

# Military to California State Service

Acquiring any job in the state government requires taking and passing an exam.

- You must create a State Profile FIRST at <https://forms.spb.ca.gov/employment/>
- You can see what jobs are available according to what you have: High School diploma, two years of college, or a Bachelor's degree.
- To become eligible for positions, determine what job you would like to do by clicking [HERE](#).

Veteran's Preference is a huge advantage! Once you take an exam, you are rated in three tiers: Rank 1, the highest achievement, Rank 2 and Rank 3.

- Complete the Veteran's Preference form [HERE](#).
- Once you pass an exam with at least a 75%, you immediately become Rank 1 regardless of what you scored.

Once you create your profile on [www.jobs.ca.gov](http://www.jobs.ca.gov) and pass an exam, you must complete an application. When applying for positions, do NOT submit the same generic application.

- Pay close attention to the "Classification" description of the job bulletin. Print it out and tailor your job application, resume, and cover letter to what it asks for.
- Although not always required by the job bulletin, we always recommend including a resume and cover letter that highlights the key characteristics of what the department is looking for.

When reviewing the job bulletin, always call the contact person listed and ask for a Job Duty Statement.

- From this, tailor your job application, resume, and cover letter to what kind of candidate they are looking for.

For applicants who have a mental/physical disability, you may qualify for the State's Limited Examination and Appointment Program (LEAP).

- LEAP provides an alternative way to demonstrate qualifications for employment than the transitional state civil service examination process.
- Click [HERE](#) to determine your eligibility and to begin the application process.

The California Department of Veterans Affairs and California Department of Human Resources offers free lunchtime seminars on "The State Civil Service Hiring Process" and on "LEAP".

- Click [HERE](#) to determine locations and times.
- Click [HERE](#) for webinars if you cannot make the physical locations.

For any questions or specific help, please contact [state.recruit@calhr.ca.gov](mailto:state.recruit@calhr.ca.gov). If you would like to speak directly with someone, call 1-866-844-8671, or visit their office at 1810 16<sup>th</sup> Street, Sacramento, CA.

