



## Arizona Department of Education Application Instructions



The State has an on-line application process. Go to [www.azstatejobs.gov](http://www.azstatejobs.gov) and do the following:

1. Create an account - Click the Create An Account button and fill in the following information:
  - Login – Type in a name that is easy to remember. This login name cannot be changed.
  - Password – Type in a name that is easy to remember. This may be changed.
  - E-mail Address – Type in your e-mail address. If you do not have an e-mail account at work or home, you may get a free one at a variety of sites including mail.yahoo.com and hotmail.com.

After you create an account, use the Login button to enter into the system for all future activity.

2. Add Resume – Click this button to create your resume:

You may either type in your resume or copy and paste it from an existing document. If you choose the copy and paste method, be aware that formatting changes may occur when azstatejobs.gov converts it from the current format to ASCII text. You may do the following to help avoid formatting changes:

- Click on the **Tips for formatting your resume** link directly above the Resume box. Edit your current resume to conform to those tips before copying and pasting.
- Convert your Word document to a text format before copying and pasting into azstatejobs.gov. Make the conversion by performing a “Save as” function on your Word resume and selecting the Plain text option in the “Save as type” field.

Whether you convert your resume or not, be sure to proofread your resume and correct any formatting changes that occur after it is copied into azstatejobs.gov.

Once you create the resume, the button changes from “Add Resume” to “Edit Resume”. Instantly update your resume any time by clicking this button and making changes.

3. Search for Jobs – Click this button. Type in EDU in the Keyword field. Click the search button at the bottom of the page to view all positions with Department of Education.

A screen appears showing all vacancies for Department of Education. This screen shows the Job Title, Location, Date Posted, Salary, and Apply by Date.

4. To Apply for a Position - Click on the Job Title to view a particular job. Read the job information to see if this is a position in which you are interested and feel you qualify.
  - Click the Apply button at the very bottom of the page to be considered for this job.
  - Review your resume and all other information that appears on the page.
  - Click Submit button if all information on the screen is correct.

- Print the acknowledgment page that appears saying you were successful in applying for the position. If an acknowledgment screen does not appear, you must apply for the position again.

Click the View Application History Button on the main page to view open jobs for which you applied. If you need additional help or want to learn more about other helpful functions such as job search agents, click the Help button on the main page.