



Protestant Chaplain Examination Announcement

Open Examination for the Following Location(s): Veterans Homes of California –

Barstow, Chula Vista, Fresno, Lancaster, Redding, Ventura, West Los Angeles, and Yountville

Final Filing Date: Continuous Filing

Salary: \$4,171.00 - \$5,476.00

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex, (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated may apply for this examination. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Applicants may apply via mail or hand deliver the application to the Human Resources Division at the address listed below. Applications (STD. 678) are available at CalHR's website www.jobs.ca.gov.

Submit an Examination Application (STD 678) **And** a Qualifications Assessment to the address listed below:

California Department of Veterans Affairs (CalVet)
Attn: Protestant Chaplain
1227 O Street, Room 404
Sacramento, CA 95814

The testing office will accept Examination Applications (STD. Form 678) continuously and will notify and test applicants on an as needed basis.

[The Qualifications Assessment for Protestant Chaplain and the Standard State Application \(STD 678\) are included in this examination bulletin package. Please ensure that all attached documents are completed in their entirety before submitting to the address listed above.](#)

Submit applications only to the address indicated above. Do not submit to the California Department of Human Resources (CalHR).

NOTE: Only applications with original signature will be accepted. Facsimiles (FAX) or emailed applications will not be accepted under any circumstances.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, mark the appropriate box on the "Examination Application". You will be contacted to make special arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin by the final filing date. Your signature on your application indicates that you have read, understood, and possess the qualifications required.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information may be rejected.

MINIMUM QUALIFICATIONS

Currently ordained, duly accredited by, and in standing with a nationally recognized Protestant denomination. **And**

Education: Equivalent to graduation from college with a minimum of 12 semester units in counseling, psychology or a related field. **And**

Either one or a combination of the following:

1. Completion of twelve months or four quarters of full-time resident clinical pastoral education certified by the Association for Clinical Pastoral Education. **Or**
2. Completion of the equivalent of two year of full-time supervised clinical or field training in pastoral care, social work, psychology, counseling and guidance, or other related fields. (Full-time graduate study, beyond graduation from college if in counseling, psychology, or a related field may be substituted for a maximum of six months of the clinical pastoral education or one year of the supervised clinical or field training on the basis of one year of graduate study for three months of clinical pastoral education or one year of graduate study for six months of supervised clinical or field training.) **And**

Experience: Two years of experience following ordination in one or a combination of the following:

1. As a chaplain in the armed services, or in a public or private institution, or
2. As either a minister, or assistant minister of a church, or as a missionary, or
3. As an ordained minister, in a specialized field, such as church and community counseling, guidance or education.

POSITION DESCRIPTION

Under direction, to provide spiritual and moral guidance to State institution residents; to conduct Protestant religious services; to provide pastoral care; to give instruction; and do other related work.

ELIGIBLE LIST INFORMATION

Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires after 12 months unless the needs of the services and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies at the Veterans Homes in Barstow, Chula Vista, Fresno, Lancaster, Redding, Ventura, West Los Angeles and/or Yountville.

EXAMINATION INFORMATION

Qualifications Assessment -- Weighted 100%

This examination will consist of a Qualifications Assessment weighted 100%. Candidates must attain an overall minimum score of 70% in order to be placed on the eligible list.

NOTE: It is especially important that each applicant take special care to accurately and completely fill out their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement.

CANDIDATES WHO DO NOT COMPLETE OR SUBMIT THE QUALIFICATIONS ASSESSMENT WILL BE DISQUALIFIED.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated aptitude for working effectively with the socially abnormal, interest in the welfare and spiritual needs of institution residents; emotional stability; firmness; patience; self-control; tact; neat personal appearance; good judgment in moral, ethical, and religious matters.

KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS

A. Knowledge of:

1. Human development, particularly of aberrant behavior and the elements of emotional maturity
2. Purposes of mental and behavioral institutions
3. Geriatric population
4. Military, veterans concerns and service organizations and their functions

B. Ability to:

1. Provide protestant religious services and instruction in ethics, religion, and sacred music
2. Counsel institution residents and their families on moral and ethical problems
3. Establish rapport with residents from a variety of denominational backgrounds
4. Analyze situations accurately
5. Serve a geriatric population

VETERANS' PREFERENCE

Veterans' preference credits will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested, these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

IMPORTANT CHANGES – EFFECTIVE JANUARY 1, 2014

[Assembly Bill 372](#), signed into law by Governor Brown on August 12, 2013, changes the way the Veterans' Preference process is administered by the State of California. **Veterans' Preference will be awarded as follows, starting on January 1, 2014:**

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.calvet.ca.gov.

CONTACT INFORMATION

For additional information regarding this examination, please contact the Department of Veterans Affairs (CalVet) Examination Unit at (916) 653-2535.

DISCLAIMER

Please click on the link below to review the official California Department of Human Resources class specification: [Protestant Chaplain](#)

GENERAL INFORMATION

The Department of Veterans Affairs (CalVet) reserves the right to revise the examination plan to better the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the candidate's responsibility for an examination without a written feature to contact the Department of Veterans Affairs (CalVet) three weeks after the final filing date if he/she has not received any notification.

It is the candidate's responsibility for an examination with a written feature to contact the Department of Veterans Affairs (CalVet) six weeks after the final filing date if he/she has not received any notification.

If a candidate's notice of oral interview fails to reach him/her 3 days prior to their scheduled appointment date due to a verified postal error, he/she will be rescheduled upon written request. It is the candidate's responsibility to contact the CalVet at (916) 653-2535.

Examination Locations: Locations of interviews may be limited or extended as conditions warrant.

Examination Applications are available at www.jobs.ca.gov, CalHR State Jobs Center, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at www.spb.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have

education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

College Education: The qualifications meeting the requirement “Equivalent to graduation from college” means satisfaction of the requirements for the bachelor's degree from an accredited, recognized institution of higher education. This means the applicant must show receipt of a bachelor's degree. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent.

TTD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTD Device. California Relay Service (Telephone) for the deaf or hearing impaired. From TDD phones: 1-800-735-2929 or from voice phone: 1-800-735-2922.

Department of Veterans Affairs (CalVet), Examination, 1227 O Street, Room 404, Sacramento, CA 95814
Phone: (916) 653-2535 Website: www.calvet.ca.gov



QUALIFICATIONS ASSESSMENT FOR:

PROTESTANT CHAPLAIN

This examination will consist of the attached Qualifications Assessment questionnaire which will be used to evaluate your knowledge, experience, education, and training as they relate to the **Protestant Chaplain** classification. This Qualifications Assessment is the examination and will account for 100% of the weight of your examination score. It is required that you personally complete this Qualifications Assessment accurately and without assistance. The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination.

To obtain a position on the eligible list, a minimum score of 70% must be attained. Names of successful competitors will be merged onto the eligible list based on their final scores and that list will be used by the California Department of Veterans Affairs to fill existing positions at the **Veterans Homes of California – Barstow, Chula Vista, Fresno, Lancaster, Redding, Ventura, West Los Angeles, and Yountville.**

The instructions below should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your Qualifications Assessment and disqualification from this examination.

All information provided on this Qualifications Assessment questionnaire will be subject to verification at any time during the examination process, hiring process, and after gaining employment. Anyone who misrepresents their experience will be subject to adverse consequences which could include removal from the examination process, certification list, and loss of State employment. Please read and sign the affirmation below:

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935a:

“The department or a designated appointing power may refuse to examine, or after examination may refuse to declare as eligible, or may withhold or withdraw from an eligible list, before the appointment, anyone who meets any of the following criteria:

- (4) Has misrepresented himself or herself in the application or examination process, including permitting another person to complete or attempt to complete a portion of the examination on his or her behalf.”

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the eligible list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: _____ DATE: _____

NAME (PRINTED): _____ SOCIAL SECURITY NUMBER: _____

HOME PHONE NUMBER: _____ WORK PHONE NUMBER: _____

YOUR COMPLETED QUALIFICATIONS ASSESSMENT MUST INCLUDE YOUR ORIGINAL SIGNATURE.

MAILING INSTRUCTIONS:

Mail your completed Qualifications Assessment, along with a completed standard State Application Form, STD. 678 to the address listed below. You may download a copy of the State application from the California Department of Human Resources web site at: <http://jobs.ca.gov/pdf/std678.pdf>

**MAIL COMPLETED
STD. 678 AND
QUALIFICATIONS
ASSESSMENT TO:**

DEPARTMENT OF VETERANS AFFAIRS
1227 O STREET, ROOM 404
SACRAMENTO, CA 95814
ATTENTION: PROTESTANT CHAPLAIN EXAM

NOTE:

- Facsimiles (FAX) or email applications will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of your completed Qualifications Assessment and State Application Form (STD 678) for your records.
- Be sure to enter your name in the space provided on EACH PAGE.

SECTION I – MINIMUM QUALIFICATIONS

All competitors must meet the minimum qualifications before they will be admitted into the examination. Please ensure that your State Application (STD Form 678) clearly indicates your education, experience, and any other qualifying information along with your signature. In addition, please respond to the following questions in Section 1 regarding your qualifications.

A. Are you currently ordained, duly accredited by, and in good standing with a nationally recognized Protestant denomination? Yes No

If Yes, please indicate the Protestant denomination from which you received your ordination, and include issue date and expiration date, if applicable. **Please attach a copy of your ordination certificate.**

Protestant Denomination: _____

Issue date: _____

B. Have you completed education that is equivalent to graduation from college (i.e., 4 year bachelor's degree from an accredited school) with a minimum of 12 semester units in counseling, psychology or a related field? Yes No

If Yes, please indicate the name and location of the University or College you attended, the number of Quarter and/or Semester units completed, any Diploma/Degree received, Date completed (if applicable), and the minimum number of units completed in counseling, psychology and/or a related field. **Please attach a copy of your transcript of records. Courses taken in a foreign country must have been evaluated.**

University or College: _____

Diploma/Degree Received: _____ Date: _____

Total Units: Semester _____ Quarter _____

Counseling Units: Semester _____ Quarter _____

Psychology Units: Semester _____ Quarter _____

Related Field: Semester _____ Quarter _____

If Related Field(s), please specify: _____

C. Have you completed any graduate degree work beyond graduation from college (from an accredited school) in counseling, psychology, or a related field? Yes No

If Yes, please indicate the field of study, name and location of the graduate school, the number of Quarter and/or Semester graduate units completed, any Diploma/Degree received, and Date completed (if applicable). **Please attach a copy of your diploma.**

Graduate School: _____

Diploma/Degree Received: _____ Date: _____

Field of Study: _____

Graduate Units: Semester _____ Quarter _____

SECTION I – MINIMUM QUALIFICATIONS, Continued

D. Have you completed twelve months or four quarters of full-time resident clinical pastoral education certified by the Association for Clinical Pastoral Education (ACPE)? Yes No

If Yes, please indicate the name and location of the ACPE certified program or center, the number of units or months completed and the dates. **Please attach a copy of your certificate.**

Program or Center: _____

Total Units completed: Semester _____ Quarter _____ OR Months completed: _____

Dates of full-time resident clinical pastoral education: From (MM/DD/YY): _____ To (MM/DD/YY): _____

E. Have you completed the equivalent of two years or more of full-time supervised clinical or field training in pastoral care, social work, psychology, counseling and guidance or other related field?

Yes No

If Yes, please indicate type of training, dates and place of training, hours per week, and contact name/phone number.

Type of Training: Pastoral Care Social Work Psychology Counseling

Related Field - *Please specify:* _____

Dates of Training: *From (MM/DD/YY):* _____ *To (MM/DD/YY):* _____

Place of Training: *Facility / Location:* _____ *Hours per week:* _____

Contact Name: _____ *Contact Phone:* _____

F. Do you have two or more years of experience following ordination in one or a combination of the following:

1. As a chaplain in the armed services, or in a public or private institution. Yes No # Years ____

2. As either a minister or assistant minister of a church or missionary. Yes No # Years ____

3. As a minister in a specialized field such as a church and community, counseling, guidance, or education. Yes No # Years ____

NOTE: If Yes, please ensure that your state application (STD Form 678) clearly indicates your experience related to item F - 1, 2, and 3 and includes "to" and "from" dates (MM/DD/YY), hours per week, job title, name/location of workplace, supervisor contact information, and duties performed.

SECTION II – KNOWLEDGE AND ABILITY: *To respond appropriately, select the option from the scale following each numbered item that most closely represents your knowledge and ability. Select only one box per numbered item.*

1. Knowledge of human development, particularly of aberrant behavior and the elements of emotional maturity

- a. I have no or a limited amount of this knowledge
- b. I possess this knowledge but have not applied it in an actual work setting
- c. I possess this knowledge and have applied it in an actual work setting under close supervision
- d. I possess this knowledge and have applied it in an actual work setting under normal supervision
- e. I have used this knowledge to train or provide consultation to others

2. Knowledge of the purposes of mental and behavioral institutions

- a. I have no or a limited amount of this knowledge
- b. I possess this knowledge but have not applied it in an actual work setting
- c. I possess this knowledge and have applied it in an actual work setting under close supervision
- d. I possess this knowledge and have applied it in an actual work setting under normal supervision
- e. I have used this knowledge to train or provide consultation to others

3. Ability to provide Protestant religious services and instruction in ethics, religion and sacred music

- a. Limited ability (would require comprehensive training to perform activity)
- b. Some ability (would require on-the-job training to perform activity)
- c. Average ability (could perform activity with guidance)
- d. Very good ability (could perform activity independently)
- e. Excellent ability (could provide training or guidance to others)

4. Ability to counsel community members/residents and their families on moral and ethical problems

- a. Limited ability (would require comprehensive training to perform activity)
- b. Some ability (would require on-the-job training to perform activity)
- c. Average ability (could perform activity with guidance)
- d. Very good ability (could perform activity independently)
- e. Excellent ability (could provide training or guidance to others)

5. Ability to establish rapport with community members/residents from a variety of denominational backgrounds

- a. Limited ability (would require comprehensive training to perform activity)
- b. Some ability (would require on-the-job training to perform activity)
- c. Average ability (could perform activity with guidance)
- d. Very good ability (could perform activity independently)
- e. Excellent ability (could provide training or guidance to others)

6. Ability to analyze situations accurately in order to adopt an effective course of action

- a. Limited ability (would require comprehensive training to perform activity)
- b. Some ability (would require on-the-job training to perform activity)
- c. Average ability (could perform activity with guidance)
- d. Very good ability (could perform activity independently)
- e. Excellent ability (could provide training or guidance to others)

SECTION III –TRAINING AND EXPERIENCE: *To respond appropriately, select the option from the scale following each numbered item that most closely represents your training and experience. Select only one box per numbered item.*

7. Prepare and conduct Protestant religious services

- a. I have no education, training, or experience with this task
- b. I have had education or training on this task, but no application on the job
- c. I have performed this task on the job under normal supervision
- d. I have performed this task on my own, following special guidelines or procedures
- e. I have been consulted as an expert in performing this task

8. Provide prayer and memorial services

- a. I have no education, training, or experience with this task
- b. I have had education or training on this task, but no application on the job
- c. I have performed this task on the job under normal supervision
- d. I have performed this task on my own, following special guidelines or procedures
- e. I have been consulted as an expert in performing this task

9. Administer the Sacraments and other Protestant religious rites

- a. I have no education, training, or experience with this task
- b. I have had education or training on this task, but no application on the job
- c. I have performed this task on the job under normal supervision
- d. I have performed this task on my own, following special guidelines or procedures
- e. I have been consulted as an expert in performing this task

10. Organize and administer classes and/or study groups in Protestant religion, ethics, sacred music

- a. I have no education, training, or experience with this task
- b. I have had education or training on this task, but no application on the job
- c. I have performed this task on the job under normal supervision
- d. I have performed this task on my own, following special guidelines or procedures
- e. I have been consulted as an expert in performing this task

11. Through visitation, provide spiritual guidance and support to community members/residents who are ill

- a. I have no education, training, or experience with this task
- b. I have had education or training on this task, but no application on the job
- c. I have performed this task on the job under normal supervision
- d. I have performed this task on my own, following special guidelines or procedures
- e. I have been consulted as an expert in performing this task

12. Counsel community members/residents on ethical, moral and religious issues

- a. I have no education, training, or experience with this task
- b. I have had education or training on this task, but no application on the job
- c. I have performed this task on the job under normal supervision
- d. I have performed this task on my own, following special guidelines or procedures
- e. I have been consulted as an expert in performing this task

SECTION III – TRAINING AND EXPERIENCE (Continued)

13. Counsel the families of community members/residents on the challenges involved in rehabilitation

- a. I have no education, training, or experience with this task
- b. I have had education or training on this task, but no application on the job
- c. I have performed this task on the job under normal supervision
- d. I have performed this task on my own, following special guidelines or procedures
- e. I have been consulted as an expert in performing this task

14. Provide consultation to staff in responding to complaints and other issues in the workplace

- a. I have no education, training, or experience with this task
- b. I have had education or training on this task, but no application on the job
- c. I have performed this task on the job under normal supervision
- d. I have performed this task on my own, following special guidelines or procedures
- e. I have been consulted as an expert in performing this task

15. Evaluate the religious needs of community members/residents and make recommendations

- a. I have no education, training, or experience with this task
- b. I have had education or training on this task, but no application on the job
- c. I have performed this task on the job under normal supervision
- d. I have performed this task on my own, following special guidelines or procedures
- e. I have been consulted as an expert in performing this task

16. Establish and maintain effective working relationships utilizing tact and interpersonal skills

- a. I have no education, training, or experience with this task
- b. I have had education or training on this task, but no application on the job
- c. I have performed this task on the job under normal supervision
- d. I have performed this task on my own, following special guidelines or procedures
- e. I have been consulted as an expert in performing this task

17. Direct and coordinate programs with religious and allied groups for community members/residents

- a. I have no education, training, or experience with this task
- b. I have had education or training on this task, but no application on the job
- c. I have performed this task on the job under normal supervision
- d. I have performed this task on my own, following special guidelines or procedures
- e. I have been consulted as an expert in performing this task

18. Perform various administrative duties (e.g., reports, correspondence, logs, records, etc.)

- a. I have no education, training, or experience with this task
- b. I have had education or training on this task, but no application on the job
- c. I have performed this task on the job under normal supervision
- d. I have performed this task on my own, following special guidelines or procedures
- e. I have been consulted as an expert in performing this task

SECTION IV – CONDITIONS OF EMPLOYMENT

If you are successful in the exam, your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form.

Please choose the location(s) you are willing to work. You may choose more than one location; however if you are not planning to relocate or are not willing to travel to a distant job location, please do not select locations that are a long way from your residence.

- | | | |
|---|---|--|
| <input type="checkbox"/> Barstow (3601) | <input type="checkbox"/> Lancaster (1938) | <input type="checkbox"/> West Los Angeles (1975) |
| <input type="checkbox"/> Chula Vista (3702) | <input type="checkbox"/> Redding (4504) | <input type="checkbox"/> Yountville (2804) |
| <input type="checkbox"/> Fresno (1005) | <input type="checkbox"/> Ventura (5609) | |

Please choose the type(s) of appointment you will accept. You may choose one or more items.

- | | |
|---|--|
| <input type="checkbox"/> Permanent Full-Time (D) | <input type="checkbox"/> Limited Term Full-Time (K) |
| <input type="checkbox"/> Permanent Part-Time (V) | <input type="checkbox"/> Limited Term Part-Time (W) |
| <input type="checkbox"/> Permanent Intermittent (T) | <input type="checkbox"/> Limited Term Intermittent (X) |
| <input type="checkbox"/> All of the Above (A) | |

THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR
PROTESTANT CHAPLAIN
Please refer to page one for mailing instructions.

EXAMINATION/EMPLOYMENT APPLICATION

STD. 678 (REV. 6/2010) Page 2

APPLICANT'S NAME <i>(Last)</i>	<i>(First)</i>	<i>(M.I.)</i>	EASY ID
--------------------------------	----------------	---------------	---------

EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL? IF NOT, DO YOU POSSESS A GED OR EQUIVALENT? IF NOT, ENTER THE HIGHEST GRADE YOU COMPLETED

YES NO YES NO

UNIVERSITY OR COLLEGE—NAME AND LOCATION, BUSINESS, CORRESPONDENCE, TRADE OR SERVICE SCHOOL	COURSE OF STUDY	UNITS COMPLETED		DIPLOMA, DEGREE OR CERTIFICATE OBTAINED	DATE COMPLETED
		SEMESTER	QUARTER		

LICENSES – LIST APPLICABLE LICENSES AND CERTIFICATES INDICATED IN THE EXAMINATION BULLETIN.*(If you are an attorney, please indicate the date you were admitted to the Bar under the Issue Date column, if stated on the examination bulletin.)*

LICENSE/CERTIFICATION NUMBER	ISSUE DATE	EXPIRATION DATE	IN THE SPACE BELOW, INDICATE SPECIFIC COURSE REQUIREMENTS NEEDED TO SATISFY REQUIREMENTS FOR THIS EXAMINATION

EMPLOYMENT HISTORY— Begin with your most recent job. List each job separately.

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION <i>(Include Range or Level, if applicable)</i>	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (Years/Months)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
SALARY EARNED		ADDRESS	
\$	PER		
DUTIES PERFORMED			

REASON FOR LEAVING

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION <i>(Include Range or Level, if applicable)</i>	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (Years/Months)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
SALARY EARNED		ADDRESS	
\$	PER		
DUTIES PERFORMED			

REASON FOR LEAVING

EXAMINATION/EMPLOYMENT APPLICATION

APPLICANT'S NAME (Last)	(First)	(M.I.)	EASY ID
-------------------------	---------	--------	---------

EMPLOYMENT HISTORY (Continued)

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (Years/Months)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
SALARY EARNED		ADDRESS	
\$	PER		
DUTIES PERFORMED			

REASON FOR LEAVING

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (Years/Months)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
SALARY EARNED		ADDRESS	
\$	PER		
DUTIES PERFORMED			

REASON FOR LEAVING

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (Years/Months)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
SALARY EARNED		ADDRESS	
\$	PER		
DUTIES PERFORMED			

REASON FOR LEAVING

EXAMINATION/EMPLOYMENT APPLICATION

APPLICANT'S NAME (Last)	(First)	(M.I.)	EASY ID
-------------------------	---------	--------	---------

EMPLOYMENT HISTORY (Continued)

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (Years/Months)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
SALARY EARNED		ADDRESS	
\$	PER		
DUTIES PERFORMED			

REASON FOR LEAVING

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (Years/Months)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
SALARY EARNED		ADDRESS	
\$	PER		
DUTIES PERFORMED			

REASON FOR LEAVING

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (Years/Months)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
SALARY EARNED		ADDRESS	
\$	PER		
DUTIES PERFORMED			

REASON FOR LEAVING

EXAMINATION/EMPLOYMENT APPLICATION

STD. 678 (REV. 6/2010) Page 5

EQUAL EMPLOYMENT OPPORTUNITY
(For Examination Use Only)

APPLICANT: To assist the State of California in its commitment to Equal Employment Opportunity, applicants are asked to voluntarily provide the following information. This questionnaire will be separated from the application prior to the examination and will not be used in any employment decisions. Government Code Section 19705 authorizes the State Personnel Board to retain this information for research and statistical purposes.

APPLICANT IDENTIFICATION NUMBER (EASY ID)				EASY ID	
FIRST 3 LETTERS OF LAST NAME AT BIRTH	MONTH OF BIRTH	DAY OF BIRTH	LAST 4 DIGITS OF SOCIAL SECURITY NUMBER		
AGE	GENDER				
<input type="checkbox"/> (1) UNDER 21 <input type="checkbox"/> (3) 21 - 39 <input type="checkbox"/> (6) 40 - 69 <input type="checkbox"/> (7) 70 AND OVER	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE				

Ethnic Category (Please check the box that best describes your race/ethnicity.):

(7) **AMERICAN INDIAN OR ALASKAN NATIVE**—Persons having origins in any of the tribal peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
ENTER TRIBAL IDENTIFICATION OR AFFILIATION _____

(2) **ASIAN**—Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This includes China, Japan, and Korea.

(1) **BLACK**—Persons having origins in any of the black racial groups of Africa.

(8) **FILIPINO**—Persons having origins in any of the original peoples of the Philippine Islands.

(4) **HISPANIC**—Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

(6) **PACIFIC ISLANDERS**—Persons having origins in the Pacific Islands, such as Samoa.

(5) **WHITE**—Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Check if:

(3) **OTHER** (Specify) _____

(Y) **DISABLED**—A person with a disability is an individual who: (1) has a physical or mental impairment or medical condition that limits one or more life activities, such as walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself or working; (2) has a record or history of such impairment or medical condition; or (3) is regarded as having such an impairment or medical condition.

MILITARY—A military veteran; a widow or widower of a veteran; or a spouse of a 100% disabled veteran.

How did you learn of this Examination?

TELEPHONE JOB LINE

WORD OF MOUTH

INTERNET

ADVERTISEMENT IN _____

EXAMINATION BULLETIN LOCATED AT _____

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE

EXAMINATION/EMPLOYMENT APPLICATION**INSTRUCTIONS**

Read the following instructions carefully before completing this Application. Please complete the Application on a typewriter or personal computer or print in ink. All questions **must** be answered completely and accurately, except as noted. You may be disqualified for any false or misleading statements or for omitting information. The information you furnish will be used to determine your eligibility and/or may be the basis for arriving at your final rating in an examination. During the course of an examination, you may be requested to provide additional information regarding your qualifications, your preference regarding work location, shifts, etc.

Easy ID - You are required to provide the following tracking information on the application. The first three letters of your last name at birth, the month and day of your birth and the last four digits of your social security number. If you have already established an Easy ID in the online system and it is different, please provide that Easy ID.

Social Security Number - Providing this is voluntary in accordance with the Privacy Act of 1974 (PS 93-579). However, if the Social Security Number is not provided, the department administering this examination will be unable to process your application for purposes of granting Veteran's Preference points, Career Credits, written test waivers, or to check for eligibility in promotional examinations.

Home/VRS/TTY Number - Provide your 10-digit home telephone, Video Relay Service (VRS) phone number, or Text Telephone (TTY) phone number.

Examination Title/Job Title - Fill in the exact title of the examination from the examination bulletin. Promotional examinations are only available to those who currently meet the criteria to apply on a promotional basis (i.e., civil service employee, veteran, legislative employee, etc.). If applying for a vacant position, enter the class title of the position/vacancy for which you are applying.

Question 2 - Reasonable Accommodation will be provided to applicants who need assistance to take an interview or written test. If you check "Yes" you will be contacted via telephone or mail to make specific arrangements.

Question 5 - Employment History/Discharges. Question 5 must be answered by all applicants. You must answer "Yes" if you have ever, because of poor performance or misconduct, been fired, dismissed, or terminated from a job, or had an employment contract terminated. Explain any "Yes" answers in the Explanations section. Include the facts in brief, the grounds for any action taken against you, and the circumstances under which you left the position.

In completing this application, you do not need to answer "Yes" to Question 5 if:

- you have been rejected during a probationary period; or
- your employer withdrew the firing, dismissal, termination, or contract termination (either voluntarily or as part of a settlement); or
- a court or administrative agency overturned or revoked the firing, dismissal, termination, or contract termination.

If asked about past employment history by a prospective employer during the hiring process or probationary period, however, applicants are required to tell the truth regarding any firing, dismissal, termination, contract termination or rejection during probationary period, whether or not the action was overturned, revoked, or withdrawn (either voluntarily by the employer or, as part of a settlement agreement). Applicants are also required to provide factually correct information on the Employment History section of the application.

Questions 8 and 9 - These questions should be answered only if the examination bulletin indicates (a) a minimum or maximum age requirement for eligibility; and/or (b) a California Driver License requirement.

Explanations - Use this section to explain the details of any response that requires additional information. Be thorough, and attach additional sheet(s) if needed.

Signature - Your signature and the date signed is required. If the Application is not signed, it may be rejected.

Education - You must include a complete record of your training and educational background. Please read the Requirements section of the examination bulletin carefully for any special educational requirements. If more space is needed, attach additional sheet(s).

Licenses - If the examination bulletin calls for a specific license, professional certificate, or membership in a professional organization, list the full name of the license, certificate or organization, the license number, and the official expiration date of the document or membership.

Experience - You must include a complete list of your paid and/or volunteer work experience **which relates to the qualification requirements specified on the examination bulletin**. List all relevant jobs, during the past 10 years, regardless of duration, including part-time and military service. You should also list volunteer experience and jobs held more than ten years ago if they relate directly to the job for which you are applying. **State employees must list the specific departments for which they worked and indicate the specific civil service class title(s) held.**

Examinations Granting Veteran's Preference Points - If you have not previously applied for and been approved Veteran's Points, you must apply for the points by completing and submitting the Application for Veteran's Preference Form SPB-1093 to the State Personnel Board.

NOTE: Your completed Application and other examination related information submitted to the department administering this examination becomes confidential information and the property of the State of California as provided by Government Code Section 18934. This Application and other confidential information **will not be returned**; therefore, we recommend that you keep a copy of your completed Application for your personal records. Your rights to inspect your examination papers are set forth in Sections 186-189 of Title 2 of the California Code of Regulations, which can be accessed on the State Personnel Board's website at www.spb.ca.gov.

PLEASE ENTER YOUR NAME ON PAGES 1 THROUGH 4 AND STAPLE ALL PAGES OF THE APPLICATION TOGETHER BEFORE SUBMITTING!