

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number HMR-023
	Subject Applications for Civilian Employment	
	Special Instructions Replaces HMR-023 dated February 16, 2011	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines for processing applications for civilian employment.

II. POLICY

All new civilian applications shall be processed as outlined in this procedure.

Should a current Department employee wish to separate from the Department and be rehired by the Department in a civilian position, an application for employment will be accepted. However, if the employee is selected for the position, they cannot be rehired until after they have terminated employment from the Department.

III. PROCEDURE

A. Applications for civilian positions shall be submitted on-line utilizing the State's electronic job bank system. Required attachments, e.g. transcripts, DD214's, etc., shall be forwarded directly to the Human Resources Division. Paper applications for civilian positions will not be accepted.

B. The Human Resources Division shall determine if an applicant needs to be tested to meet the qualifications for the position for which the applicant has applied. If a test needs to be given, a date and time shall be scheduled for the testing. If a test is not necessary, the application shall be processed.

C. If it is determined the applicant is not qualified for the position applied for, the Human Resources Division shall write a letter advising the applicant why the applicant will not be given any further consideration for hiring.

D. All completed applications shall be maintained in the State's electronic job bank system.

E. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.