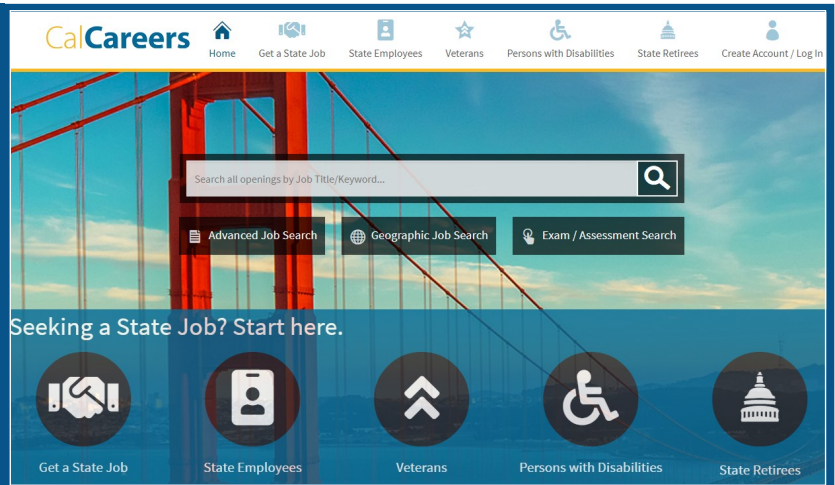


# How to Apply to State Jobs

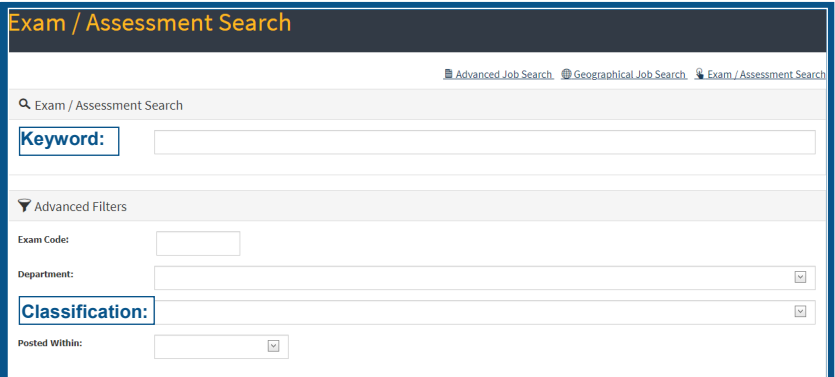
## 1. Create an account

- ◆ Go to [www.Calcareers.ca.gov](http://www.Calcareers.ca.gov).
- ◆ Click on Create Account/Log In.
- ◆ Create application template (STD678).
- ◆ Be as detailed as possible when describing the duties you performed.

The screenshot shows the CalCareers website homepage. At the top is a navigation bar with links: Home, Get a State Job, State Employees, Veterans, Persons with Disabilities, State Retirees, and Create Account / Log In. Below the navigation bar is a large search bar with the placeholder text "Search all openings by Job Title/Keyword...". To the right of the search bar are three buttons: "Advanced Job Search", "Geographic Job Search", and "Exam / Assessment Search". Below the search bar is a banner with the text "Seeking a State Job? Start here." and five circular icons representing different user groups: "Get a State Job", "State Employees", "Veterans", "Persons with Disabilities", and "State Retirees".

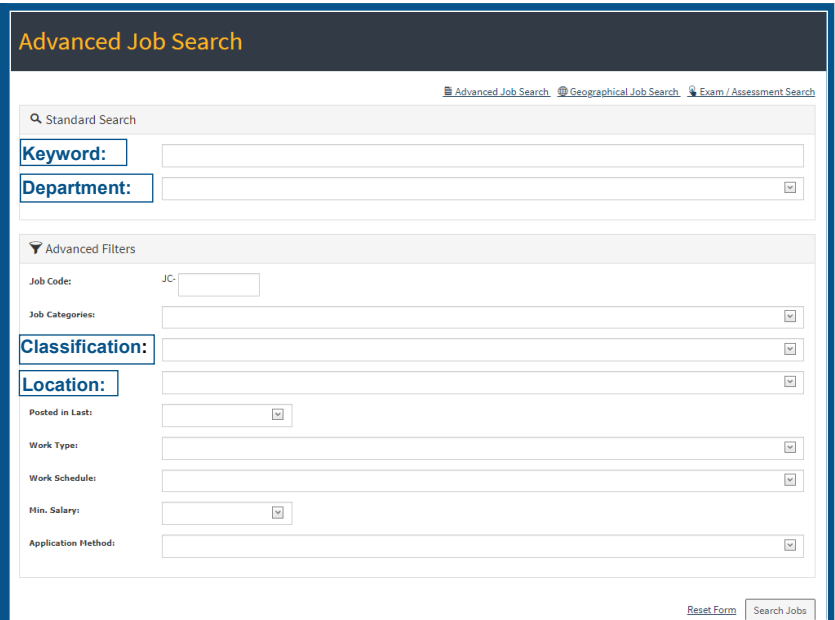
## 2. Take an exam/assessment

- ◆ We will evaluate your education, experience, abilities, and knowledge through an assessment.
- ◆ You need to take an exam for each classification you are interested in.
- ◆ Some exams may have a study guide.

The screenshot shows the "Exam / Assessment Search" page. At the top is a navigation bar with links: "Advanced Job Search", "Geographical Job Search", and "Exam / Assessment Search". Below the navigation bar is a search bar with the placeholder text "Exam / Assessment Search". To the right of the search bar is a button labeled "Keyword:". Below the search bar is a section titled "Advanced Filters" with several input fields: "Exam Code:", "Department:", "Classification:", and "Posted Within:". Each field has a dropdown arrow on the right.

## 3. Apply for job vacancies

- ◆ Go to advanced job search.
- ◆ Search by keyword, department, location, or classification.
- ◆ Read the job posting in its entirety. Some jobs will have special requirements that may request you to submit documents such as a statement of qualifications (SOQ), cover letter, and resume.
- ◆ Tailor your application to each job.

The screenshot shows the "Advanced Job Search" page. At the top is a navigation bar with links: "Advanced Job Search", "Geographical Job Search", and "Exam / Assessment Search". Below the navigation bar is a search bar with the placeholder text "Standard Search". To the right of the search bar is a button labeled "Keyword:". Below the search bar is a section titled "Advanced Filters" with several input fields: "Job Code:", "Job Categories:", "Classification:", "Location:", "Posted in Last:", "Work Type:", "Work Schedule:", "Min. Salary:", and "Application Method:". Each field has a dropdown arrow on the right. At the bottom right of the page are two buttons: "Reset Form" and "Search Jobs".

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