

# Applying for a State Job

## How to Apply

1. To be considered for a job you must be on the employment register.
2. You must submit an official application form. Each job class requires a separate application.
3. You can download an application from the State Personnel website, or you can obtain one from the State Personnel Department or a local State Employment Service. Photocopies of completed applications will be accepted.
4. Once complete, mail the application to State Personnel at the address shown at the top of the application or FAX it to (334)242-1110.

In addition, if an Online Employment System account is created, applications can be completed and submitted directly to State Personnel electronically at <https://personnel.alabama.gov/Jobs>

5. Once your application has been accepted, you will be placed on the register for the position(s) applied. A notification card will be mailed to you stating that you are on the register.

If your application does not qualify for the position applied, you will be notified by State Personnel.

## Additional Information to Know

1. There are many different job classifications with the State. Some of these are open on a continuous basis. You can apply for these at any time.
2. Other job classifications are open on a currently. You must apply by the closing date. The closing date will be on the job announcement.
3. The State Personnel Department publishes a career booklet. This guide tells you about different state jobs. It also tells you how to be notified of these jobs. You may get an employment guide from the State Personnel Department at <https://personnel.alabama.gov/Guides> or from the State Employment Service.
4. For individuals applying for positions with Jefferson County Department of Health search <https://www.jcdh.org/SitePages/About/EmployeeOpp.aspx> and for the Mobile County Health Department search <https://mchd.org/careers/>.