
51.	Enter the organization associated with the license or certification in the Issuing Organization field. For this example, we will enter Issuing Organization Name.
52.	Enter the issue and expiration dates of the license or certification in the Issue Date and Expiration Date fields. For this example, we will enter an issue date of Jul 1, 2014 and expiration date of Apr 3, 2023.
53.	After entering the Country of the Location section, the State/Province and Region sections will appear. For this example, we will enter United States, Ohio, and Columbus.
54.	You have the option to add or remove any license or certification using the Remove License/Certification or Add License/Certification buttons.
55.	You may select Save and Continue, Save as Draft (to continue later), or Quit. Selecting "Quit" will stop the application process; information will not be saved. For this example, we will click the Save and Continue button.

Applying for: **Senior Financial Analyst (Job Number: 2000001A)** Sign Out | My Job Cart (0 items)

1 2 3 4 5 6 7 8 9 10

General Questionnaire

Questionnaire

To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.

*1. Are you a current State of Ohio employee?

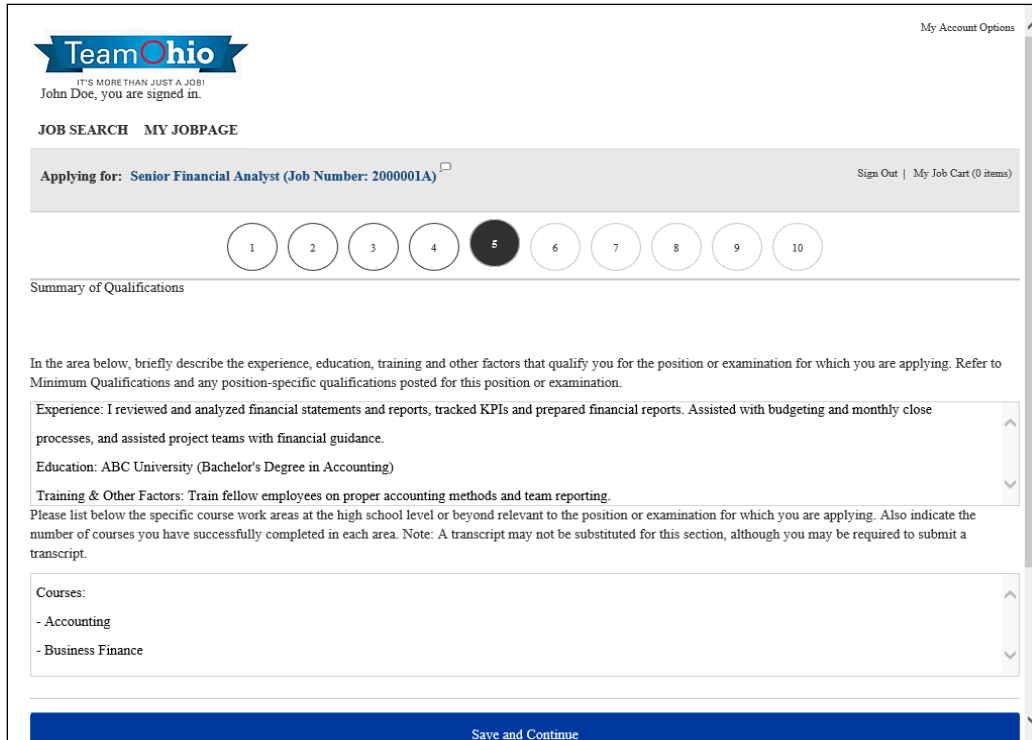
*2. Do you have a legal right to work in the United States?

Yes
 No

*3. If you were previously employed by the State of Ohio, please choose one of the following:

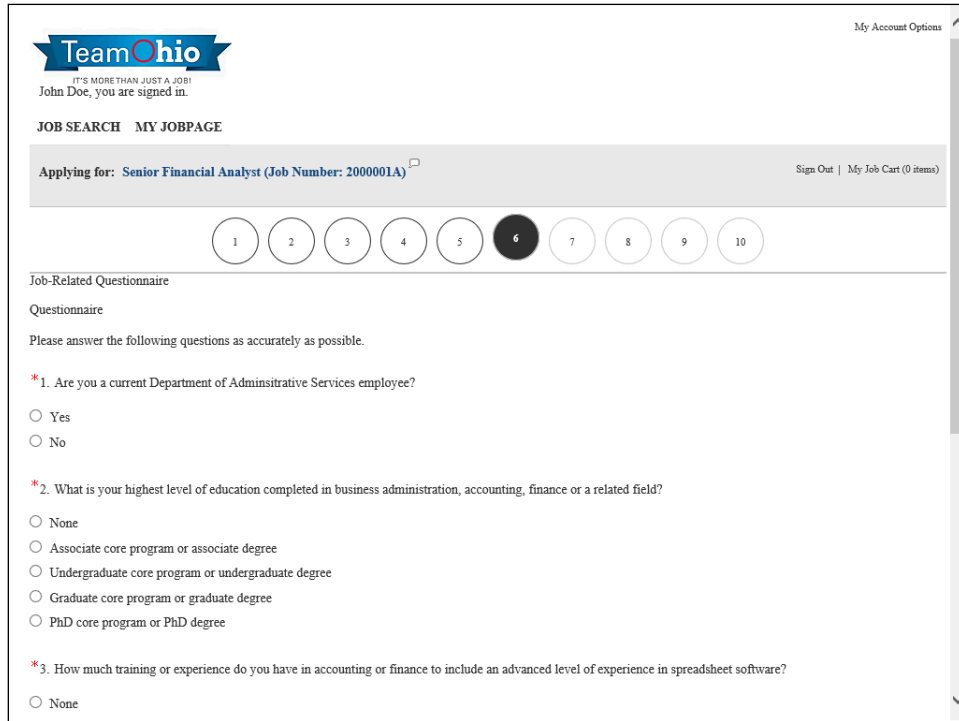
Save and Continue
Save as Draft
Quit

Step	Action
56.	Select if you are or are not a current State of Ohio employee in the Are you a current State of Ohio employee section. For this example, we will select No, I'm not a State of Ohio employee.
57.	Select whether you have a legal right to work in the United States in the Do you have a legal right to work in the United States section. For this example, we will select Yes.
58.	If you have previously been employed with the State of Ohio, use question three to select the date range in which you were employed; if you have never been employed by the State of Ohio, select N/A. For this example, we will select N/A.
59.	You may select Save and Continue, Save as Draft (to continue later), or Quit. Selecting "Quit" will stop the application process; information will not be saved. For this example, we will click the Save and Continue button.



The screenshot shows the TeamOhio application interface. At the top, the logo and tagline "IT'S MORE THAN JUST A JOB!" are displayed, along with the user's name "John Doe, you are signed in." Navigation links for "JOB SEARCH" and "MY JOBPAGE" are visible. The current application is for the position of "Senior Financial Analyst (Job Number: 2000001A)". A progress bar at the top indicates 10 steps, with step 5 being the active step. The "Summary of Qualifications" section contains three text boxes: the first for general experience, the second for education, and the third for training and other factors. The "Experience" box contains the text: "I reviewed and analyzed financial statements and reports, tracked KPIs and prepared financial reports. Assisted with budgeting and monthly close processes, and assisted project teams with financial guidance." The "Education" box contains: "ABC University (Bachelor's Degree in Accounting)". The "Training & Other Factors" box contains: "Train fellow employees on proper accounting methods and team reporting." Below these boxes, a list of courses is shown: "- Accounting" and "- Business Finance". A "Save and Continue" button is located at the bottom of the page.

Step	Action
60.	In the first box of the Summary of Qualifications page, enter a description of all experience, education, training, and any other factors that qualify you for the position you are applying for. Be sure to review the Minimum Qualifications, as well as any position specific qualification for the position when completing this section. For this example, we will provide multiple, detailed examples in this box.
61.	In the second box of the Summary of Qualifications page, enter specific course work areas at the high school level or higher relevant to the position that you are applying for. Ensure the information entered is as detailed as possible. For this example, we will enter a list of courses taken.
62.	You may select Save and Continue, Save as Draft (to continue later), or Quit. Selecting "Quit" will stop the application process; information will not be saved. For this example, we will click the Save and Continue button.



My Account Options

TeamOhio
IT'S MORE THAN JUST A JOB!
John.Doe, you are signed in.

JOB SEARCH MY JOBPAGE

Applying for: Senior Financial Analyst (Job Number: 2000001A) Sign Out | My Job Cart (0 items)

1 2 3 4 5 6 7 8 9 10

Job-Related Questionnaire

Questionnaire

Please answer the following questions as accurately as possible.

* 1. Are you a current Department of Administrative Services employee?

Yes
 No

* 2. What is your highest level of education completed in business administration, accounting, finance or a related field?

None
 Associate core program or associate degree
 Undergraduate core program or undergraduate degree
 Graduate core program or graduate degree
 PhD core program or PhD degree

* 3. How much training or experience do you have in accounting or finance to include an advanced level of experience in spreadsheet software?

None

Step	Action
63.	Use the vertical scrollbar to view more of the page

Job-Related Questionnaire

Questionnaire

Please answer the following questions as accurately as possible.

* 1. Are you a current Department of Administrative Services employee?

Yes

No

* 2. What is your highest level of education completed in business administration, accounting, finance or a related field?

None

Associate core program or associate degree

Undergraduate core program or undergraduate degree

Graduate core program or graduate degree

PhD core program or PhD degree

* 3. How much training or experience do you have in accounting or finance to include an advanced level of experience in spreadsheet software?

None

Less than six (6) months

At least six (6) months but less than 18

At least 18 months but less than 24

At least 24 months but less than 42

42 months or more

* 4. How much experience do you have as a Financial Analyst, 66562?

None

Less than 12 months

12 months or more

Step	Action
64.	The Job-Related Questionnaire section will differ depending on the position being applied for. This section can consist of a combination of multiple choice and extended response questions. When answering these questions, ensure that your responses properly reflect your qualifications and that they are also reflected in the Work Experience and Education sections of your job submission.
65.	Use the vertical scrollbar to view the remainder of the page.

* 3. How much training or experience do you have in accounting or finance to include an advanced level of experience in spreadsheet software?

- None
- Less than six (6) months
- At least six (6) months but less than 18
- At least 18 months but less than 24
- At least 24 months but less than 42
- 42 months or more

* 4. How much experience do you have as a Financial Analyst, 66562?

- None
- Less than 12 months
- 12 months or more

* 5. Have you successfully completed the Fiscal Academy?


- Yes
- No

Save and Continue

Save as Draft

Quit

Step	Action
66.	<p>You may select Save and Continue, Save as Draft (to continue later), or Quit.</p> <p>Selecting "Quit" will stop the application process; information will not be saved.</p> <p>For this example, we will click the Save and Continue button.</p>


My Account Options

IT'S MORE THAN JUST A JOB!
John Doe, you are signed in.

[JOB SEARCH](#) [MY JOBPAGE](#)

Applying for: Senior Financial Analyst (Job Number: 2000001A)
Sign Out | My Job Cart (0 items)

1 2 3 4 5 6 7 8 9 10

Additional Attachments

Attachments

If additional information is required, it will be stated on the job posting. There is no need to attach a file if none is required. For those postings requiring additional information (such as a cover letter, resume, references, transcripts, etc.), you can attach them to your candidate record. If you later want to update a document in your record, you can overwrite it by attaching a new file with the same name and extension.

The documents below are the files currently attached to your candidate profile.

The "Relevant Files" column allows you to select the files relevant to this job submission. If you do not mark a file "Relevant", it will not be attached to this job submission. If you've attached a resume, please select the Resume checkbox next to the corresponding file name.

If you want to update an existing file listed below, attach a file with the same file name and extension to overwrite the existing document. This will update the document on previous job submissions as well.

IMPORTANT: Deleting a file will completely delete the file in the system, including deleting it from applications you have previously submitted. Please do not delete files you marked as "relevant" to positions that have not yet been filled.

*Important Note: If attachment contains your Social Security Number, be sure to redact number before attaching file.

Step	Action
67.	The Additional Information section provides an opportunity to attach documents (resume, cover letter, etc.) to your job submission.
68.	Use the vertical scrollbar to view the remainder of the page.

If you want to update an existing file listed below, attach a file with the same file name and extension to overwrite the existing document. This will update the document on previous job submissions as well.

IMPORTANT: Deleting a file will completely delete the file in the system, including deleting it from applications you have previously submitted. Please do not delete files you marked as "relevant" to positions that have not yet been filled.

*Important Note: If attachment contains your Social Security Number, be sure to redact number before attaching file.

Comments about the file

Relevant Files	Resume	File Name	Date	Comments	Actions
No files are attached.					

Step	Action
69.	Click the Browse button to browse for file(s) you wish to attach to the job submission.
70.	After selecting an attachment, click the Attach button to attach the file to the job submission.
71.	You may select Save and Continue, Save as Draft (to continue later), or Quit. Selecting "Quit" will stop the application process; information will not be saved. For this example, we will click the Save and Continue button.



TeamOhio
IT'S MORE THAN JUST A JOB!
John.Doe, you are signed in.

JOB SEARCH MY JOBPAGE

Applying for: Senior Financial Analyst (Job Number: 200001A) Sign Out | My Job Cart (0 items)

1 2 3 4 5 6 7 8 9 10

Diversity / Disability

Diversity

Please provide a response to the questions below. If you do not wish to disclose diversity information, select "I do not wish to provide this information" as your response. This response option is available for each question.

The State of Ohio is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status, disability, age (40 years or older), genetic information, sexual orientation, or caregiver status (status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, or status as a foster parent), in making employment-related decisions about an individual.

When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the office at that time so that proper arrangements

* 1. Race/Ethnicity:
Not Specified

* 2. Gender:
Not Specified

* 3. Age Group:

Step	Action
72.	Use the internal vertical scrollbar to review the State of Ohio Equal Employment Opportunity statement.
73.	Use the external vertical scrollbar to view more of the page.

Diversity / Disability

Diversity

Please provide a response to the questions below. If you do not wish to disclose diversity information, select "I do not wish to provide this information" as your response. This response option is available for each question.

(status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, or status as a foster parent), in making employment-related decisions about an individual.

When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the office at that time, so that proper arrangements can be made for the interview.

* 1. Race/Ethnicity:

Not Specified

* 2. Gender:

Not Specified

* 3. Age Group:

Not Specified

* 4. Are you an individual with a physical or mental impairment which substantially limits one or more of your major life activities?

Not Specified

* 5. Have you ever served in the U.S. military or uniformed services?

Not Specified

* 6. If you answered "Yes" to the previous question, please indicate if one or more of the following apply:

Step	Action
74.	You will be required to provide a response to these questions. If you do not wish to disclose diversity information, select "I do not wish to provide the information" as your response. For this example, we will not be completing the answers.
75.	Use the vertical scrollbar to view the remainder of the page.

Not Specified

* 3. Age Group:
Not Specified

* 4. Are you an individual with a physical or mental impairment which substantially limits one or more of your major life activities?
Not Specified

* 5. Have you ever served in the U.S. military or uniformed services?
Not Specified

* 6. If you answered "Yes" to the previous question, please indicate if one or more of the following apply:

DISABLED VETERAN: A person who has a current service-connected disability as determined by the U.S. Department of Veteran Affairs

POST 9-11 ERA VETERAN: A person who served in the military or uniformed services for any period after September 11, 2001

GULF WAR ERA VETERAN: A person who served in the military or uniformed services for any period between August 2, 1990 and September 10, 2001

COLD WAR/PEACETIME ERA VETERAN: A person who served in the military or uniformed services for any period between May 8, 1975 and August 1, 1990

VIETNAM ERA VETERAN: A person who served in the military or uniformed services for any period between August 5, 1964 and May 7, 1975

Not Applicable


I do not wish to provide this information

Save and Continue

Save as Draft

Quit

Step	Action
76.	<p>You may select Save and Continue, Save as Draft (to continue later), or Quit.</p> <p>Selecting "Quit" will stop the application process; information will not be saved.</p> <p>Click the Save and Continue button.</p>


My Account Options

IT'S MORE THAN JUST A JOB!
John.Doe, you are signed in.

[JOB SEARCH](#) [MY JOBPAGE](#)

Applying for: Senior Financial Analyst (Job Number: 2000001A)
Sign Out | My Job Cart (0 items)

1

2

3

4

5

6

7

8

9

10

eSignature

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this application. I also understand that a background check may be required prior to employment and that, in accordance with the Drug-Free Workplace Program, drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to the Human Resources Division, Department of Administrative Services, and/or the agency that holds the vacancy for which I am applying and to appropriate officials for recruitment purposes. I understand that any offer of employment is conditional upon successful completion of the background check and that the offer of employment is subject to the terms and conditions of the offer letter.

Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement.

Please signify your acceptance by entering the information requested in the fields below.

*Please enter your full name:

Step	Action
77.	Use the internal vertical scrollbar to review the full statement.
78.	Use the external vertical scrollbar to view more of the page.

1 2 3 4 5 6 7 8 9 10

eSignature

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

also understand that a background check may be required prior to employment and that, in accordance with the Drug-Free Workplace Program, drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to the Human Resources Division, Department of Administrative Services, and/or the agency that holds the vacancy for which I am applying and to appropriate officials for recruitment purposes. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.

Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement.

Please signify your acceptance by entering the information requested in the fields below.

*Please enter your full name:


John Doe ×

Save and Continue

Save as Draft

Quit

Step	Action
79.	Complete the eSignature by typing your name into the box labeled Please enter your full name. For this example, we will enter John Doe.
80.	<p>You may select Save and Continue, Save as Draft (to continue later), or Quit.</p> <p>Selecting "Quit" will stop the application process; information will not be saved.</p> <p>Click the Save and Continue button.</p>


My Account Options

IT'S MORE THAN JUST A JOB!
John.Doe, you are signed in.

[JOB SEARCH](#) [MY JOBPAGE](#)

Applying for: Senior Financial Analyst (Job Number: 2000001A)
Sign Out | My Job Cart (0 items)

1
2
3
4
5
6
7
8
9
10

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

Personal Information | [Edit](#)

Source Tracking

- Source Type
- Source

Personal Information

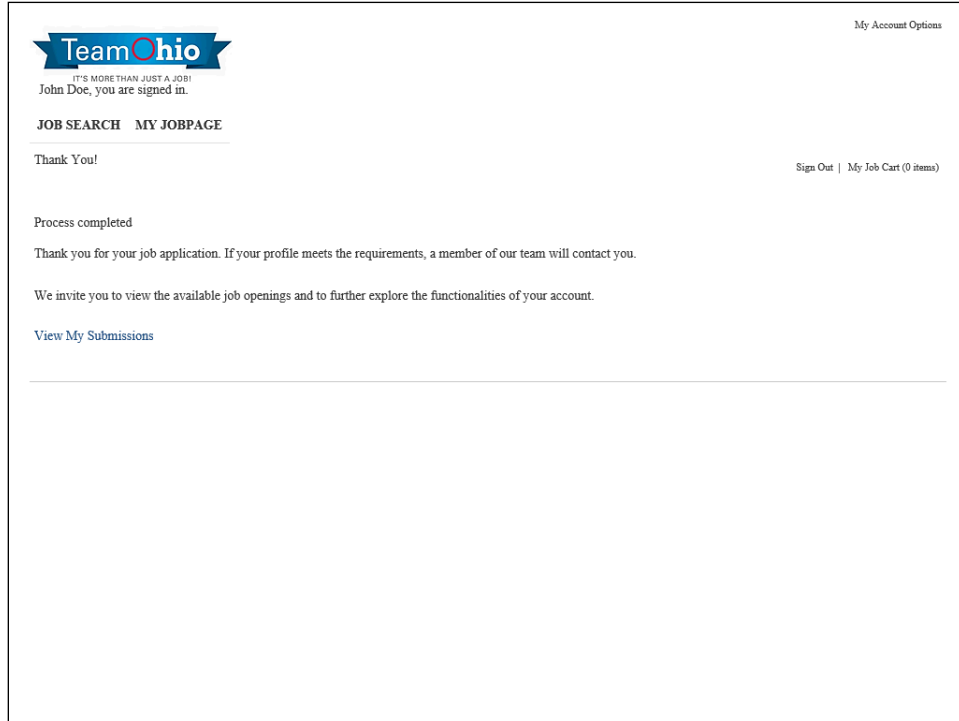
- Full Name
- Street Address (line 1)
- Address (line 2)
- City
- State
- Zip/Postal Code
- County
- Email Address
- Home/Primary Phone Number
- Alternate Phone Number

Step	Action
81.	The last section of the job submission allows you to review and submit your information.
82.	Use the vertical scrollbar to view the remainder of the page.

The screenshot shows a web form with the following sections:

- Relevant Files**: A section with the text "No files are attached." and a "Resume" label.
- Diversity / Disability**: A section with an "Edit" link. It contains the following text:
 - Diversity
 - Race/Ethnicity:
 - Gender:
 - Age Group:
 - Are you an individual with a physical or mental impairment which substantially limits one or more of your major life activities?
 - Have you ever served in the U.S. military or uniformed services?
 - If you answered "Yes" to the previous question, please indicate if one or more of the following apply:
- eSignature**: A section with an "Edit" link. It contains the following text:
 - eSignature
 - Signed by:
 - Date:
- Buttons**: Three buttons are visible: "Submit" (highlighted in blue), "Save as Draft", and "Quit".
- Footer**: A line of text at the bottom reads: "For applicant support and additional information about employment with the State of Ohio, return to [Careers.Ohio.Gov](https://careers.ohio.gov)"

Step	Action
83.	<p>You may select Submit, Save as Draft (to continue later), or Quit.</p> <p>Selecting "Quit" will stop the application process; information will not be saved.</p> <p>Click the Submit button to submit your job submission.</p>



Step	Action
84.	You will receive the above message once completed with your application submission.