



TeamOhio

It's more than just a job

Application Guide

For internal applicants

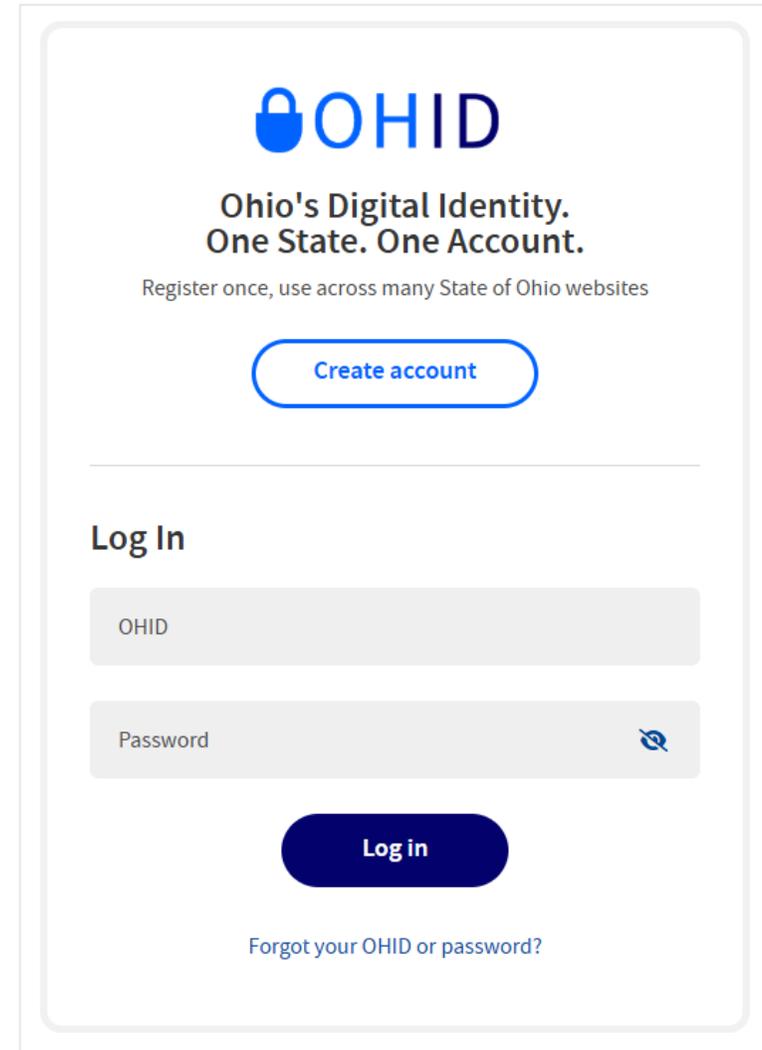
Internal Candidates

Current State of Ohio employees (employed by a State Agency, board, or commission) who possess a State of Ohio User ID and are in active pay status.

Accessing the Internal Careers Portal via MyOhio

Accessing Internal Careers portal via MyOhio

1. Navigate to myOhio.gov.
2. Log In to your account by providing your OHID and Password, then select “Log in”.



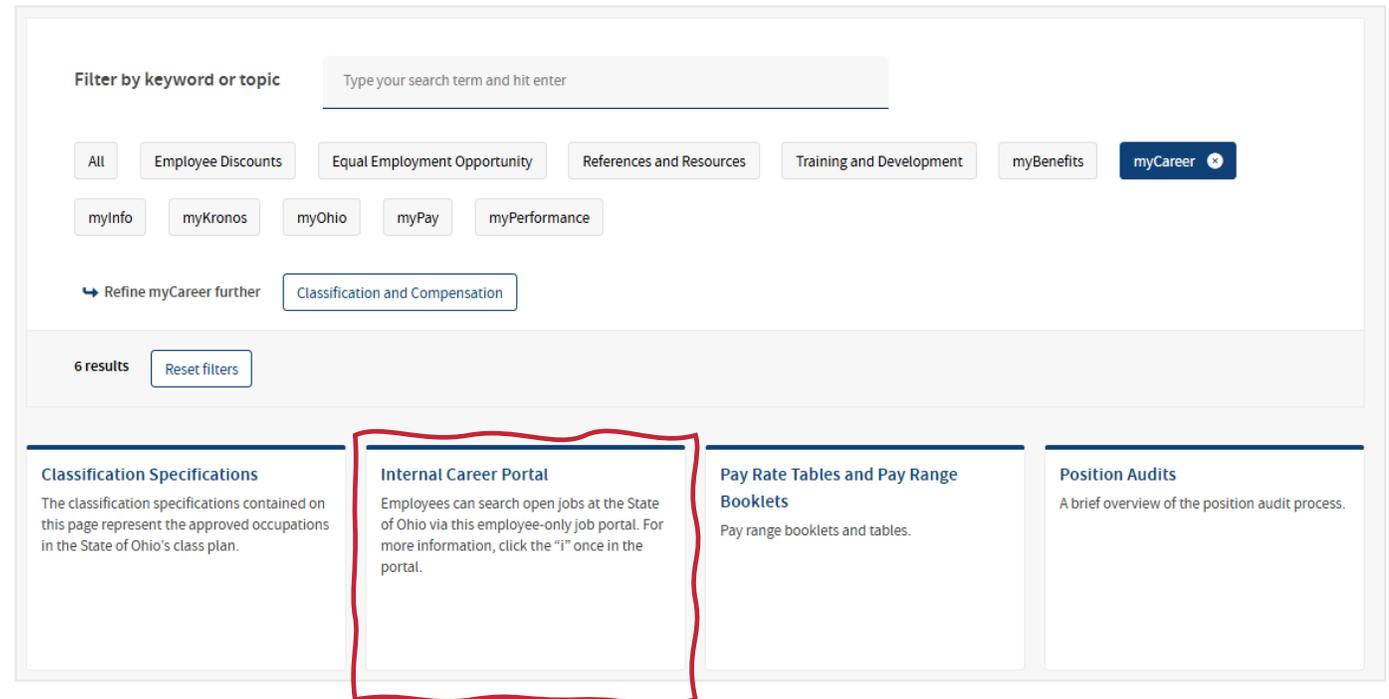
The screenshot shows the OHID (Ohio's Digital Identity) login page. At the top, there is a blue padlock icon followed by the text "OHID" in a large, bold, blue font. Below this, the tagline "Ohio's Digital Identity. One State. One Account." is displayed in a smaller, bold, black font. Underneath the tagline, a smaller line of text reads "Register once, use across many State of Ohio websites". A blue, rounded rectangular button with the text "Create account" is centered below the text. A horizontal line separates the registration section from the login section. The "Log In" section features the text "Log In" in a bold, black font. Below this, there are two input fields: the first is labeled "OHID" and the second is labeled "Password" with a small blue eye icon to its right. A dark blue, rounded rectangular button with the text "Log in" in white is centered below the input fields. At the bottom of the login section, there is a link that says "Forgot your OHID or password?" in a small, black font.

Accessing Internal Careers portal via MyOhio

3. Navigate to and select the “My Life & Career” tab.



4. Select “myCareer” and click on the “Internal Career Portal” link.



Accessing Internal Careers portal via MyOhio

5. Select “Launch” to launch the Internal Career Portal to in a new tab.

Internal Career Portal

State employees can search and apply for all open jobs at the State of Ohio via an employee-only job portal. Job seekers must create a profile account to apply for posted positions.

Any job seekers who created profiles in the previous system prior to April 5, 2018, may view their old profile accounts at governmentjobs.com. This site includes application status information and any correspondences sent concerning applications submitted prior to April 5, 2018.

Click "Go to this link" on the right side of the page to launch the portal. Once in the portal, click the "i" for more information.

LAUNCH 
Internal Career Portal

6. Select the “Sign In” button in the top right-hand corner.



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Welcome. You are not signed in.

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

[Sign In](#)

Accessing Internal Careers portal via MyOhio

7. Select “Launch” to launch the Internal Career Portal to in a new tab.

Internal Career Portal

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Click "Go to this link" on the right side of the page to launch the portal. Once in the portal, click the "i" for more information.

LAUNCH 
Internal Career Portal

8. Select the “Sign In” button in the top right-hand corner.



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Welcome. You are not signed in.

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

[Sign In](#)

Accessing Internal Careers portal via MyOhio

9. Use the vertical scrollbar to review the Privacy and Security Notice. After reviewing the Privacy and Security Notice, click the “I Accept” button.

10. Once you have accepted the Privacy and Security Agreement, you will be routed to the internal careers page, where your account will show as logged in.

 **TeamOhio**
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Welcome. You are not signed in.
[JOB SEARCH](#)

[Sign In](#)

Privacy Agreement

Privacy and Security Notice

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.

[I Accept](#)

[I Decline](#)

For applicant support and additional information about employment with the State of Ohio, [return to Careers.Ohio.Gov](https://careers.ohio.gov)

Accessing Internal Careers portal via MyOhio

11. Once you have accepted the Privacy and Security Agreement, you will be routed to the internal careers page, where your account will show as logged in.



Welcome Employee Name. You are signed in.

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

Employee Name : 0

Keyword/Skill Location Organization

[View All Jobs](#)
[Advanced Search](#)

Job Openings 1 - 25 of 514

[+ Save this Search](#) Multi-line ?

Sort by

Relevancy Descending

Requisition Title	Organization	Location	Actions
Food Service Worker	Veterans Services Georgetown	OHIO-Brown County-Georgetown	Apply
District Safety Manager/ Program Administrator 3 PN: 20049726	Transportation - District 01	OHIO-Allen County-Lima	Apply

- ▼ Primary Job Skill
- Job Skill
- Nursing (65)
 - Behavioral Health (41)
 - Corrections (33)
 - Direct Support/Direct Care (32)
 - Accounting and Finance (24)
- [Show more...](#)



Accessing the Internal Careers Portal via Careers.Ohio.gov

Accessing the Internal Careers Portal via Careers.Ohio.gov

1. Navigate to Careers.Ohio.gov and select the “Employee-Only Jobs Portal” button from the main page.



APPLICANT SUPPORT WHY WORK FOR THE STATE OF OHIO SKILLS-BASED HIRING

Search



Welcome to Careers.Ohio.Gov

The State of Ohio offers a wide range of career opportunities. A career in public service is an honorable choice. The work we do impacts the lives of people in Ohio.

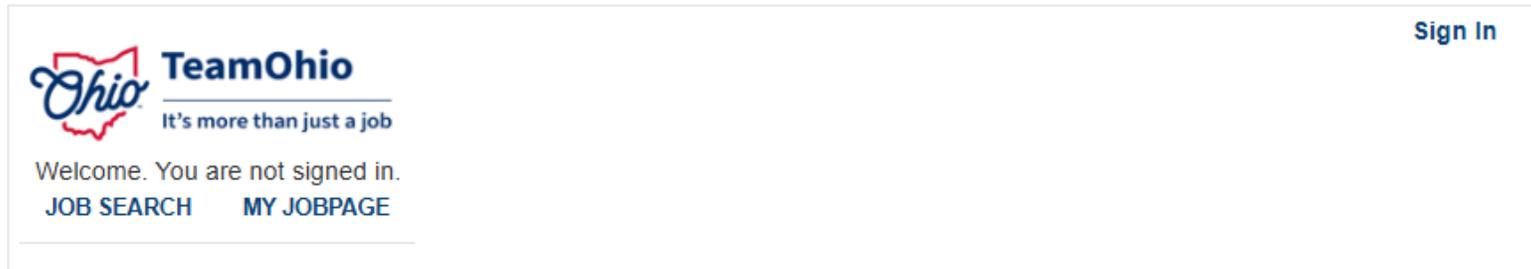
Click the "Search for State Government Jobs" link to search and apply for openings with State of Ohio agencies, boards and commissions as well as the offices of state-wide elected officials.

Current State employees should click "Employee-Only Jobs Portal" to access, search and apply for jobs.



Accessing the Internal Careers Portal via Careers.Ohio.gov

2. Select the “Sign In” button in the top right-hand corner.



Accessing Internal Careers portal via Careers.Ohio.gov

3. Once you have accepted the Privacy and Security Agreement, you will be routed to the internal careers page, where your account will show as logged in.



Welcome Employee Name. You are signed in.

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

Employee Name : 0

Keyword/Skill Location Organization

[View All Jobs](#)
[Advanced Search](#)

Job Openings 1 - 25 of 514

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- [Show more...](#)



Accessing Internal Careers portal via MyOhio

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[JOB SEARCH](#)

[Sign In](#)

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[I Accept](#)

[I Decline](#)

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Start your Application

1. Navigate to the posting you would like to apply to and select “Apply” under the “Actions” column.

Keyword/Skill Location Organization  [View All Jobs](#)
[Advanced Search](#)

Job Openings 1 - 25 of 526

Save this Search Multi-line ?

Sort by

Relevancy Descending

Requisition Title	Organization	Location	Actions
Teacher 1 (Science) 20027259	Rehabilitation & Correction - London Correctional Institution	OHIO-Madison County-London	Apply 
Application Configuration and Support Specialist	Attorney General	OHIO-Franklin County-Columbus	Apply 
Correctional Program Specialist - 20024981	Rehabilitation & Correction - Southern Ohio Correctional Facility	OHIO-Scioto County-Lucasville	Apply 

▼ Primary Job Skill

Job Skill

- Nursing (65)
- Behavioral Health (41)
- Corrections (33)
- Direct Support/Direct Care (32)
- Accounting and Finance (24)

[Show more...](#)
[See all primary job skills](#)

Resume Parsing

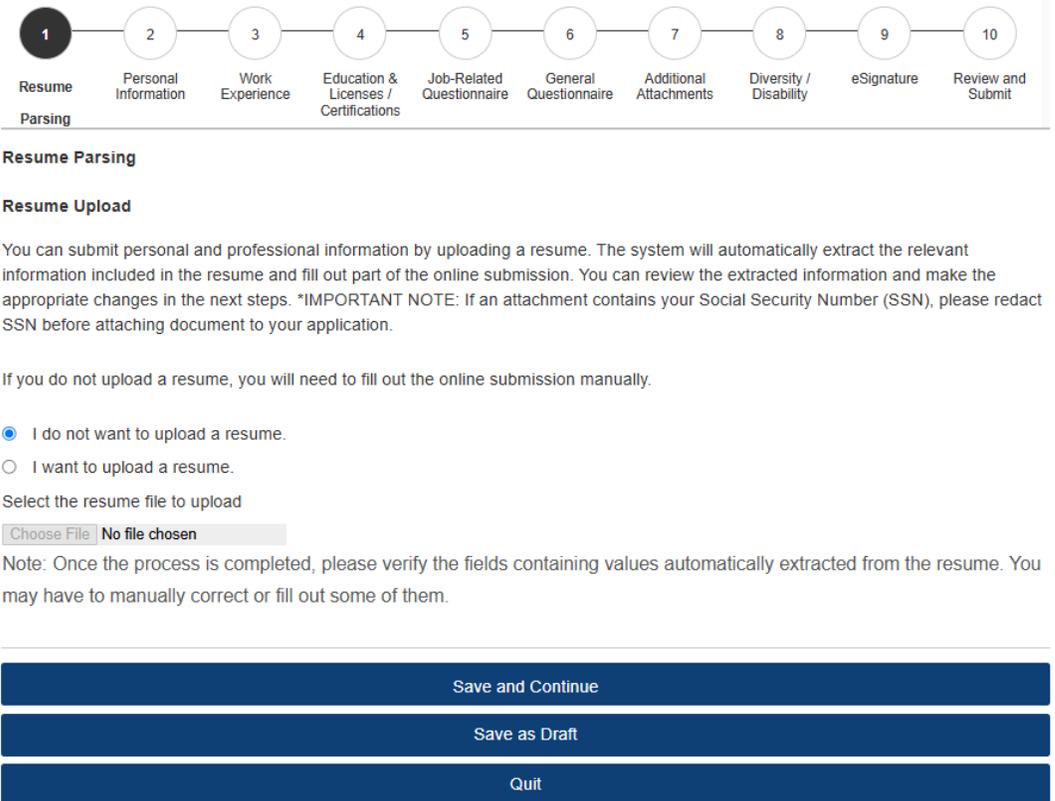
2. If you have a resume, you can choose to extract basic information from it to begin your application by selecting “I want to upload a resume.” If you do not have a resume or do not wish to upload one, select “I do not want to upload a resume.”

3. 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.

Note: Based on how complete your candidate profile is, your application may auto-progress to bypass certain steps (ex. skipping the “Personal Information” and “Work experience” steps) in the application because the information is already stored on your general profile based on previous applications. Applicants may click on the step if they wish to go back in the application and modify the inputs.



The screenshot shows a 10-step application process flow. Step 1, 'Resume Parsing', is highlighted. Below the flow, the 'Resume Parsing' section is active. It includes a 'Resume Upload' heading and a text block explaining that the system will extract information from the resume. A note states: 'IMPORTANT NOTE: If an attachment contains your Social Security Number (SSN), please redact SSN before attaching document to your application.' There are two radio button options: 'I do not want to upload a resume.' (selected) and 'I want to upload a resume.'. Below these is a file selection area with a 'Choose File' button and 'No file chosen' text. A note at the bottom of the section says: '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.' At the bottom of the screenshot, three dark blue buttons are visible: 'Save and Continue', 'Save as Draft', and 'Quit'.

Personal Information

4. 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.

5. 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.

6. Scroll down to the Personal Information section.

The screenshot shows a 10-step application process flow at the top. Step 2, 'Personal Information', is highlighted with a black circle. Below the flow, the 'Personal Information' section is displayed. It includes a 'Source Tracking' heading and a prompt: 'Please indicate how you heard about this job.' There are two dropdown menus, both with 'Careers.ohio.gov' selected. The first dropdown is labeled '*Source Type' and the second is labeled '*Careers.ohio.gov'.

1 Resume Parsing 2 Personal Information 3 Work Experience 4 Education & Licenses / Certifications 5 Job-Related Questionnaire 6 General Questionnaire 7 Additional Attachments 8 Diversity / Disability 9 eSignature 10 Review and Submit

Personal Information

Source Tracking

Please indicate how you heard about this job.

*Source Type
Careers.ohio.gov

*Careers.ohio.gov
Careers.ohio.gov

Personal Information

7. Enter your first name into the First Name section.
8. Enter your last name into the Last Name section.
9. Enter your home address using the Street Address, City, Zip/Postal Code, State, and County section.
10. When selecting your County, use the Search button next to the field. If your address is not in Ohio, select Out of State.
11. Enter your Home/Primary Phone Number. For this example, we will enter 123-456-7890. The number must be entered in XXX-XXX-XXXX format.
12. Use the vertical scrollbar to view the bottom of the page.

Personal Information

Please enter all relevant personal information in the fields below.

*First Name	<input type="text" value="Jane"/>	*Last Name	<input type="text" value="Doe"/>
*Street Address (line 1)	<input type="text" value="1234 Main Street"/>	Address (line 2)	<input type="text"/>
*City	<input type="text" value="Columbus"/>	*Zip/Postal Code	<input type="text" value="43210"/>
*State	<input type="text" value="Ohio"/> <input type="button" value="Search"/>	*County	<input type="text" value="Franklin"/> <input type="button" value="Search"/>
		<input type="button" value="?"/>	
*Home/Primary Phone Number	<input type="text" value="123-456-7890"/>	*Email Address	<input type="text" value="testuser@invalidemail.com"/>
	<i>Format example: 123-456-7890</i>		

Personal Information

13. 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.

14. 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.

15. 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.

***Closest Metropolitan Area**

Country
United States ▼

State/Province
Ohio ▼

Region
Franklin ▼ 

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

For applicant support and additional information about employment with the State of Ohio, [return to Careers.Ohio.Gov](https://careers.ohio.gov)

Work Experience

16. 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.

17. Enter the employer name into the Employer field.

18. Enter your job title into the Job Function / Title field.

19. After selecting the Start Date field, you will be prompted with a dropdown field where you can select the month and year in which you started this position.

Work Experience

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

Work Experience 1

Current Job

*Employer

*Job Function / Title

Start Date

Mar 2018

Work Experience

20. Enter your supervisor's name, while in the position, into the Supervisor's Name field.

21. Enter your supervisor's contact information into the Supervisor's Contact Information field.

22. Enter the average number of hours worked per week into the Hours Worked per Week field.

23. 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.

24. Enter a detailed list of the job duties associated with this position in the Job Duties section.

<p>*Supervisor's Name</p> <input type="text" value="Example Supervisor"/>	<p>Supervisor's Contact Information</p> <input type="text" value="ExampleSupervisor@invalidemail"/>
<p>*Hours Worked per Week</p> <input type="text" value="40"/>	<input checked="" type="checkbox"/> The supervisor may be contacted
<p>*Job Duties</p> <ul style="list-style-type: none">- Greets office visitors and helps them navigate the office.- Maintains calendars for appointments- Sorts mail- Makes copies- Plans travel arrangements	

Work Experience

25. 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.

26. 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.

27. 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.

*Reason for Leaving

Currently employed

[Remove Work Experience](#)

[Add Work Experience](#)

Save and Continue

Save as Draft

Quit

Education and Licenses/Certifications

28. Enter the school where the education was obtained in the School section. You can select your school from a pre-defined list using the Select/Enter button OR you can type your school directly into the text box.

29. In the Major/Minor field, enter and major or minor associated with the education. You can select your major/minor from a pre-defined list using the Select/Enter button OR you can type your school directly into the text box.

30. In the Education Level section, enter the degree received or worked towards with the associated education.

1 Resume Parsing 2 Personal Information 3 Work Experience 4 Education & Licenses / Certifications 5 Job-Related Questionnaire 6 General Questionnaire 7 Additional Attachments 8 Diversity / Disability 9 eSignature 10 Review and Submit

Education & Licenses / Certifications

Education

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

Education 1

School	Major / Minor
<input type="text" value="ABC University"/> <input type="button" value="Select / Enter"/>	<input type="text" value="History"/> <input type="button" value="Select / Enter"/>
<input type="text" value=""/>	<input type="text" value=""/>
Education Level	Education Status
<input type="text" value="Associate's Degree/College Di"/>	<input type="text" value="Complete"/>
<input checked="" type="checkbox"/> Graduated from High School or GED	

Education and Licenses/Certifications

31. In the Education Status level, enter the completion status of the degree. For this example, we will select “Complete.”

32. 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.

33. Enter the Start Date and Graduation Date of the education in the associated fields (note: these fields are optional).

34. You have the option to add or remove any education using the Remove Education and Add Education buttons.

Education Level	Education Status
Associate's Degree/College Di ▾	Complete ▾
<input checked="" type="checkbox"/> Graduated from High School or GED	
Start Date	Graduation Date
Aug ▾ 2010 ▾	May ▾ 2012 ▾
Remove Education	
Add Education	

Education and Licenses/Certifications

35. After using the vertical scrollbar to view the remainder of the page, you will be able to enter any licenses or certifications received.

36. Enter the license or certification received into the License/Certification field.

37. Enter any number or ID associated with the license or certification in the Number/ID field.

38. Enter the organization associated with the license or certification in the Issuing Organization field. For this example, we will enter Issuing Organization Name.

Licenses / Certifications

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. Do not list expired licenses/certifications.

License / Certification 1

Licenses / Certifications

Certification 1

?

Number/ID Issuing Organization

Education and Licenses/Certifications

39. Enter the issue and expiration dates of the license or certification in the Issue Date and Expiration Date fields.

40. You have the option to add or remove any license or certification using the Remove License/Certification or Add License/Certification buttons.

41. 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 displays a web form for entering license or certification information. It features two date selection fields: 'Issue Date' and 'Expiration Date'. Each field consists of a 'Month' dropdown menu and a 'Year' dropdown menu. Below these fields is a small italicized instruction: 'If this license/certification will be received in the future, enter the expected issuing date.' Underneath the instruction are two blue buttons: 'Remove License / Certification' and 'Add License / Certification'. At the bottom of the form are three large, dark blue buttons: 'Save and Continue', 'Save as Draft', and 'Quit'.

Job-Related Questionnaire

42. 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 application.

43. 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.

1 Personal Information

2 Work Experience

3 Education & Licenses / Certifications

4 Job-Related Questionnaire

5 General Questionnaire

6 Additional Attachments

7 Diversity / Disability

8 eSignature

9 Review and Submit

Job-Related Questionnaire

Questionnaire

Please answer the following questions as accurately as possible.

* 1. What is the highest level of college education completed in secretarial science or business office applications from accredited career school or community college?

- None
- Associate core program or associate degree or higher

* 2. How much experience do you have in secretarial/administrative professional field?

- None
- Less than 18 months
- At least 18 months, but less than 36
- 36 months or more

* 3. Do you possess six (6) months experience as State of Ohio Administrative Professional 1, 16871?

- Yes
- No

* 4. Are you a member of OCSEA

- Yes
- No

Save and Continue

Save as Draft

Quit

For applicant support and additional information about employment with the State of Ohio, [return to Careers.Ohio.Gov](https://careers.ohio.gov)

General Questionnaire

44. Select if you are or are not a current State of Ohio employee in the Are you a current State of Ohio employee section.

45. 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.

46. 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.

47. 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.



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?

No Selection ▼

*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:

No Selection ▼

Save and Continue

Save as Draft

Quit

Attachments

48. The Additional Information section provides an opportunity to attach documents (resume, cover letter, etc.) to your job submission.

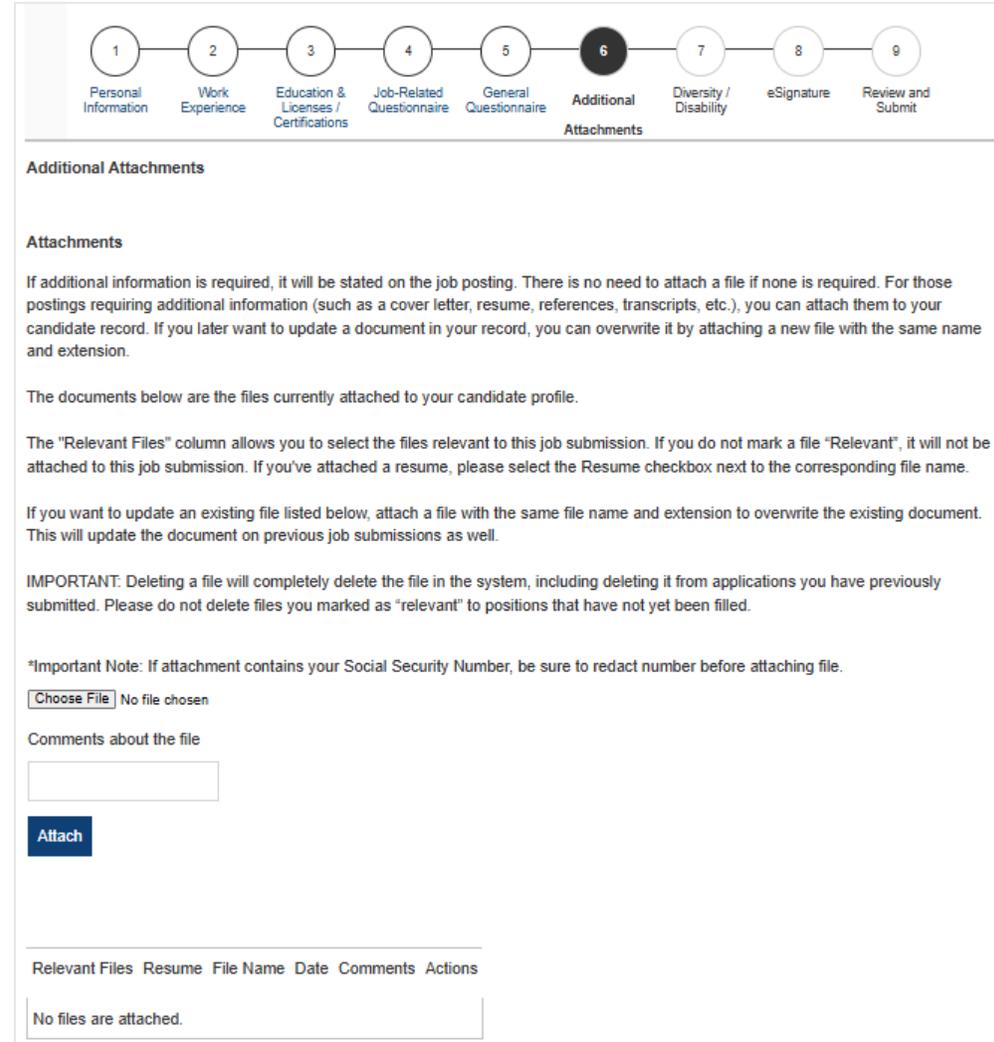
49. Click the Browse button to browse for file(s) you wish to attach to the job submission.

50. After selecting an attachment, click the Attach button to attach the file to the job submission.

51. 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 a progress bar at the top with 9 steps: 1. Personal Information, 2. Work Experience, 3. Education & Licenses / Certifications, 4. Job-Related Questionnaire, 5. General Questionnaire, 6. Additional Attachments (highlighted), 7. Diversity / Disability, 8. eSignature, and 9. Review and Submit.

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.

No file chosen

Comments about the file

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

Diversity/Disability

52. Use the internal vertical scrollbar to review the State of Ohio Equal Employment Opportunity statement.

53. 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.

54. 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.

Click the Save and Continue button.

The screenshot shows a progress bar at the top with 9 steps: 1. Personal Information, 2. Work Experience, 3. Education & Licenses / Certifications, 4. Job-Related Questionnaire, 5. General Questionnaire, 6. Additional Attachments, 7. Diversity / Disability (highlighted), 8. eSignature, and 9. Review and Submit.

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

* 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:

- 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

eSignature

55. Use the internal vertical scrollbar to review the full statement.

56. Complete the eSignature by typing your name into the box labeled Please enter your full name.

57. 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.

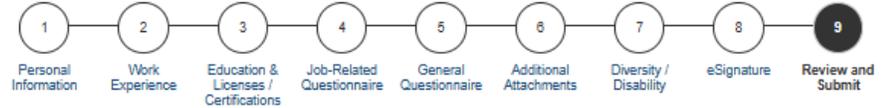
Click the Save and Continue button.

The screenshot displays the eSignature section of an application. At the top, a progress bar shows 9 steps: 1. Personal Information, 2. Work Experience, 3. Education & Licenses / Certifications, 4. Job-Related Questionnaire, 5. General Questionnaire, 6. Additional Attachments, 7. Diversity / Disability, 8. eSignature (highlighted), and 9. Review and Submit. Below the progress bar, the section is titled "eSignature". A text prompt reads: "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." A scrollable text box contains a legal statement: "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...". Below the statement, a warning reads: "Do Not E-Sign Until You Have Read The Above Statement." A confirmation text states: "By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement." A prompt asks: "Please signify your acceptance by entering the information requested in the fields below." A label reads: "*Please enter your full name:" followed by an empty text input field. At the bottom, there are three dark blue buttons: "Save and Continue", "Save as Draft", and "Quit". A footer note says: "For applicant support and additional information about employment with the State of Ohio, [return to Careers.Ohio.Gov](#)".

Review and Submit

58. The last section of the job submission allows you to review and submit your information.

59. Use the vertical scrollbar to view the remainder of the page.



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	Careers.ohio.gov
Source	Careers.ohio.gov
Personal Information	
Full Name	Jane Doe
Street Address (line 1)	1234 Main Street
Address (line 2)	
City	Columbus
Zip/Postal Code	43210
State	Ohio
County	Franklin
Home/Primary Phone Number	1234567890
Email Address	testuser@invalidemail.com
Closest Metropolitan Area	Franklin
Job Posting Notification	
Send an email notification whenever a new position matching this profile is posted.	Yes

Review and Submit

60. You may select Submit, Save as Draft (to continue later), or Quit.

Selecting "Quit" will stop the application process; information will not be saved.

Click the Submit button to submit your job submission.

eSignature | [Edit](#)

eSignature

Esigned by:	Jane Doe
Date:	11/15/24

[Submit](#)

[Save as Draft](#)

[Quit](#)

Completed Submission

61. You will receive the above message once completed with your application submission.



TeamOhio
It's more than just a job

Jane Doe, you are signed in.

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

Thank You! [Sign Out](#) | [My Job Cart \(0 items\)](#)

Process completed

Thank you for your job application. If your profile meets the requirements, a member of our team will contact you.

We invite you to view the available job openings and to further explore the functionalities of your account.

[View My Submissions](#)

For applicant support and additional information about employment with the State of Ohio, [return to Careers.Ohio.Gov](#)