

# Applying for a State Job Checklist

- **Set up your CalCareers account**
  - Visit the CalCareers site at [jobs.ca.gov](http://jobs.ca.gov)
  - Create an account
  - Be sure to fill in your contact information
  
- **Create and save a Standard State Application (STD678)**
  - Fill out your contact information, educational history, employment history, and other relevant information using the STD678 template on the CalCareers site
  - Be sure to save your application- you'll need this when applying for eligibility and for specific vacancies
  
- **Find the job you're interested in**
  - Browse our Careers Page at [www.dsh.ca.gov/jobs](http://www.dsh.ca.gov/jobs) to find job opportunities
  - You can also find jobs using the CalCareers website
  
- **Make sure you qualify**
  - View exam bulletins, duty statements, and classification specifications to determine your eligibility
  
- **Take an exam**
  - Taking an exam is a necessary step in the application process. Your score will determine your eligibility for a given position
  - View current exams by visiting [www.dsh.ca.gov/jobs](http://www.dsh.ca.gov/jobs) and clicking "Current Exams"
  - You can also find exams by viewing the vacancy you're interested in and selecting the "I Do Not Have Eligibility" option, then following the instructions
  
- **Apply**
  - Once you've received your exam score and determined your eligibility, you can apply for specific vacancies!
  - Vacancies can be discovered via CalCareers- use the Advanced Search feature to sort your search with the facility you're interested in
  - Follow instructions to submit your application packet through the CalCareers site, or by mail
  - A standard State Application (Std. 678 form) is always required. Some vacancies may require submittal of a cover letter, resume, Statement of Qualifications, etc.

If you have any questions or would like assistance, please contact the DSH Recruitment Unit.

Phone: **(916) 654-2609**

Email: **[DSH.Recruitment@dsh.ca.gov](mailto:DSH.Recruitment@dsh.ca.gov)**

Online: **[www.dsh.ca.gov/Jobs](http://www.dsh.ca.gov/Jobs)**



California Department of  
**State Hospitals**