

April 20, 2011

MEMORANDUM NO: 011-32HR

TO: Agency Administrators

FROM: Bobbie Chappell

VIA: Rip Colvin, Executive Director

RE: Program Guide for Selective Service Registration

The Department of Management Services Workforce Development and Benefits team has revised the Selective Service Registration Program Guideline. The purpose of this revision was to clarify that the provisions of S. 110.1128, Florida Statutes, which require registration with the Selective Service as a condition of state employment, cannot be applied retroactively to males who were already age 26 at the time that this state law became effective (i.e., October 1, 1988). We have also revised the State of Florida Employment Application to reflect this change. As of today, both the paper version and the electronic version in the People First system contain updated language. (Applications that have already been submitted are not affected.)

The revised guideline and paper version of the employment application are posted to the HRM website and can be accessed from the links provided below. Both documents have also been attached to this email for your convenience. For those maintaining a hard copy file, please find a revised master log attached as well.

Program Guidelines:

http://www.dms.myflorida.com/human_resource_support/human_resource_management/for_state_hr_practitioners/hrm_correspondence

State of Florida Employment Application:

http://www.dms.myflorida.com/human_resource_support/human_resource_management/for_job_applicants

or

http://www.dms.myflorida.com/human_resource_support/human_resource_management/for_state_hr_practitioners/forms

We appreciate everyone's comments and suggestions. Please let me know if you have any questions.

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Department of Management Services
Division of Human Resource Management

PROGRAM GUIDELINES

SUBJECT: <i>Selective Service Registration</i>	
STATUTORY/RULE REFERENCE: <i>Section 110.1128, Florida Statutes (F.S.), Selective service registration.</i>	EFFECTIVE DATE: <i>October 2, 2008 Rev. October 15, 2008; February 3, 2009; March 28, 2011</i>
FORMS: <i>N/A</i>	ADDITIONAL REFERENCE MATERIAL: <i>N/A</i>

I. BACKGROUND AND PURPOSE.

This document addresses frequently asked questions and may be used as a reference tool for state agencies, human resource staff, and hiring managers of the State Personnel System. It is intended to provide general guidance in administering the Selective Service registration requirement for purposes of State of Florida employment.

President Franklin Roosevelt signed the Selective Training and Service Act of 1940 which created the country's first peacetime draft and formally established the Selective Service System as an independent federal agency. For more than 50 years, the federal Selective Service and the registration requirement for America's young men have served as a backup system to provide manpower to the U.S. Armed Forces.

From 1948 until 1973, during both peacetime and periods of conflict, men were drafted to fill vacancies in the armed forces which could not be filled through voluntary means. In 1973, the draft ended and the U.S. converted to an all-volunteer military.

The registration requirement was suspended in April 1975. It was resumed again in 1980 by President Carter in response to the Soviet invasion of Afghanistan. Registration continues today as a hedge against underestimating the number of servicemen needed in a future crisis. The obligation of a man to register is imposed by the federal Military Selective Service Act. This Act establishes and governs the operations of the Selective Service System.

The Selective Service System and the registration requirement for America's young men provide our Nation with a structure and a system of guidelines which will provide the most prompt, efficient, and equitable draft possible, if the country should need it. America's leaders agree that despite the success of the all-volunteer force, registration with Selective Service must continue as a key component of national security strategy.

A Florida law signed by Gov. Bob Martinez in 1988 requires (proof of) registration as a precondition for state employment. This law (Section 110.1128, F.S.) also stipulates that any state employee who was required to register but had failed to do so by October 1, 1988, would remain barred from future promotional opportunities with the state.

Additionally, on July 1, 2001, a Florida law became effective requiring men to be registered with Selective Service to obtain a State of Florida driver's license. Gov. Jeb Bush signed this legislation on June 5, 2001.

II. DEFINITIONS.

- A. Promotion (Career Service)** – changing the classification of an employee to a broadband level having a higher maximum salary; or the changing of the classification of an employee to a broadband level having the same or a lower maximum salary but a higher level of responsibility.
- B. Selective Service Registration** - the process of providing the Selective Service System with personal information, such as name, address, date of birth, social security account number and other related information.
- C. Selective Service System** - an independent agency within the executive branch of the federal government.

III. APPLICABLE STATUTORY PROVISIONS.

Section 110.1128, F.S., Selective service registration.

- (1) No person who is required to register with the Selective Service System under the Military Selective Service Act, 50 U.S.C. App. 453, may be offered employment by this state in an authorized position, as defined in s. 216.011, without proof of such registration.
- (2) No person who has failed to register as required by the Military Selective Service Act, 50 U.S.C. App. 453, subsequent to October 1, 1988, and who is currently employed by this state may be promoted to a higher authorized position without proof of such registration.

Section 216.011 (d), F.S., Definitions.

- (d) "Authorized position" means a position included in an approved budget. In counting the number of authorized positions, part-time positions shall be converted to full-time equivalents.

IV. GUIDING PRINCIPLES.

1. What is the Military Selective Service registration program and to whom does it apply?

The Selective Service System is an independent agency within the executive branch of the federal government. The Director of Selective Service is appointed by the President and confirmed by the Senate. Selective Service is not a part of the Department of Defense.

The federal law under which the agency operates is the Military Selective Service Act. Under this law, the mission of the Selective Service System is to provide the numbers of men needed by the Armed Forces, within the time required, should Congress and the President decide to return to a draft, in the event of a national emergency. Selective Service would also be responsible for administering a program of alternative service for conscientious objectors.

Men born from March 29, 1957 to December 31, 1959 were never required to register because the registration program was not in operation at the time they turned 18. However, the **federal requirement** to register was reinstated in 1980 and **applies to all men born on or after January 1, 1960**. Therefore, almost all male citizens and male aliens living in the

U.S., who are 18 through 25 are required to register with Selective Service by federal law. A man who fails to register may, if prosecuted and convicted, face a fine of up to \$250,000 and/or a prison term of up to five years.

However, the statute requiring registration with the Selective Service **as a condition of state employment** was not signed into law by Governor Martinez until October 1, 1988. This state law cannot be applied retroactively. Therefore, notwithstanding the fact that all males born on or after January 1, 1960 are required by federal law to register, the provisions of Section 110.1128, F.S., cannot be applied to males who were already age 26 at the time that the state law become effective (i.e., those males born on or before September 30, 1962). Consequently, the requirement that applicants respond “yes” on the state employment application regarding their registration status with the Selective Service only applies to males born on or after October 1, 1962. All other male applicants may indicate “N/A” (not applicable).

2. What are an agency's responsibilities before making an offer of employment to a male applicant?

The agency (via the hiring manager or appropriate HR staff member involved in applicant screening) is responsible for verifying that all selected male applicants born on or after October 1, 1962 have registered for the Selective Service.

Whether or not an applicant is able to produce a government issued registration card, in all cases it is recommended that registration be verified at the Selective Service website <http://www.sss.gov>. It will be necessary to enter a last name, the social security number, and the date of birth for the male applicant being verified.

3. At what point in the selection process should the agency verify registration?

Verification of Selective Service registration must be completed prior to appointment into a position. However, since it is not required that applicants divulge their age or birth date as part of the application process and, when they do, it is considered part of their voluntary response to the Equal Employment Opportunity (EEO) Survey and would not be information to which the hiring authority should be privy, it may be necessary for agencies to seek age/birth date information as part of a supplemental application process, similar to their current practice for gathering demographic information necessary to any background screening that they currently do prior to the offer of employment. Otherwise, offers of employment to males who are required to be registered will need to be made conditional in cases where the agency only collects the birth date and the social security number after the commencement of employment.

4. What happens if the agency learns that an applicant never registered?

If the applicant has not reached their 26th birthday and has not registered, they may still register (at the same web site cited in Question 3). Once registered, they shall provide the hiring supervisor or human resources office with the registration documentation. The registration shall be verified on the government web site. After verification of the registration, their consideration for employment may continue.

If the applicant has passed their 26th birthday and has not registered, they are no longer able to do so. Such applicants (if born on or after October 1, 1962) shall not be considered for employment, as per Section 110.1128, F.S.

5. What happens if the agency learns that a current employee never registered?

If the employee has not reached their 26th birthday, they may still register (at the same website cited in Question 3) and their employment will not be affected.

If the employee has passed their 26th birthday and has not registered, they are no longer able to do so. According to Florida Statute, no person who has failed to register as required by the Military Selective Service Act, 50 U.S.C. App. 453, subsequent to October 1, 1988, and who is currently employed by this state may be promoted to a higher authorized position without proof of such registration.

Consequently, any current male employee who came on board with the State after October 1, 1988, but who did not/cannot register as required may not (if currently in the Career Service) be promoted. And, if currently in the Career Service, Selected Exempt Service (SES), or Senior Management Service (SMS), may not be offered a subsequent appointment in either the SES or the SMS. Furthermore, if they leave state government, they are not eligible for rehire.

6. What if the applicant/employee did not register with Selective Service, but they are a veteran, or part-time National Guard or Reservist?

Section 12(g) of the Military Selective Service Act allows non-registrants an exemption, under specific conditions. As a veteran, or part-time National Guard or Reservist, they satisfy those conditions with their DD Form 214 showing the dates of their military service, or a current military ID card if still on active duty or a member of the National Guard and Reserves. These documents serve as evidence that their failure to register was not knowing and willful. Therefore, men who served on full-time active duty in the U.S. Armed Forces should not be denied state employment or promotional opportunities on the basis of their failure to register with Selective Service. As long as they have proof of their active duty military service, such as the form DD Form 214, or current military ID card if still on active duty or a member of the National Guard or Reserves, their subsequent failure to register should not be a bar to any benefits or programs, contingent upon registration compliance, for which they are otherwise qualified.

7. How Does Someone Aged 18 to 26 Register?

In many public high schools, registration information and forms are provided so that male students approaching the required age may meet this obligation. However, there are other ways to register with the Selective Service System:

Registration On-Line

Registration with the Selective Service may be done using the Internet. With access to the Internet, any young man can register by clicking on the "Register On Line Now" icon at the Selective Service website <http://www.sss.gov>. The applicant/employee will enter in some basic information and within seconds, they will receive their Selective Service Number. Within about two weeks, they will receive a Registration Acknowledgment Card in the mail.

The U.S. Post Office

The applicant/employee can visit the nearest U.S. Post Office, pick up a Registration Form, SSS Form 1M (UPO), complete and sign it, and mail it.

A Registration Acknowledgment Card from Selective Service should be received within 90 days.

8. How should agencies verify current employees who are not eligible for promotion, due to their failure to register by age 26?

The best way to ensure that ineligible employees are not promoted nor appointed to or within the SES or SMS is to require all male employees who were born on or after October 1, 1962 to provide proof of registration or exemption before processing the promotion or original appointment action. If they are not able to provide proof, the servicing HR office can verify registration at the Selective Service website <http://www.sss.gov>.

9. Does the requirement for Selective Service System registration apply to Other Personal Services (OPS) positions?

No. According to Section 110.1128, F.S., the requirement to register with the Selective Service System only applies to "authorized positions." OPS positions do not fall into the definition of authorized positions and are exempt from the Selective Service System registration requirement.

10. Is there a way that an individual who was required to register can request relief for having failed to register?

There is a provision within the Military Selective Service Act, 50 U.S.C. App. 462 (g)(2) which clarifies that if a person who was required to register but did not do so can show by a preponderance of the evidence that the failure to register was not a knowing and willful failure to register, then the non-registrant is not to be denied any federal benefit. However, this exception does not apply to prospective hires or candidates for promotion with the State Personnel System, because such employment or promotion is not a "federal" benefit. Since Section 110.1128, F.S., does not authorize agencies to make exceptions, anyone who failed to register and is now past the age of registering may not be hired, appointed or promoted to an authorized position in the State Personnel System.

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State of Florida EMPLOYMENT APPLICATION

Equal Opportunity Employer/Affirmative Action Employer
The State of Florida does not tolerate violence in the workplace.

Where to Find Vacancy Information:

- On the Internet: <https://peoplefirst.myflorida.com>
- One Stop Career Centers - Consult your local telephone directory or visit <http://www.employflorida.com>
- State Agency Personnel Offices

FOR OFFICIAL USE ONLY			
Agency Authorized Signature	Date	Broadband/Class Code	Status

POSITION APPLIED FOR	
Agency:	_____
Title:	_____
Position Number:	_____ Date Available: _____
Counties of Interest:	_____
Minimum Acceptable Salary:	_____

GENERAL INSTRUCTIONS FOR COMPLETION OF APPLICATION:
<ul style="list-style-type: none"> • Complete all information within this application in its entirety. • Type or print in ink. • All information provided will be a public record and will be released upon request, unless exempt or confidential. • Specify the position for which you are applying. (Note: A separate application must be submitted for each vacancy. Photocopies are acceptable.) • Submit application to the People First Service Center, fax: (888) 403-2110, no later than 11:59 PM (EST) on the announced deadline date. • Sign your name in the Certification Section (page 4). All information you submit is subject to verification.

HOW DO WE CONTACT YOU?			
Name	_____		
People First Employee ID Number (if any)	_____		
Mailing Address	_____		
City	County	State	Zip Code
Phone	Alternate Phone	_____	
E-mail Address	_____		

EDUCATION

HIGH SCHOOL:	
NAME / LOCATION OF SCHOOL	RECEIVED: <input type="checkbox"/> Diploma <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> None

YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL: _____

COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL: (TRANSCRIPTS MAY BE REQUIRED)							
NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE (MONTH / YEAR)		CREDIT HOURS EARNED		MAJOR / MINOR COURSE OF STUDY	TYPE OF DEGREE EARNED
		FROM	TO	QTR	SEM		

YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL: _____

JOB-RELATED TRAINING OR COURSE WORK: (VOCATIONAL, TRADE, GOVERNMENTAL, BUSINESS, ARMED FORCES, ETC.)								
NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE (MONTH / YEAR)		CREDIT HOURS EARNED		COURSE OF STUDY	TRAINING COMPLETED	
		FROM	TO	CLASS	CLOCK		YES	NO

YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL: _____

LICENSURE, REGISTRATION, CERTIFICATION (EXAMPLES: Teacher Certification, RN, LPN, PE, CPA, etc.)

LICENSE, REGISTRATION OR CERTIFICATION:	Number	Date Received	Expiration Date	State Licensing Agency

PERIODS OF EMPLOYMENT

Describe all work experience in detail, beginning with your current or most recent job. Include military service (indicate rank), internships and job-related volunteer work, if applicable. Indicate number of employees supervised. Use a separate block to describe each position or gap in employment. If needed, attach additional sheets, using the same format as on the application. All information in this section must be completed. Resumes may be attached to provide additional information.

1 Name of Present or Last Employer: _____

Address: _____ Your Job Title: _____

Supervisor's Name: _____ Phone No.: (____) _____

FROM: / / TO: / / HOURS PER WEEK: (_____)
MONTH DAY YEAR MONTH DAY YEAR YOUR NAME IF DIFFERENT DURING EMPLOYMENT

Duties and Responsibilities: _____

Reason For Leaving: _____

2 Name of Next Previous Employer: _____

Address: _____ Your Job Title: _____

Supervisor's Name: _____ Phone No.: (____) _____

FROM: / / TO: / / HOURS PER WEEK: (_____)
MONTH DAY YEAR MONTH DAY YEAR YOUR NAME IF DIFFERENT DURING EMPLOYMENT

Duties and Responsibilities: _____

Reason For Leaving: _____

3 Name of Next Previous Employer: _____

Address: _____ Your Job Title: _____

Supervisor's Name: _____ Phone No.: (____) _____

FROM: / / TO: / / HOURS PER WEEK: (_____)
MONTH DAY YEAR MONTH DAY YEAR YOUR NAME IF DIFFERENT DURING EMPLOYMENT

Duties and Responsibilities: _____

Reason For Leaving: _____

4 Name of Next Previous Employer: _____

Address: _____ Your Job Title: _____

Supervisor's Name: _____ Phone No.: (_____) _____

FROM: / / TO: / / HOURS PER WEEK: (_____)
MONTH DAY YEAR MONTH DAY YEAR YOUR NAME IF DIFFERENT DURING EMPLOYMENT

Duties and Responsibilities: _____

Reason For Leaving: _____

5 Name of Next Previous Employer: _____

Address: _____ Your Job Title: _____

Supervisor's Name: _____ Phone No.: (_____) _____

FROM: / / TO: / / HOURS PER WEEK: (_____)
MONTH DAY YEAR MONTH DAY YEAR YOUR NAME IF DIFFERENT DURING EMPLOYMENT

Duties and Responsibilities: _____

Reason For Leaving: _____

6 Name of Next Previous Employer: _____

Address: _____ Your Job Title: _____

Supervisor's Name: _____ Phone No.: (_____) _____

FROM: / / TO: / / HOURS PER WEEK: (_____)
MONTH DAY YEAR MONTH DAY YEAR YOUR NAME IF DIFFERENT DURING EMPLOYMENT

Duties and Responsibilities: _____

Reason For Leaving: _____

If needed, attach additional sheets, using the same format as on the application. Resumes may be attached to provide additional information.

KNOWLEDGE / SKILLS / ABILITIES (KSAs)

List KSAs you possess and believe relevant to the position you seek, such as operating heavy equipment, computer skills, fluency in language(s), etc.

EXEMPTION FROM PUBLIC RECORDS DISCLOSURE

ARE YOU A CURRENT OR FORMER LAW ENFORCEMENT OFFICER, OTHER COVERED EMPLOYEE**, OR THE SPOUSE OR CHILD OF ONE, WHOSE INFORMATION IS EXEMPT FROM PUBLIC RECORDS DISCLOSURE UNDER SECTION 119.071(4)(d), FLORIDA STATUTES (F.S.)?

YES NO

**Other covered jobs include but are not limited to: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement, and certain investigators in the Department of Children and Families [see§ 119.071.F.S.].

BACKGROUND INFORMATION

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A FIRST DEGREE MISDEMEANOR?

YES NO

If "YES", what charges? _____

Where convicted? _____

Date of Conviction: _____

HAVE YOU EVER PLED NOLO CONTENDERE OR PLED GUILTY TO A CRIME WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR?

YES NO

If "YES", what charges? _____

Where? _____

Date: _____

HAVE YOU EVER HAD THE ADJUDICATION OF GUILT WITHHELD FOR A CRIME WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR?

YES NO

If "YES", what charges? _____

Where? _____

Date: _____

NOTE: A "YES" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are considered [see §112.011, F.S.]

CITIZENSHIP

The state of Florida hires only U.S. citizens and lawfully authorized alien workers. You will be required to provide identification and either proof of citizenship or proof of authorization to work in the U.S.

1. ARE YOU A U.S. CITIZEN?

YES NO

2. IF NO, ARE YOU LEGALLY AUTHORIZED TO ACCEPT EMPLOYMENT WITH THE SPECIFIC HIRING AUTHORITY TO WHICH YOU ARE APPLYING?

YES NO

RELATIVES

TO YOUR KNOWLEDGE, DO YOU HAVE ANY RELATIVES WORKING IN THIS AGENCY?

YES NO

SELECTIVE SERVICE SYSTEM REGISTRATION

Section 110.1128, Florida Statutes, prohibits employment by the State (including re-hire after a break in service) of any male born after October 1, 1962, who failed to register with the Selective Service System, under the provisions of the U.S. Military Selective Service Act, during the person's period of eligibility (ages 18 through 25). Additionally, if currently employed by the State, this law prohibits the promotion of such person.

IF YOU ARE A MALE BORN AFTER OCTOBER 1, 1962, HAVE YOU REGISTERED WITH THE SELECTIVE SERVICE OR DO YOU HAVE PROOF OF AN EXEMPTION FROM THIS REQUIREMENT (DOCUMENTATION MAY BE REQUIRED)?

YES NO Not Applicable

CERTIFICATION

I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees of Florida state government for employment purposes. This consent shall continue to be effective during my employment if I am hired. I understand that applications submitted for state employment are public records. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.

SIGNATURE: _____

DATE: _____

YOUR NAME: _____

POSITION TITLE FOR WHICH YOU ARE APPLYING: _____ POSITION NUMBER: _____

VETERANS' PREFERENCE INFORMATION: (Career Service positions only) For the purposes of appointments, retention, reinstatement and reemployment, Veterans' Preference ensures that veterans and eligible spouses of veterans are given consideration at each step of the selection process. However, preference does not guarantee that a veteran or the eligible spouse of a veteran will be the candidate selected to fill the position. Completion of the Veterans' Preference section below is made on a voluntary basis and kept confidential in accordance with the Americans with Disabilities Act. Listed below are the five Veterans' Preference categories.

1. A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans' Affairs and the Department of Defense, **or**
2. The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured, or forcibly detained or interned in the line of duty by a foreign power, **or**
3. A veteran of any war who has served on active duty for one day or more during a wartime period, excluding active duty for training, and who was discharged under honorable conditions from the Armed Forces of the United States of America, **or**
4. The unremarried widow or widower of a veteran who died of a service-connected disability, **or**
5. A veteran who has served in a qualifying campaign or expedition for which a campaign badge or expeditionary medal has been authorized.

The receipt of a campaign medal is not required, only service during a wartime period. Wartime periods are defined in §1.01, F.S. Veterans' Preference may only be given to non-state employees or current state employees applying to positions outside their current agency or political subdivision. Veterans' Preference is only available to Florida residents.

A DD214 or comparable document which serves as a certificate of release or discharge and any other required supporting documentation must be furnished at the time of application. Please **fax** supporting documentation to the People First Service Center at (888) 403-2110 by the closing date of the advertisement. Be sure to include the position number for which you are applying. In addition to the DD214, applicants claiming Categories 1, 2, or 4 above must furnish supporting documentation in accordance with the provisions of Rule 55A-7.013, F.A.C. Under Florida law, preference in appointment shall be given first to those persons in Categories 1 and 2 and then to those in Categories 3, 4 and 5.

If a qualified applicant claiming Veterans' Preference for a vacant position is not selected, he/she may file a complaint with the Florida Department of Veterans' Affairs, 11351 Ulmerton Road, Largo, FL 33778. A complaint must be filed within 21 days of the applicant receiving notice of the hiring decision made by the employing agency or within 3 months of the date the application is filed with the employer if no notice is given.

VETERANS' PREFERENCE CLAIM: IF ELIGIBLE, WHICH VETERANS' PREFERENCE CATEGORY ARE YOU CLAIMING? (Please indicate number from Veterans' Preference Information section above.)

ARE YOU CURRENTLY EMPLOYED WITH THE AGENCY TO WHICH YOU ARE CURRENTLY APPLYING?

 YES NO

ARE YOU A RESIDENT OF THE STATE OF FLORIDA?

 YES NO

HAVE YOU RECEIVED A PROMOTIONAL APPOINTMENT IN A CAREER SERVICE POSITION, SUBSEQUENT TO ACTIVE MILITARY SERVICE, WITH THE AGENCY TO WHICH YOU ARE CURRENTLY APPLYING?

 YES NO

EEO SURVEY Although the following information is not mandatory, it is requested to aid the State of Florida in its commitment to Equal Employment Opportunity, Affirmative Action and to meet federal reporting requirements. Refusal to answer will not result in adverse treatment of any applicant. Applicants who believe they have been discriminated against may file a complaint with the Florida Commission on Human Relations, 2009 Apalachee Parkway, Tallahassee, Florida 32301.

RACE/ ETHNICITY (Please identify both Race and Ethnicity)

Race (CHECK ONLY ONE):

- White
- Black/African American
- Asian
- Native Hawaiian/Other Pacific Islander
- American Indian/Alaska Native
- 2 or more races

Ethnicity (CHECK ONLY ONE):

- Hispanic or Latino
- Not Hispanic or Latino

SEX: MALE FEMALE

DATE OF BIRTH: _____

POSITION NUMBER: _____

POSITION TITLE FOR WHICH YOU ARE APPLYING: _____

Employment with the State of Florida

Note: This hard copy of the State of Florida employment application is to be used only if you are unable to use the online application process at <https://jobs.myflorida.com/index.html>

State Government Personnel Structure

Florida state government is a major employer in Florida offering many challenging and rewarding career opportunities. Included among the many advantages of working for the State are the diverse and interesting job opportunities as well as competitive salaries, benefits, and career mobility.

Employees with the State of Florida fall into a variety of different and autonomous personnel systems each with their own set of rules and regulations, collective bargaining agreements, and wage and benefit packages. The State Personnel System, comprised of employees in the Career Service, Selected Exempt Service and Senior Management Service pay plans, is the largest of these systems and is the focus of this narrative. The State of Florida employment application is used to apply for vacancies within the State Personnel System.

Most state jobs are in the Career Service pay plan. The Career Service provides uniform pay, job classification, benefits and recruitment for the majority of non-managerial jobs within state agencies. The Senior Management Service (SMS) includes upper management and policy-making jobs. Middle management, such as bureau chiefs, professional jobs, such as physicians and attorneys, and supervisory jobs are included in the Selected Exempt Service. Employees can move between agencies without any loss of state benefits.

Temporary jobs are funded by Other Personal Services (OPS) appropriations. OPS employees receive an hourly wage

but no benefits such as insurance, leave, or retirement.



Non-State Personnel System agencies are agencies in which jobs do not fall under the Career Service, Selected Exempt Service or Senior Management Service pay plans and their employment procedures may differ.

These employers may or may not accept the State of Florida employment application. Additionally, their job titles and salaries may not be comparable to those in the State Personnel System.

How to Search for Vacancies

Individual state agencies are responsible for announcing their job vacancies and making hiring decisions. Generally, agencies accept job applications for advertised vacancies only. However, agencies may accept applications for certain positions on a continuous basis. A completed State of Florida employment application is required for each job vacancy to which you apply.

There are several ways for you to obtain state job vacancy information:

- Access the People First job information web site on the Internet at: <https://jobs.myflorida.com>
- Contact individual State Personnel System agencies directly for information regarding their employment opportunities.
- Contact a Florida One Stop Career Center for job information on and other employment opportunities. To locate the office nearest you, check your telephone directory under "Workforce One Stop Career Center" or visit: <http://www.employflorida.com>

Completed applications should be submitted by **fax** to the People First Service Center at (888) 403-2110.

How to Market Yourself

Prior to completing an application for any job, gather specific information about the duties of the job and relevant knowledge, skills and abilities required by carefully reviewing the job vacancy announcement or by contacting the employing agency, if necessary.

Use this information to ensure your application, cover letter, resume and other supporting materials address how your experience and education fulfill these requirements.

How Candidates are Selected

The first step an employing agency takes in the selection process is to review the applications which have been received to determine who is eligible to compete further in the selection process. Job-related criteria are used to determine those applicants who will be asked to participate in additional assessment steps such as an oral interview, a work sample exercise, or a proficiency test. The job-related information gained during the selection process will assist the hiring official in making the final selection decision. Veterans' preference and Affirmative Action goals are also considered by the agency in the decision-making process.

If, because of a disability, you require a special accommodation to participate in the application and selection process, please notify the hiring authority in advance.