Create and Manage Your State Job Application

Learn how to:

- Create an ePass Account
- Create an application
- Claim an Employment Preference
- Edit or Remove an application
- Create a new version of you application

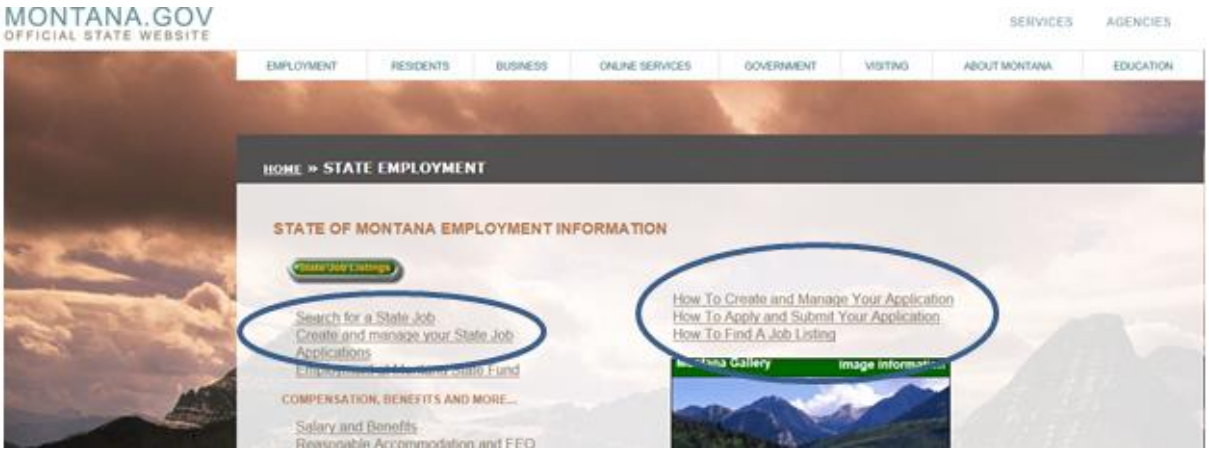
Create an ePass Account

To begin, on the MONTANA.GOV **(http://mt.gov/),** choose **Employment** from the top menu line. You may also click on the Montana State Job Listings to see all current openings.

The page looks like this:

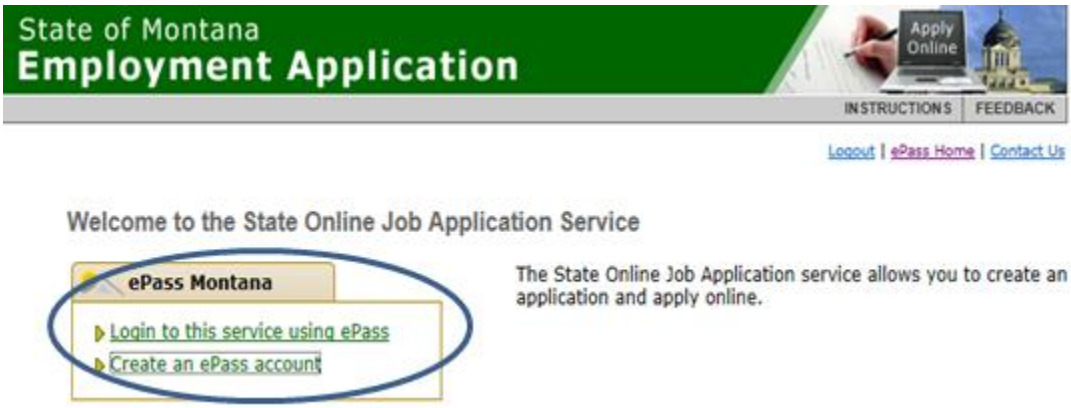
When you click on **Create and Manage State Job Application**, it takes you to the **State of Montana Employment Information** page. For additional instructions, please review the written on **How to Apply and Submit Your State Job Application** and **How to Find Job Listing**.

The **State of Montana Employment Information** page looks like this:



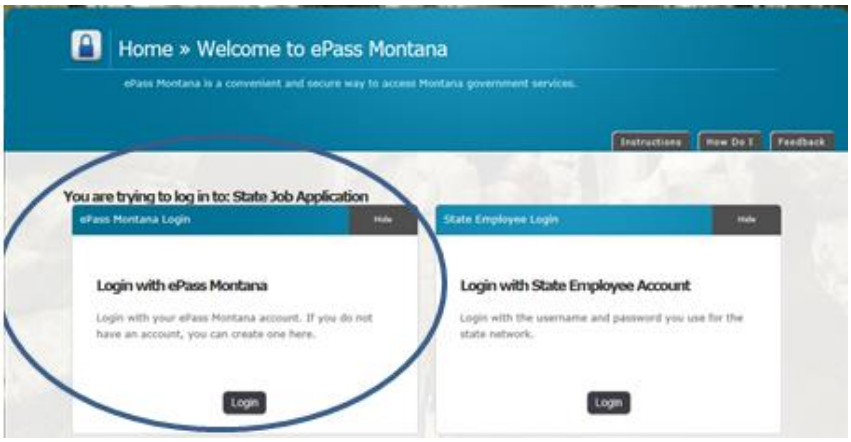
To create or access an application, click on **Create and manage your State Job Applications**. This will take you to the ePass login.

The page looks like this:

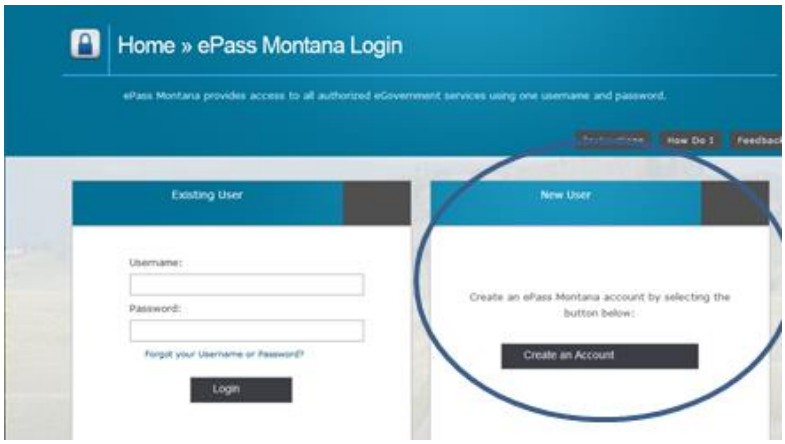


To create an account, click on the **Create an ePass account**. If you have already created an ePass account, you will click on **Login to this service using ePass**. Both will take you to the login page.

The **Welcome to ePass Montana** page looks like this:

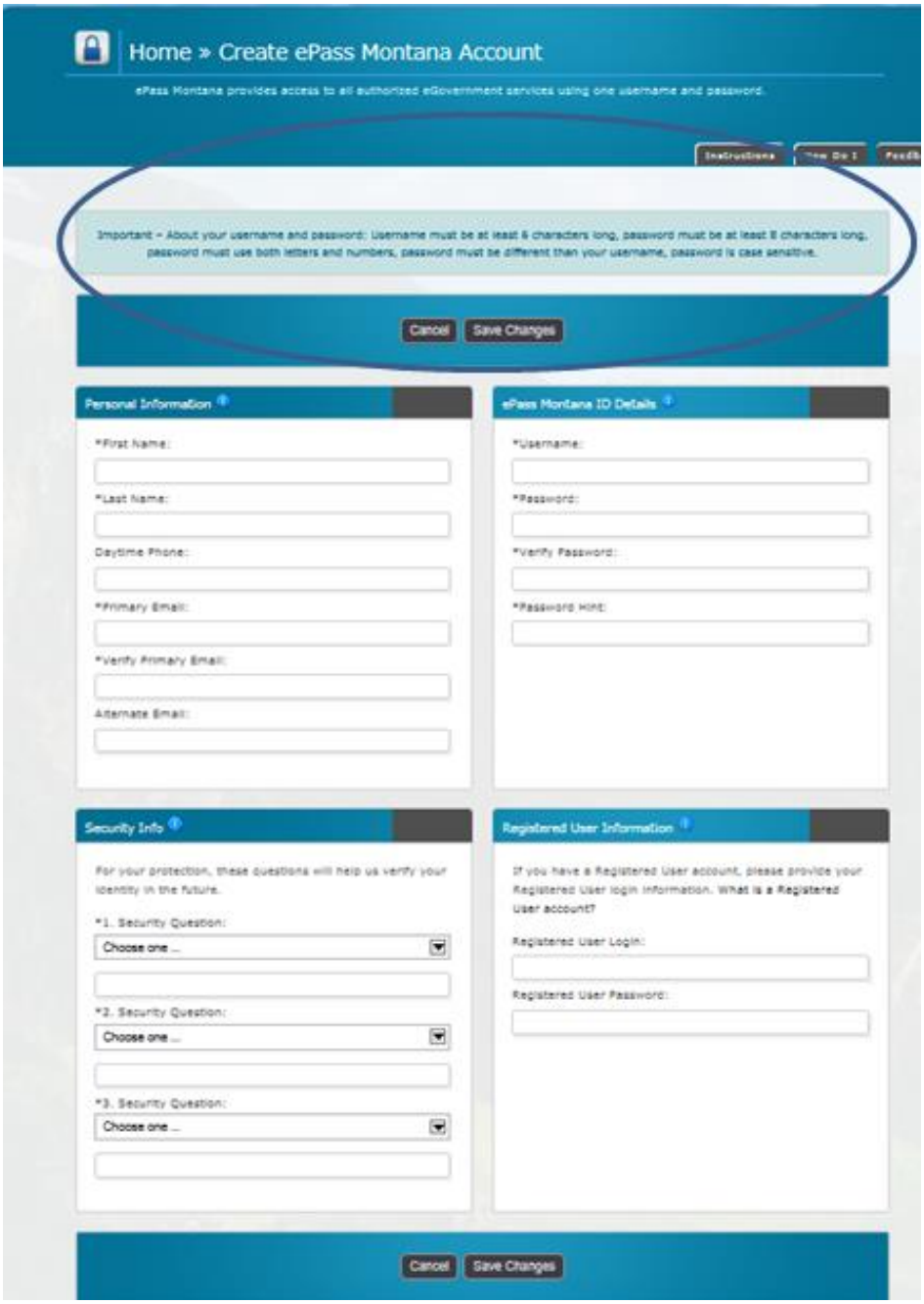


Click **Login with ePass Montana**. The next screen will appear:

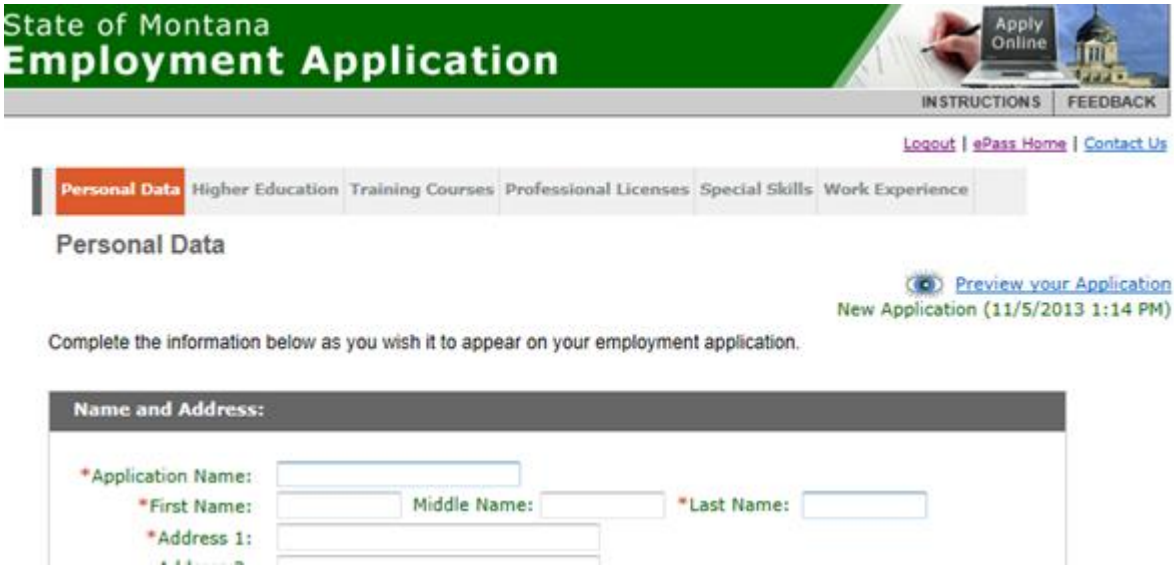


If you are a New User, click on **Create an Account**. Please read the **important** information box and complete the required information.

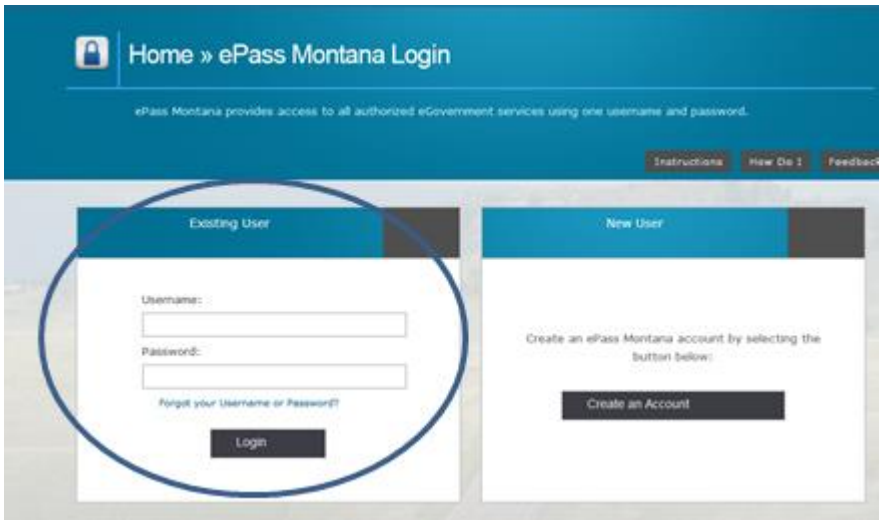
NOTE: Do not complete the **Registered User Information** box. It is for accessing eGovernment Services such as driving record search. **You will have 24-hour-a- day access to the State of Montana Employment Application Service when you create your account.**



NOTE: When you first create an ePass account, **the 6-page employment application** appears automatically. There is information on completing the application later in the guide.



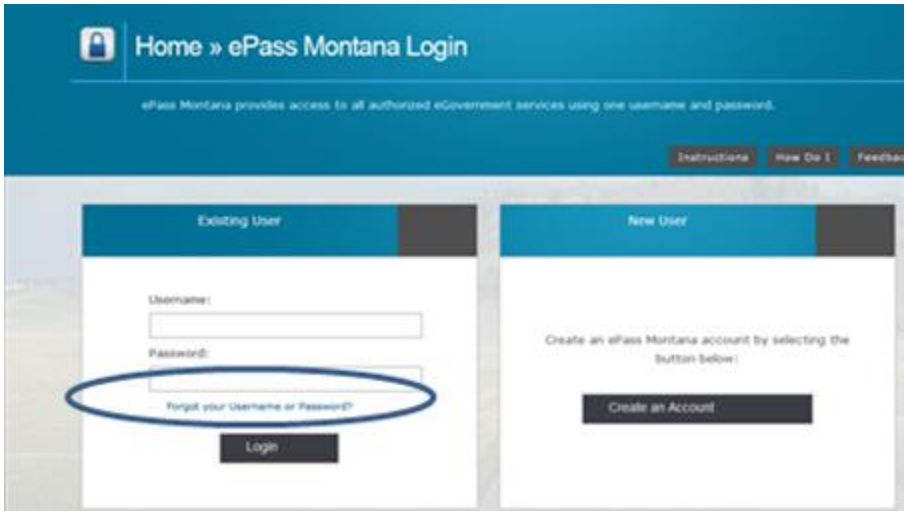
If you are an Exiting User, enter your **Username** and **Password** and click **Login**.



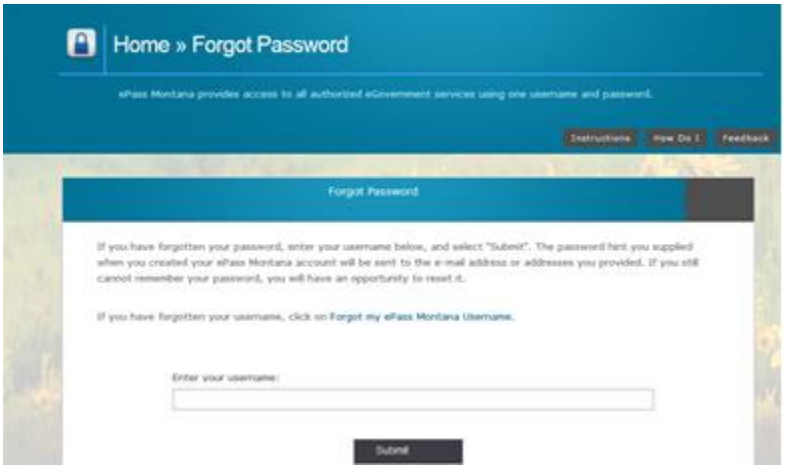
To bring up any application(s) you have already created, **you must enter the same ePass Username and Password you created for the application.**

This will take you to the **State of Montana Employment Application Service** main menu**.**

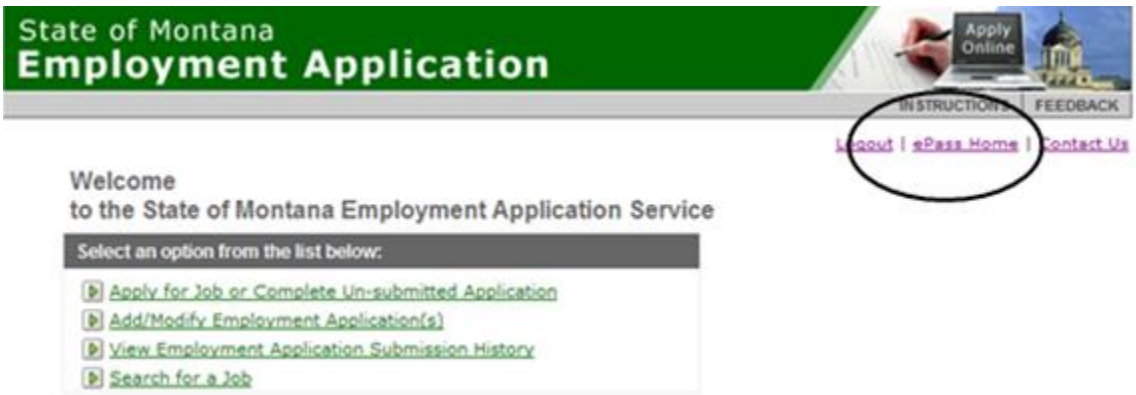
If you have forgotten your password or username, click on the Forgot your Username or Password?



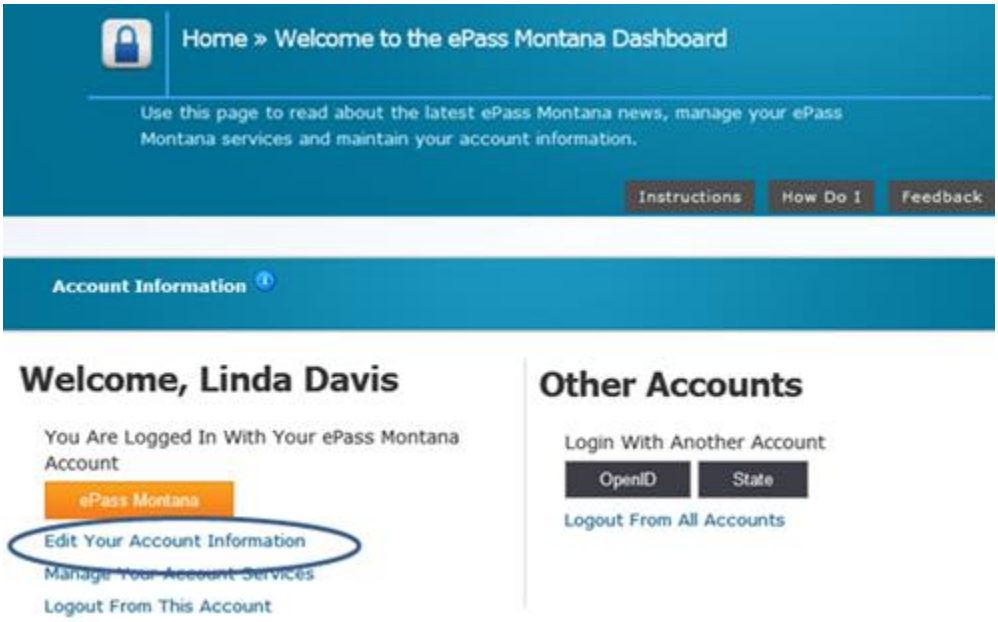
A screen appears that looks like this. Follow the instructions.



After your login is completed, the next page appears:



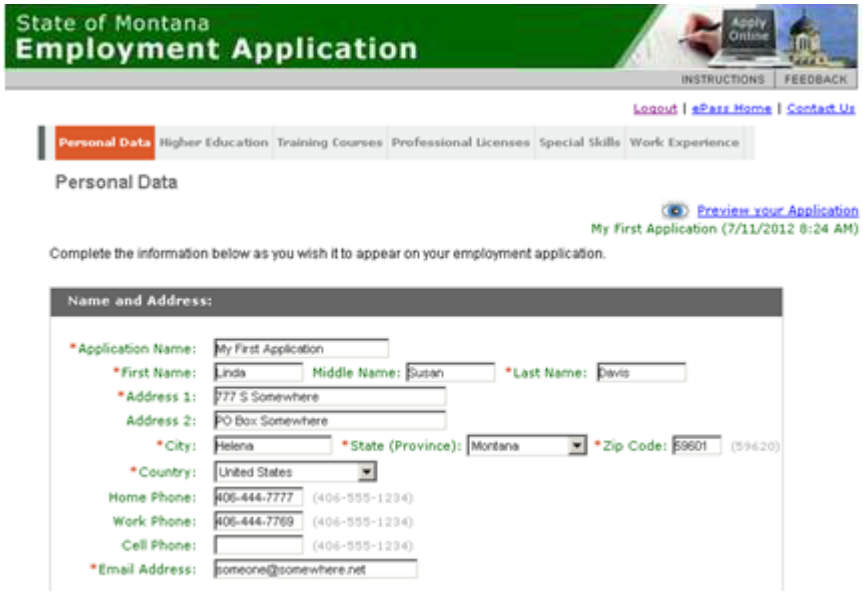
To update your email address, click on **ePass Home** and **then Edit My Account.** This is important because this program sends password hints for forgotten passwords to the email address you provided in your account.



Create and Manage Your Employment Application

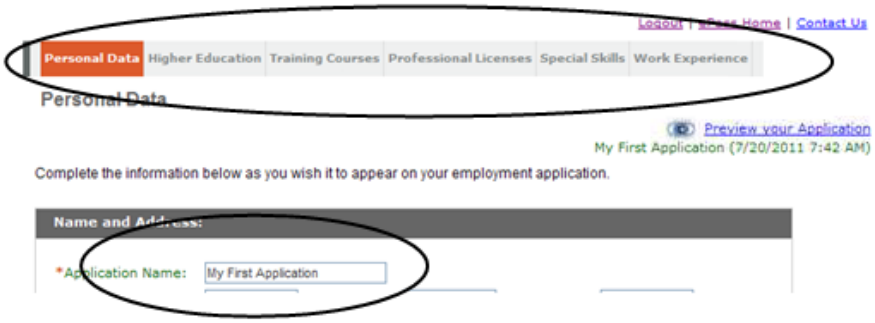
When you first create an ePass account, **the 6-page employment application** appears automatically.

The page looks like this:



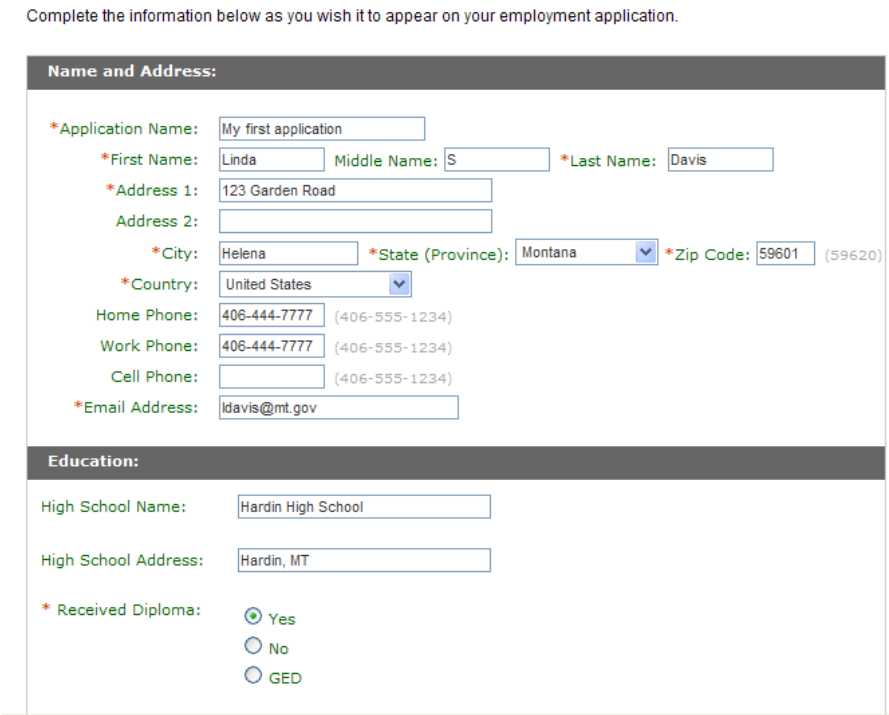
Notice the progress bar at the top progress bar as you move through the application pages. Once you have completed your first application, you may click on the progress bar to quickly go to any of the pages you want to review or edit.

The **Application Name** field will automatically display **My First Application**. You may change the title to whatever you want.



On the Personal Data page, the first section is **Name and Address**. The second section is **Education** for High School information.

The sections look like this:



A red asterisk indicates a required field.

If you have this information in a Word document, such as in your resume or other application materials, you can copy and paste from the Word document into this application.

The next section is the **Applicant Survey**.

The section looks like this:

Applicant Survey:

Please fill out the Survey below. It will be separated from your application and used only for statistical reports and other lawful purposes.

Title VII of the U.S. Civil Rights Act requires the State of Montana to "make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed." This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

This information will be separated from your application. The survey information will be kept confidential, used only for computerized statistical reports and other lawful uses. Analysis of the information you and others provide will be used to monitor recruitment and selection practices in state government.

Have you applied for a State government job before? ⦿ Yes ○ No

Are you a current or past State government employee? ⦿ Yes ○ No

⦿ Female ○ Male

RACE/ETHNIC IDENTIFICATION - PLEASE CHECK ALL THAT APPLY

Are you of Hispanic or Latino origin? ○ Yes ⦿ No (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

SELECT ONE OR MORE OF THE FOLLOWING RACIAL CATEGORIES:

☐ **American Indian or Alaska Native** (A person having origins in any of the original peoples of North or South America, including Central America, and who maintains tribal affiliations or community attachment.)

☐ **Asian** (A person having origin in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)

☐ **Black or African American** (A person having origins in any of the black racial groups of Africa.)

☐ **Native Hawaiian or other Pacific Islander** (A person having origins in the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.)

☑ **White** (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

DISABILITY STATUS

☐ Person with a disability (non-veteran) ☐ Veteran with a disability

MILITARY STATUS - Please check the one box that best describes your military status.

☑ No Military ☐ Active Duty ☐ National Guard ☐ Reserve ☐ Retired Military

☐ Former Service (separated, not retired)

Vietnam Era Veteran? ○ Yes ⦿ No

We use the information you and others provide for statistical reports to monitor recruitment and selection practices in state government. We appreciate you providing this important information.

The next section is **Employment Preference**. If you want to claim either the Veterans' Public Employment Preference or the Persons with Disabilities Public Employment Preference, you will click **yes.** The preference information will open.

The **Employment Preference** section looks like this:

Employment Preference:

*Do you claim the Veterans' Public Employment Preference or the Persons with Disabilities Public Employment Preference? ⦿ Yes ○ No

Employment Preference allows applicants to claim a preference under the Veterans' Public Employment Preference Act or the Persons with Disabilities Public Employment Preference Act. Applying for a preference is voluntary. All information related to a preference will be kept confidential and used only during the hiring process. Applicants hired by the state will have this information placed in a separate confidential selection file.

Contact your local Job Service Workforce Center for details on veterans' preference. Contact your local Montana Vocational Rehabilitation Services Office, Department of Public Health and Human Services (DPHHS) for details on obtaining persons with disabilities preference certification.

⦿ **A Veteran**, if

You have been separated under honorable conditions, AND have served more than 180 consecutive days of active federal military duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard or were a member of the reserves who served on federal military duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.

You are or have been a member of the Montana Army or Air National Guard who has satisfactorily completed a minimum of 6 years service in armed forces, the last 3 of which have been served in the Montana Army or Air National Guard.

○ **A Disabled Veteran**, if

You have been separated under honorable conditions from military duty, AND

You have an established Armed Forces service-connected disability OR are receiving compensation, disability retirement benefits, or pension from the U.S. Department of Veterans Affairs or military department, OR you have received a Purple Heart.

○ **The spouse of a disabled veteran if the veteran's disability prevents him/her from working.**

○ **The unremarried surviving spouse of a veteran or disabled veteran.**

○ **The mother of a veteran**, if

THE VETERAN died under honorable conditions while serving in the Armed Forces, OR THE VETERAN has a service-connected, permanent, and total disability, AND

YOUR SPOUSE is totally and permanently disabled, OR YOU are the unremarried widow of the father of the veteran.

To claim Montana Persons with Disabilities Employment Preference you must be (select one of the items below):

○ **A person with a disability certified by DPHHS**, OR

○ **The spouse of a totally (100%) disabled person certified by DPHHS AND have resided continuously in Montana for at least 1 year immediately before applying for employment.**

Below, select the document which validates your eligibility for employment preference. Applicants claiming a preference must mail, fax, email or upload the selected document to the hiring agency no later than the closing date. The agency contact information is located in the job listing.

DD-214 showing the character of discharge

○ Mail-in ⦿ Upload [ ] Browse... File uploaded: Linda_Davis.doc, 4/2/2012 3:46:25 PM

DPHHS Disability Certification

○ Mail-in ○ Upload

Service-connected disability letter

○ Mail-in ○ Upload

A document issued by the Office of the Adjutant General of the Montana National Guard certifying service.

○ Mail-in ○ Upload

Upload File

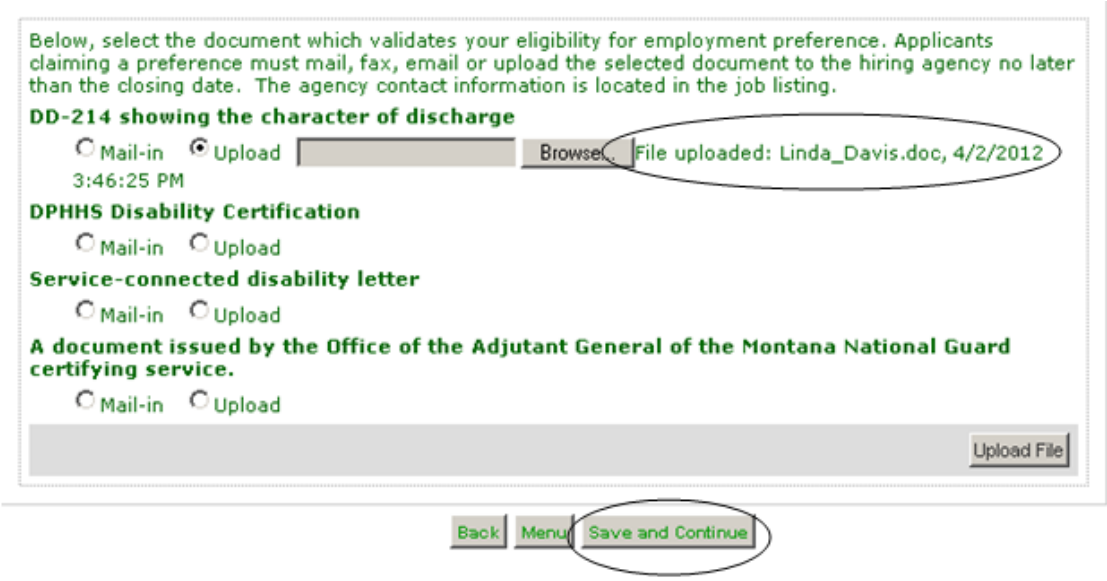
Back | Menu | Save and Continue

After you click on the preference you want to claim, click on the document that validates your eligibility. You may select **Mail-in or Upload.**

If you have the document electronically, you may upload the file. Click Browse to locate the file then click on **Upload File** at the bottom of the page.

When the document is loaded, the File Uploaded message and the file name will appear beside the Browse button.

It will look like this:

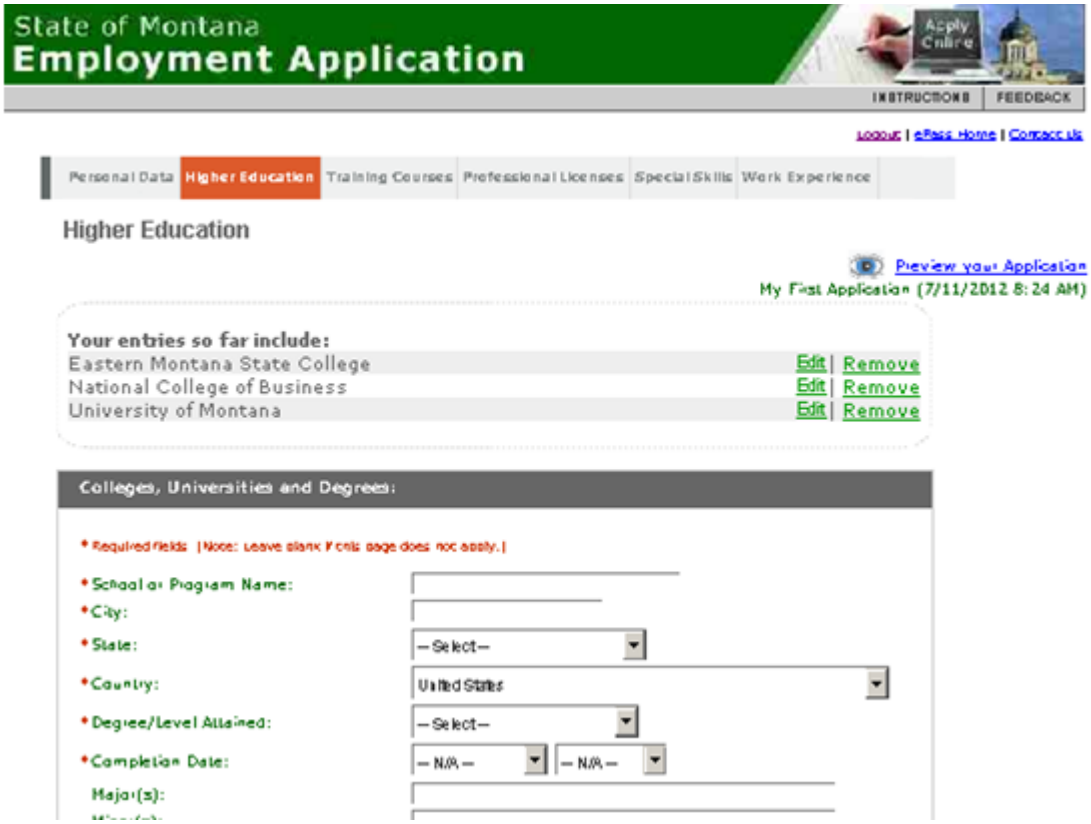


When you have completed the Personal Data page, click **Save and Continue** at the bottom of the page.

If you forget to complete a required field the page will not save and the cursor will appear in the field you forgot to enter. If you don't complete the field and click on **Save and Continue** again, you will get a message in red indicating the field (s) not completed. The message looks like this:

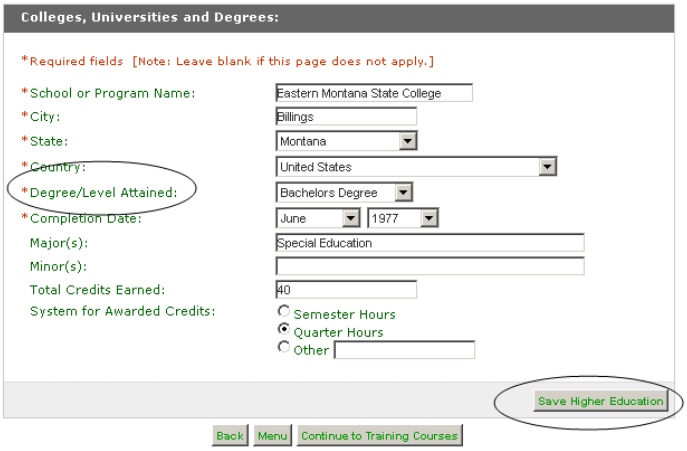
Once you have completed the fields, click **Save and Continue** to go to the next page - **Higher Education**.

The page looks like this:



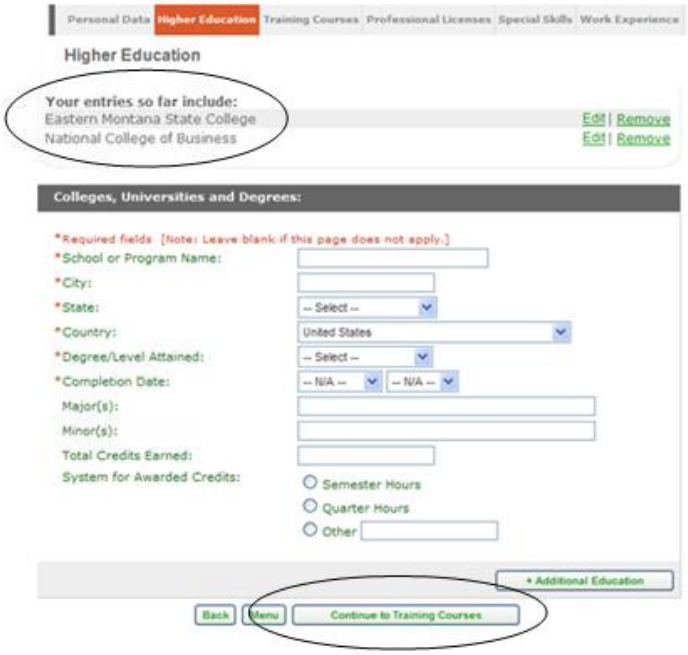
If you want to enter information for higher education, enter information for all required fields marked with a red asterisk. You may leave this page blank if you do not want to enter higher education information.

You have several different options in the **Degree/Level Attained** field such as BA, Master, and Some College etc. Begin with the highest degree or level attained.



When you have completed the information, click **<u>Save Higher Education</u>**.

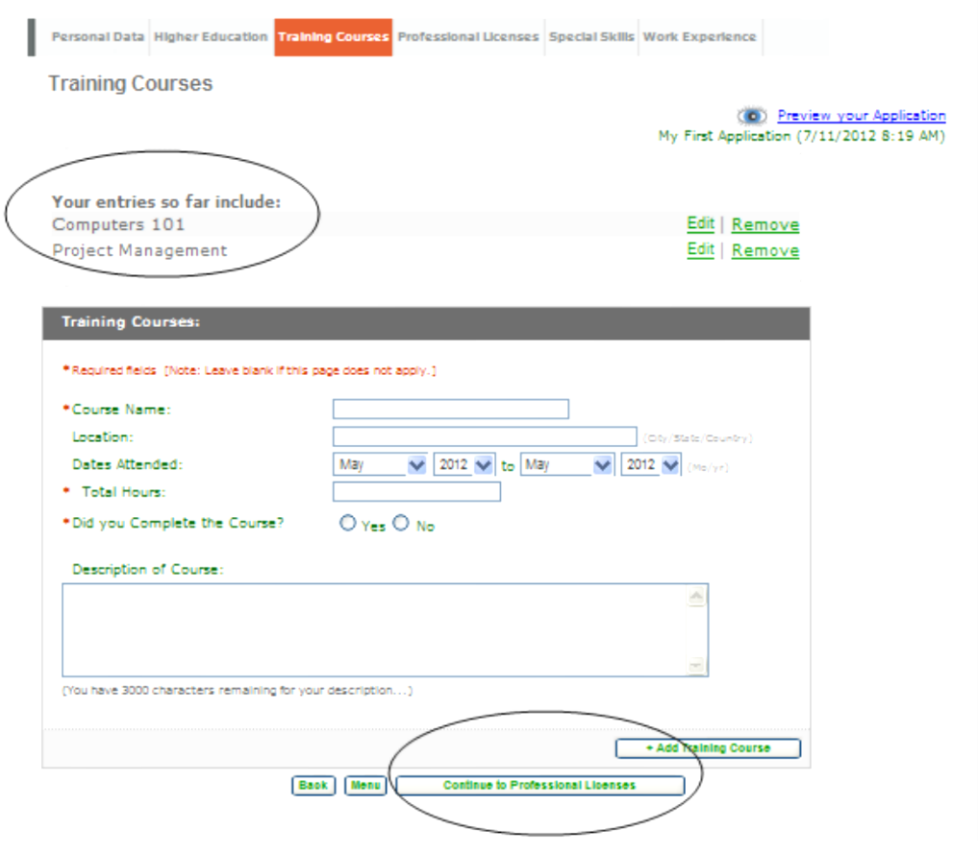
It saves under **Your entries so far include.** The page looks like this:



You may enter additional college information if applicable. Save and it will appear at the top. You may edit any of the information. When you preview your application, the most recent entry appears at the bottom.

When you have completed entering your education, click on the **Continue to Training Courses**.

The page looks like this:

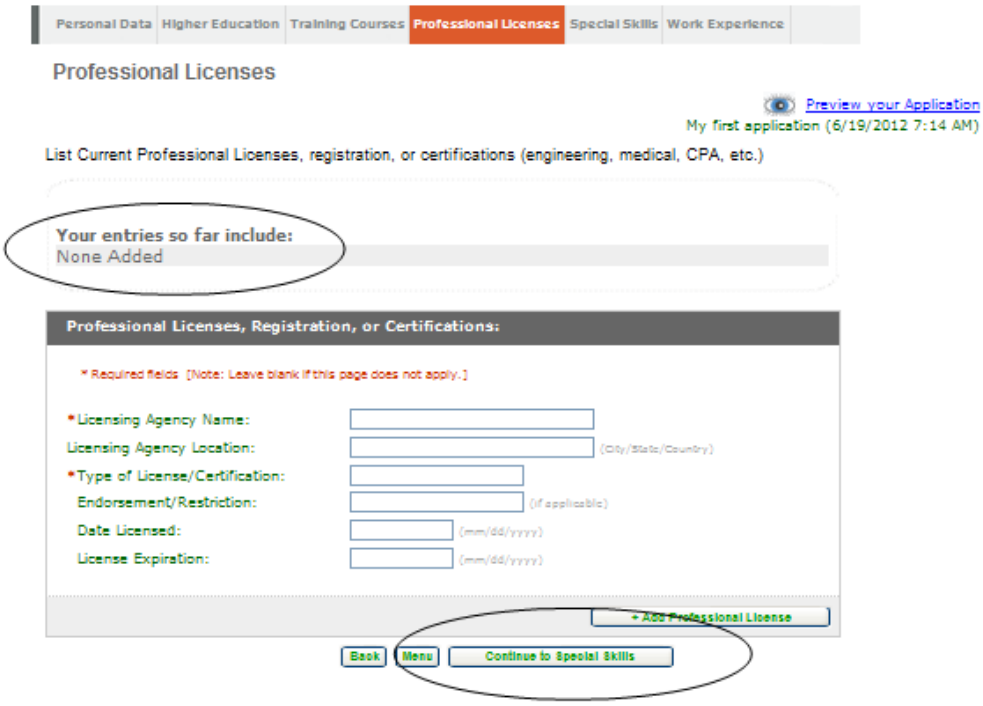


Enter any training courses. You can put in a brief description of the course or you may copy and paste this from other Word documents.

It saves this information under **Your entries so far include:** just like the higher education page. These will appear in the order you entered them with the most recent entry at the bottom.

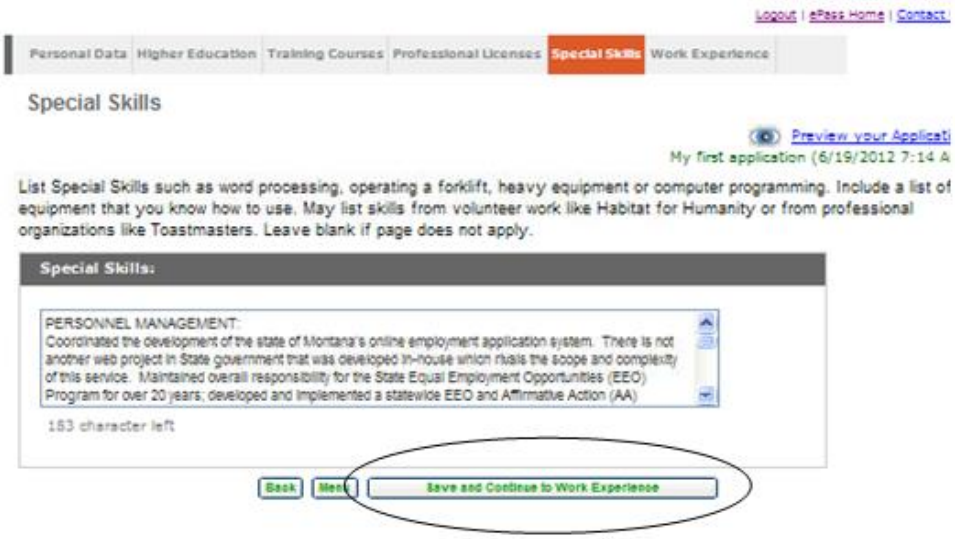
When you have completed the page, click on **Continue to Professional Licenses**.

The page looks like this:



If you have any professional licenses, enter them on this page. If you do not have any professional licenses, it will state: **Your entries so far include: None Added**. You may continue to the next page. Click on **Continue to Special Skills.**

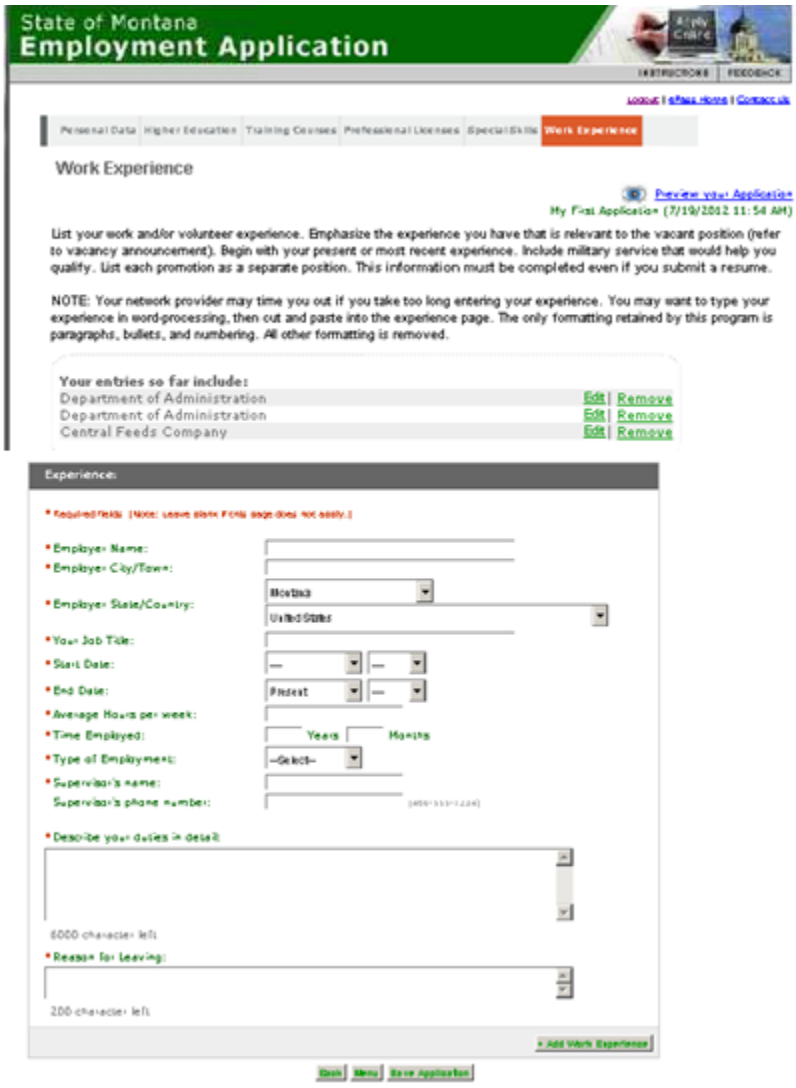
The page looks like this:



Enter special skills such as word processing, operating forklifts, heavy equipment, or computer programming.

Click on **Save and Continue to Work Experience.**

The page looks like this:



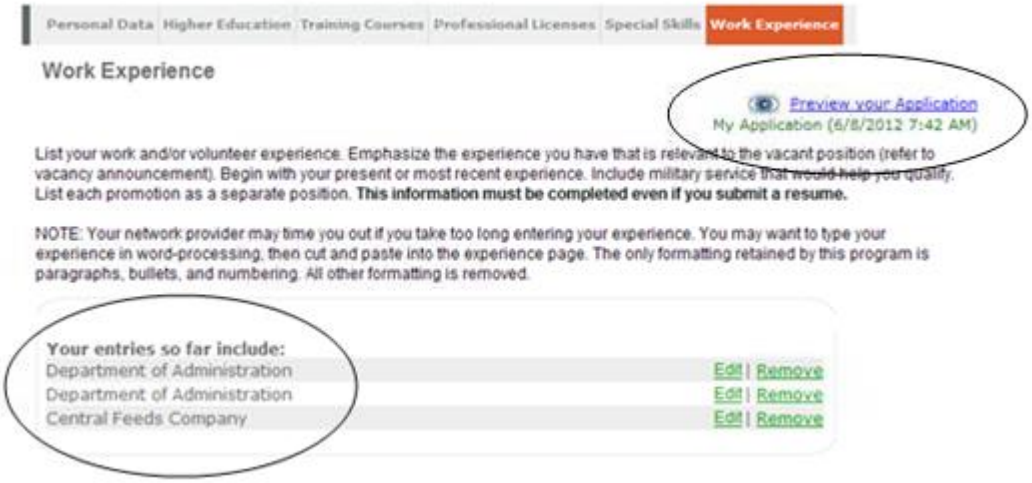
On the Work Experience page, please read the instructions and the NOTE at the top of the page.

You have up to 6,000 characters in the **Describe your duties in detail section**. If you paste in more than 6,000, it will cut off part of the information, you will get a message that you have typed too many characters, and the text box turns red. Edit your description to no more than 6,000 characters.

It saves under **<u>Your entries so far include:</u>** **It will put the entries in date order, starting with the most recent job.**

After you an entered your work experience, you may want to preview your application. Click on **<u>Preview your Application</u>**.

This link is on each page of your application. It will open in a different window. **If your application does not open, make sure your pop-up blocker is turned off.**



Your application looks like this:

STATE OF MONTANA EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

1. Name: Davis, Linda Susan

MailingAddress: 777 S Somewhere PO Box Somewhere

Helena , Montana 59601

Work Phone: 406-444-7769 **Home Phone:** 406-444-7777 **Cell Phone:**

Email Address: someone@somewhere.net

2. What position are you applying for?

Department:

Division: **Location:**

Position Title: **Listing Number:**

Position Numbers:

Do you want to be informed before we contact your present employer? ☐ Yes ☐ No

3. Education - High School Somewhere

Missoula, Montana

Received Diploma or Equivalency Certificate? ☑ Yes ☐ No ☐ GED

8. The information you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment with the State of Montana or, if hired, may be grounds for termination at a later date.

With my signature below, I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me to the State of Montana or its agents and employees. I release all persons or companies from any liability or responsibility for providing such information.

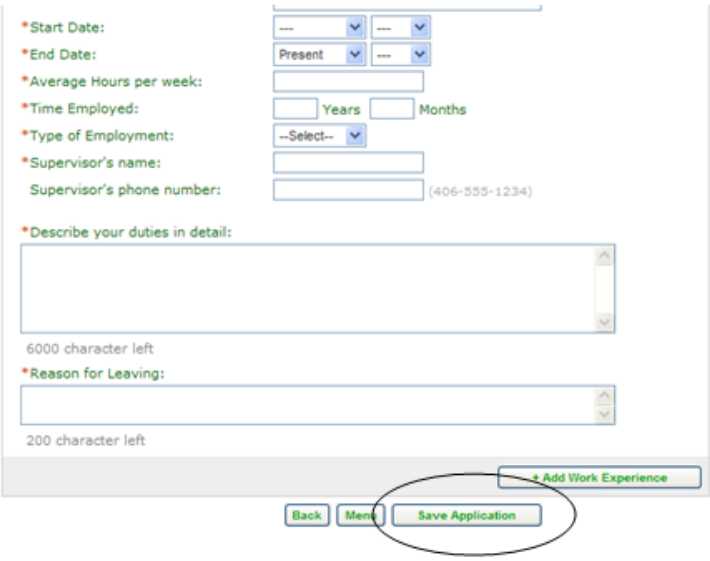
SIGNATURE: Linda Davis **DATE SIGNED:**

Section 2 is blank until you apply for a job listing. The section will automatically populate the position information when you apply. The **Date Signed** in section 8 will automatically display when you submit your application.

If there is any information you need to add or edit, save the application first. See the instructions below to edit your application.

When you have finished previewing your application, close the window. You will be at the **Work Experience** page.

Click **Save Application** at the bottom of the page.



Congratulations, you have completed your application!

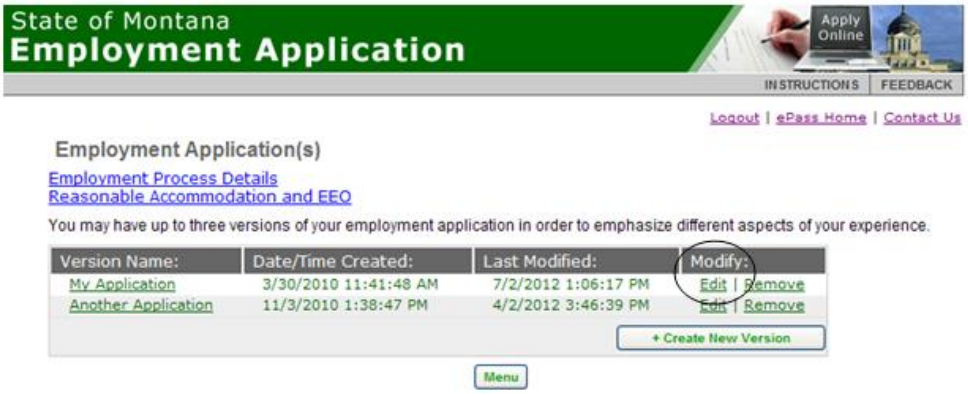
When you click **Save Application**, it will take you to page where you may apply for a job, add/modify your application or search for a job.

The page looks like the:

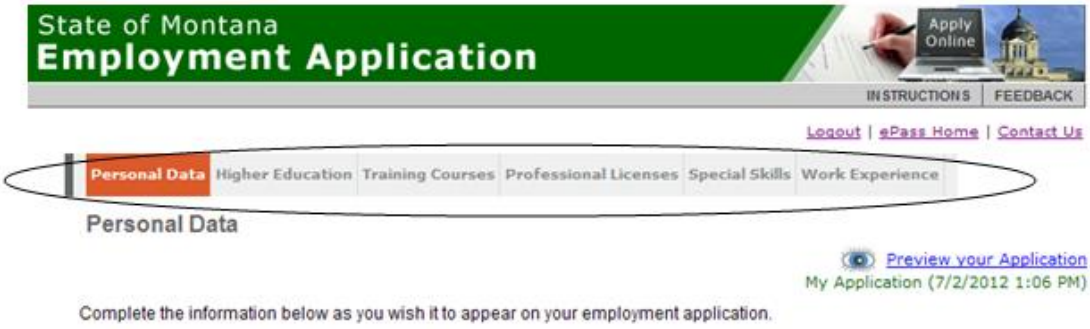
For instructions on applying for a job listing, see **How to Apply and Submit Your Applications** at State of Montana Employment Information website.

If you click on **Add/Modify Employment Applications**, it will take you to the **Employment Application(s)** page. You may create, edit, or remove employment applications.

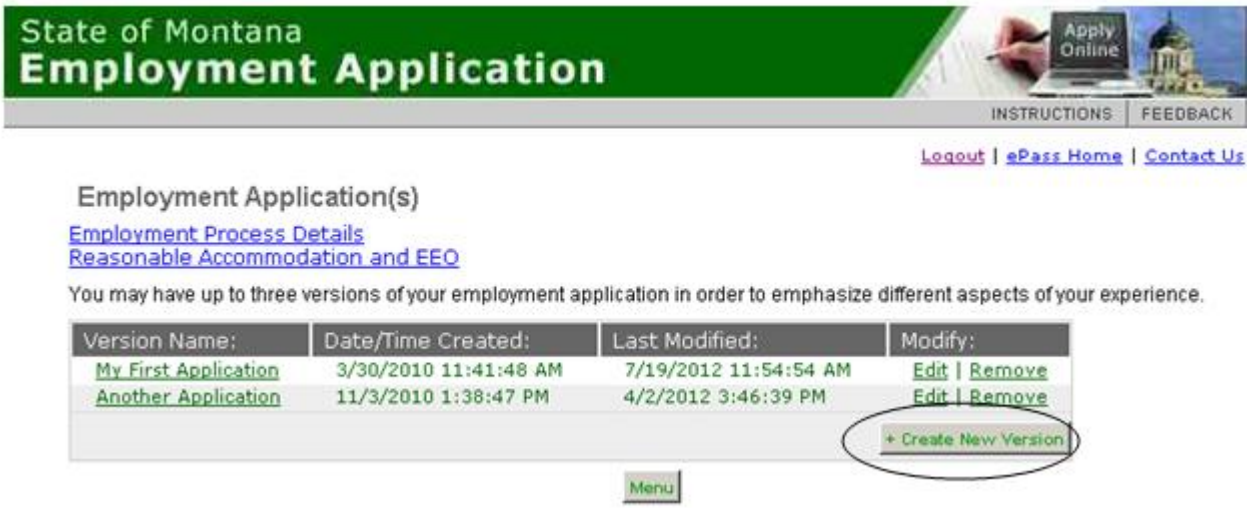
The page looks like this:



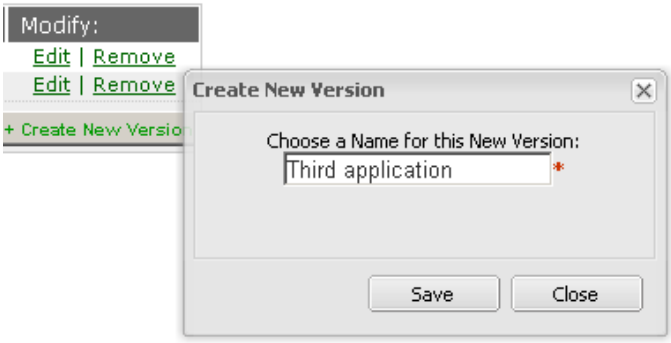
To edit an application, click on the **Edit** link. You may use the progress bar at the top to go the page(s) you want to edit.



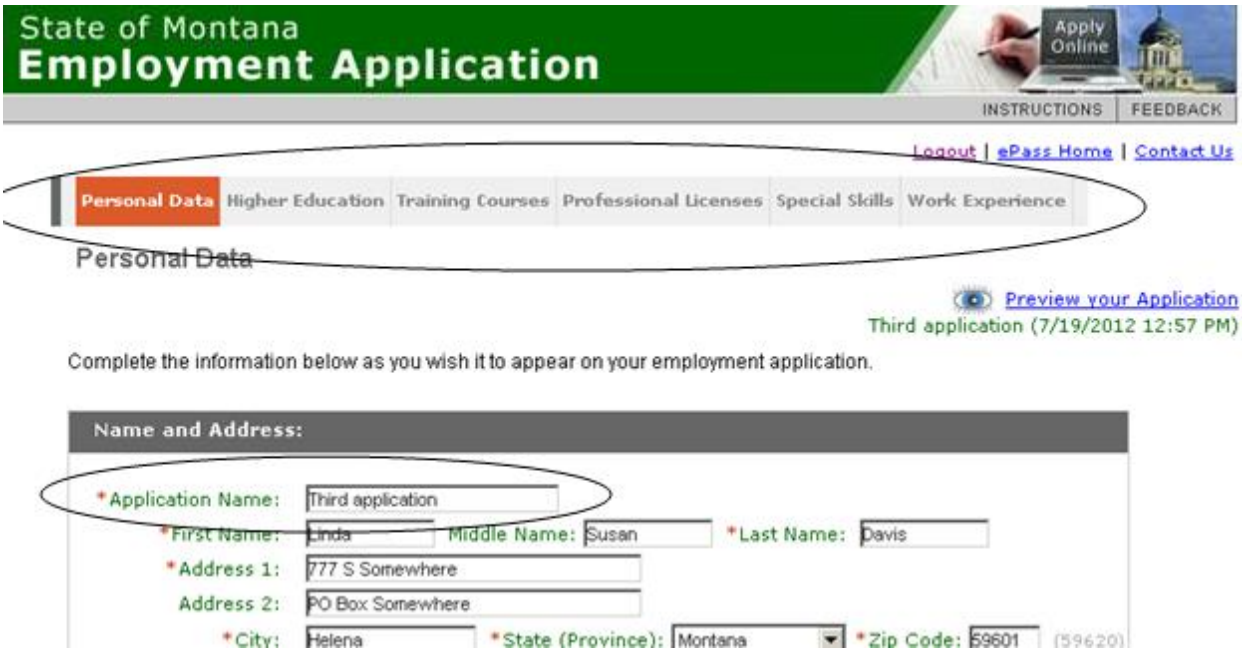
To create another application, click on the **<u>Create New Version</u>**. **NOTE:** You may have up to three versions of your employment applications.



Choose a name for the new version and click **Save**.



The name you enter appears in the **Application Name** field.



The **Personal Data** and **Higher Education** pages will carry forward. For all other pages you will need to add new information and create a separate application. Follow the same steps used to create your first application. You may use the progress bar to move through the process.

Thank you for considering employment with the State of Montana.

<u>Contact Information</u>

The State of Montana has a decentralized human resources system and each agency is responsible for its own recruitment and selection processes.

Therefore, to get help with the online employment application or for information concerning a specific job listing, contact the state agency human resources staff identified on the job listing.

The **<u>State Government Recruitment Contacts</u>** list also contains agency specific contact information.