

INSTRUCTIONAL MANUAL

FOR

COMPLETING THE

STATE OF CONNECTICUT

APPLICATION FORM (PLD-1)

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Statewide Human Resources Management

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APPLYING FOR A STATE EXAMINATION OR JOB

In order to compete in state examinations, applicants must complete and submit a State of Connecticut Application Form as specified on the Examination Announcement. The most frequently used state application form is called the PLD-1. One of the most common reasons that candidates are rejected when applying for exams is failure to complete the application form correctly. If information is missing or too vague, the Department of Administrative Services is not able to determine if the applicant meets the minimum qualifications for admittance into the examination.

The PLD-1 application form is also used to apply for most state job postings. When applying for a state job posting, you should follow all of the instructions below except that instead of entering the examination title and examination number, you will enter the job title on the job posting and the job posting number.

Please note, that the State of Connecticut only accepts applications for examinations and jobs that are currently posted. This means applications submitted without reference to a current job or current examination will not be accepted.

This instruction guide will provide you with the detailed directions you will need to successfully complete the PLD-1. Completing the PLD-1 as instructed will ensure that all necessary and specific information is included in order for the State to accurately evaluate your qualifications.

If you are applying for a state employment examination, it is critical that you read the examination announcement carefully so that you know the minimum qualifications required for admittance into an examination. The minimum qualifications for an examination may include one or more of the following categories: General Experience, Special Experience and Special Requirements. Sometimes there are educational substitutions for some of the General Experience. If this is the case, the examination announcement will clearly state the substitutions allowed. The examination announcement will also contain other important information such as the closing date and application filing instructions. Some examinations require that you submit supplemental examination materials with your application form.

If you are applying for a state job, it is critical that you read the job posting carefully so that you know the minimum qualifications necessary for the job. Many State of Connecticut jobs require that applicants be on a current examination list for the job title in order to apply and be considered for the job. Read the job posting carefully to determine if you need to be on a current examination list. The job posting will also contain other important information such as the application closing date and application filing instructions. Please note that applications for job postings are to be sent to the hiring agency; applications are only sent to the Department of Administrative Services if explicitly stated on the job posting. Applications sent to an incorrect agency will not be accepted.

In assessing your experience in relation to meeting the minimum experience and training requirements for admittance into an examination or in relation to a job posting, please make note of the following rules:

- To qualify, the required experience must have been the primary focus of your job.
- Time in part-time jobs will be prorated to its full-time equivalent.
- Full-time positions are interpreted to equal 40 hours; no additional credit is given for persons indicating a normal schedule of more than 40 hours per week.
- Internships for which you received credits as part of an education program will not be counted towards meeting the General or Special experience if your education is considered as a Substitution.

IMPORTANT NOTE: Read the examination announcement carefully. Many examinations designated as Experience and Training exams require that you submit additional examination materials with your application form. These materials must be submitted with your application form and cannot be accepted at a later date. This manual focuses solely on completing the PLD-1. If you are looking for more information regarding the Experience and Training exams, please access the DAS website (www.das.state.ct.us).

COMPLETING THE APPLICATION FORM (PLD-1)

Applicants must complete ALL parts of the Application Form (PLD-1), in sufficient detail to demonstrate how s/he meets the minimum experience and training qualifications as stated on the examination announcement (or job posting). Resumes may be attached, but cannot substitute for completing any part of the application form. In other words, all information concerning your past work experience, education and training must be included on the application form.

The following instructions give you line by line information on how to fill out the entire State Application (PLD-1).

COMPLETING PAGE 1 OF THE PLD-1

1. **Social Security Number (Required).** Enter your complete Social Security Number in the spaces provided in the upper right hand corner.
2. **Examination Title (Required).** Place the complete name of the examination as it appears on the examination announcement. (If you are applying for a job posting, enter the name of the job that appears on the job posting.)
3. **Exam No. (Required).** Enter the complete exam number as it appears on the exam announcement. Exam numbers have 6 numeric digits followed by 4 letters. (If you are applying for a job posting, enter the number of the job that appears on the job posting. This is not the class code that appears on the job classification specification/description.)
4. **Name (Last) (Required).** Enter your complete last name. If you have two last names or a hyphenated last name, please make sure the name you wish your materials to be filed under appears first.
5. **Name (First) (Required).** Enter your first name. Do not enter nicknames.
6. **(MI).** Enter your middle initial (first letter of your middle name).
7. **Suffix (JR., DR.).** Enter any abbreviations you use with your name such as JR for Junior, DR for Doctor, III for "the third", etc.
8. **Address (Number and Street) (Required).** Enter the number and street of your mailing address. If you have a Post Office Box (P.O. Box), please enter the PO Box number and put your street address next to it. If you have an apartment/unit number, please enter it on the same line, after the street address.
9. **City (Required).** Enter the full name of the city in your mailing address.
10. **State (Required).** Enter the 2-letter abbreviation for the state in your mailing address.
11. **Zip Code (Required).** Enter your 5-digit zip code. (You may also enter the additional four digits, but this is not required.)
12. **General Information Regarding Phone Numbers/E-mail Addresses:** The next sections of the application ask you to provide information regarding telephone numbers and email addresses. Although not required, this information is very useful in case we need to contact you.
13. **Home Phone Number.** Enter your complete home phone number, starting with the area code.

14. **Business Phone Number.** Enter your complete business/work phone number, starting with the area code. If you have an extension where you can be reached, please enter it in the box marked, "extension" next to the box for Business Phone Number.
15. **Cellular Phone Number.** Enter your complete cellular phone number, starting with the area code.
16. **E-mail Address.** Enter your complete e-mail address.
17. **May we call you at work?** If you have supplied us with a business telephone number, please indicate whether or not we may call you at work. Please keep in mind that our normal business hours are 8:30 a.m. to 5:00 p.m., so if we need to contact you during this time and you are at work, this may be the most direct method. We do understand that you may prefer to have us contact your home or cellular phone and we will use these means if you have indicated that you don't want us to contact you at work.
18. **Drivers License (Required).** Check Yes or No to indicate if you do or don't have a current valid driver's license. Please note it does not have to be issued by the State of CT.
19. **If you are 17 years old or younger, enter your age. (Required)** If you are 17 years of age or younger, you must enter your age. If you are 18 or older, please leave this field blank. (Some State of CT jobs require a minimum age of 18.)
20. **What kind of position are you applying for? (Required)** Please indicate what type of position you are interested in by checking one of the boxes: Full Time, Part Time or Either. This information will be used to certify your name to agencies for employment opportunities. Please note that part-time positions can include as many as 34 hours per week and sometimes includes benefits.
21. **Are you currently employed by the State of Connecticut? (Required)** Please answer Yes to this question if you are receiving a paycheck issued by the State of Connecticut, where the State as the employer is taking out and paying your Federal and State taxes. Please answer No to this question if you are working for a Temporary Employment Agency at a state agency (the Temporary Agency issues your paycheck), you are working for the state in a consultative capacity as an independent contractor, you are working for a private company/organization or municipal or federal government, or if you are currently unemployed.
22. **If State employee, give your official class title. (Required)** If you checked Yes to the prior question, enter your official job title. This would be the title found on your official job specification and on your paycheck. Do not enter functional titles, abbreviations or acronyms.

23. **Is this a full-time position? (Required)** Check Yes if you are currently employed by the State of Connecticut and you are working in a full-time position. Check No if you are working in a part-time position.
24. **Major Department. (Required)** If you are currently employed by the State of Connecticut, indicate what State Agency you work for (e.g., Department of Transportation, Department of Correction, Department of Mental Health and Addiction Services).
25. **Bureau, Division, or Agency within Dept. (Required)** Enter the appropriate information.

Education Section

26. **Have you graduated from High School or Received a High School equivalency diploma? (Required)** Check Yes or No.
27. **If you indicate no, circle the highest grade completed. (Required)** If you checked Yes to the prior question, there is no need to circle anything. If you checked No to the prior question, circle the number that indicates the highest education grade you completed.
28. **Technical or Business. (All fields are required if you attended a Business or technical School.)** Enter information regarding any technical or business schools or institutes you may have attended. Under the "Name" column, enter the name of the technical or business school/institute. Under the "Address" column, indicate the town and state where the school is located. If the school has multiple locations, put down the location that you attended. If the school/institute is not in the US, please indicate the country where it is located. In the "Dates Attended" column, please indicate what month and year you started attending the school and what month and year you finished attending at the school, regardless of whether or not you completed the program. If you are still attending a school enter Present or Still Attending in the "To" column. In the "Credit Hours Completed" column, enter the total number of credit hours you completed at the school. Under "Type of Degree Received" column enter the type of the degree or certificate, if any, that you earned from the school. Under "Major Course of Study" indicate your area of concentration. In the "Did you graduate?" column answer Yes or No. Please do not fill in dates of anticipated graduation. Attach an additional sheet set up in the same format if you do not have sufficient room to record the Technical or Business Schools you attended.

29. **College or University. (All fields are required if you attended a College or University.)** Enter information regarding any accredited college or university you may have attended. Under the “Name” column, enter the name of the college or university. Under the “Address” column, indicate the town and state where the college or university is located. If the college/university has multiple locations, put down the location that you attended. If the college/university is not in the US, please indicate the country where it is located. In the “Dates Attended” column, please indicate what month and year you started attending the college/university and what month and year you finished attending the college/university, regardless of whether or not you completed the degree program. If you are still attending a school enter Present or Still Attending in the “To” column. In the “Credit Hours Completed” column, enter the total number of credit hours you completed at the college/university. Under the “Type of Degree Received” column, indicate what degree, if any, you earned from the college/university (e.g., A.S., A.A., BA, BS, AB, MBA, MS, MA, MFA, Ph.D., JD, MD, etc.). Under the “Major Course of Study” column indicate your major or double majors or concentration. In the “Did you graduate?” column answer Yes or No. Please do not fill in dates of anticipated graduation. If you attended multiple schools, please list them in the spaces provided. Attach an additional sheet set up in the same format if you do not have sufficient room to record the colleges/universities you attended.
30. **IMPORTANT NOTES REGARDING EDUCATION:** (1) In order to receive educational credit towards admittance to an examination from a college/ university within the United States, the college/university and program must be accredited. (2) If you wish to receive educational credit towards admittance to an examination from an institution of higher learning outside of the United States, you are responsible for providing documentation from a recognized USA accrediting service which specializes in determining foreign education equivalencies. The responsibility for and the costs associated with obtaining this equivalency information rests with you, the applicant. (2) Please read the examination announcement carefully as you may be required to attach copies of your transcripts or degrees to your application form. (You should have copies of these materials readily available, as you will be required to provide copies of these documents at later stages in the selection process.)
31. **Other Licenses or Certificates required for this position (e.g., medical, nursing, engineering).** Please enter the appropriate information regarding any licenses or certificates required for the examination (or job) for which you are applying. Read the examination announcement (or job posting) carefully as you may be required to attach copies of your licenses or certificates to your application form. (You should have copies of these materials readily available, as you will be required to provide copies of these documents at later stages in the selection process.)

32. **Ability to speak, read or write a language other than English.** This field is generally voluntary; however, the ability to speak read, and/or write in a foreign language may be required for certain positions.

COMPLETING PAGE 2 OF THE PLD-1

Important Information about Page 2, the Work History Page

Beginning with your present or most recent employment or volunteer experience and working backwards, list all positions held which are necessary for determining your eligibility for employment as stated on the exam announcement or job posting. Although it is not critical to include jobs that are unrelated to the job you are applying for, agencies may request additional information to explain gaps in employment when looking at your application form. Therefore, we recommend that you make the work history section of your application form as complete as possible.

List all positions and job titles separately, even if the jobs were with the same employer. For example, if you began employment with the Department of Administrative Services as a Clerk Typist and were promoted to an Office Assistant two years later and were subsequently promoted to a Head Clerk two years after that, you should not simply state that you have been employed as a Head Clerk for the entire six years. It is important to specifically indicate the various positions that you held within the career ladder, the exact length of time in each and the duties that you actually performed. This way, the reviewer has a clear picture of your progression in the agency/organization as well as the level of responsibility in each of the jobs.

Clearly describe the duties you performed in each position, listing the duties that you spent most of your time on first. Provide descriptive and detailed statements that identify the specific work for which you were accountable. Do not simply list generic duties such as those on a job description. For example, do not simply list "typing" as a job duty. Instead, include details such as "responsible for typing, copying and distributing minutes of weekly staff meetings for the director".

If additional space is required, attach additional 8 1/2" x 11" sheets, using the same format as contained on the application form and include your name, social security number and exam number on each additional sheet. Continue the number sequence for additional jobs listed. If you are attaching additional sheets, make a note on the work history page of your application form to indicate that additional sheets are attached.

You must fill out this section of the application form completely even if a resume is being attached.

Current state employees are also required to complete the work history page in full.

Line by line instructions for page 2 of the application form appear below.

33. **Social Security Number (Required).** Enter your complete Social Security Number in the spaces provided on the top of the page.
34. **Official Job Title (Required).** For your most current or most recent job that is necessary for determining your eligibility for employment as stated on the exam announcement, list your official job title. Your official job title is the title found on your official job specification and on your paycheck. Do not enter functional titles, abbreviations or acronyms.
35. **Company Name (Required).** Enter the name of the business where you worked.
36. **Type of Business (Required).** Enter the type of business where you worked. Think about why the business exists? What type of product or service does the company produce?
37. **Title of Immediate Supervisor (Required).** Enter the job title of your immediate supervisor. Do NOT enter his/her name.
38. **Department where assigned. (Required)** Enter the name of the unit or division where you worked.
39. **Business Address and Phone number:** Enter the mailing address and phone number of the company.
40. **Employed from (Required).** Enter the month and year you started the position.
41. **Employed to (Required).** Enter the month and year you ended the position. If you are still working in the position, enter "present" or "still employed".
42. **Total Time (Required).** Enter total time worked in years and months.
43. **Salary or Wage (Required).** Enter your earnings and the timeframe you are using (i.e., hourly, weekly, biweekly, monthly, annually). If you are describing volunteer work, please enter "volunteer".
44. **Hours per week (Required).** Enter the number of hours you work per week. Also circle full-time or part-time to indicate your work schedule.

45. **No. and Titles of Employees Supervised by you. (Required)** Indicate how many employees you supervise(d) and what their job titles are/were. Supervision includes assigning, reviewing and evaluating work, training, conducting performance evaluations, and handling disciplinary action when needed.
46. **Reason for leaving (Required).** Indicate why you are no longer working at that job. If you are still working at the job, please enter, "still employed".
47. **Duties (Required):** List and describe the duties you performed on the job. List the duties that you spent the most time on first. Do not simply copy the duties from a job description. Since your application form is evaluated on the specific duties and responsibilities that you have personally performed, it is extremely important that you provide detailed information about your own job duties. If the information is missing or unclear, the reviewer will not be able to accurately evaluate your application.
48. **Certification (Required).** Read the statement carefully and sign and date this page. It is important that you sign and date your application form certifying that the statements made by you on the application form are true and complete.

COMPLETING PAGE 3 OF THE PLD-1

49. **Social Security Number (Required).** Enter your complete Social Security Number in the spaces provided on the top of the page.
50. **Contact (Required).** Check Yes if it is OK for the state to contact your present employer and check No if it is not OK for the state to contact your present employer. (Please note, you may be required to sign an authorization form later in the selection process.)
51. **Criminal Convictions (Required).** Read the entire section carefully and check Yes or No. If you check Yes, you must attach a detailed explanation about the nature of the conviction, degree of rehabilitation and time since release.
52. **Veteran's Preference.** Read the entire section carefully. If one of the statements of the boxes describes the criteria under which you believe you are eligible to receive Veteran's Preference Points, check the box. If you checked one of the boxes, answer the question regarding whether documentation is on file (previously submitted) or if it is attached to your application form. Please note that Veteran's Preference points are only awarded after a candidate passes an open competitive examination.

COMPLETING PAGE 4 OF THE PLD-1

53. **Social Security Number (Required).** Enter your complete Social Security Number in the spaces provided on the top of the page.
54. **Employment Districts (Required).** Read the instructions provided. Select all of the employment districts where you are willing to work. This information will be used to certify your name to agencies for employment opportunities.

COMPLETING PAGE 5 OF THE PLD-1

55. **Social Security Number (Required).** Enter your complete Social Security Number in the spaces provided on the top of the page.
56. **Testing Accommodations.** Read the paragraph regarding special testing accommodations carefully. Follow the instructions provided if you wish to request a special testing accommodation under the Americans with Disabilities Act.
57. **Demographic Information.** Check the appropriate box (Female or Male) to indicate your sex. Check the appropriate box (Black, Hispanic, White, American Indian or Alaskan Native, or Asian or Pacific Islander) to indicate your race. Please note that Federal and State reporting requirements indicate we must ask applicants to supply information regarding their sex and race. This information is voluntary and will not affect the evaluation of your application.
58. **Primary Source of Job Information.** Check the boxes to indicate the source(s) from which you learned about this examination.

PAGE 6 OF THE PLD-1

Page 6 is a general information sheet that provides valuable information regarding tips to fill out the PLD-1, where to send it when completed and what the next steps in the exam process are. It is for the applicant to keep. Please take the time to read this important information.

TIPS ON PROPERLY COMPLETING THE APPLICATION FORMS (PLD-1)

- 1.** Since your admittance to the examination (or eligibility for consideration for the job) will depend on the information as presented in your PLD-1 application form, it is extremely important that you read and follow the directions exactly as presented on the form. It is strongly recommended that you read the entire application form completely before beginning to write. Type or print answers to ALL questions on the form.
- 2.** Do not skip any information asked for on the form. This information is included because it is necessary in determining an applicant's qualifications for admittance to the exam or eligibility for consideration for a job.
- 3.** Pay attention to details when recording your information, especially in the following areas:
 - number of hours worked per week, particularly when documenting part time experience as this time is calculated to determine its equivalency to full-time experience at 40 hours per week
 - number of credit hours earned and the length of time attended for each college/university listed
 - exact area of concentration for all conferred degrees
 - number **and** job titles of any employees you have supervised
 - job title of your immediate supervisor, not the person's name
 - specific nature of the duties you have performed
- 4.** Attached resumes will **not** substitute for the information requested in the application form. The PLD-1 includes specific information not generally found in a resume that is essential to the evaluation of an applicant's background and experience.
- 5.** Do not simply copy the duties from a job description. It is extremely important that you provide detailed information about your own job duties as clearly and concisely as possible. Include the duties you spend the most time performing first in your description.
- 6.** A separate application form must be submitted for each examination (or job) you are applying for.
- 7.** Fax your completed application package (PLD-1 and supplemental pages, if any) on or prior to the closing date that is posted on the examination announcement (or job posting). Late applications or those not including the required materials will not be accepted.

8. If you are applying for an examination, read the examination announcement carefully to ensure that you submit all required examination materials, if required for experience and training examination. If supplemental examination materials are required they must be submitted with the application form as a single packet and must be received by the closing date.
9. Fax, deliver or mail your completed materials together once. Please do not submit multiple copies of your exam package.
10. Fax only one application package at a time. Do not include materials for another examination or job for which you are applying or combine your materials with those of another applicant. Make sure that you fax your materials correctly so that you are not transmitting the blank side of the pages. If we receive blank pages there is no way to contact you.
11. Always keep a copy of your fax transmittal sheet or postage receipt as verification of submittal in case the materials are lost or not received.
12. If you mail, fax or hand deliver your application form, keep a copy of your application package for your records.

SUMMARY

Let's wrap up our Guide to Filling out the PLD-1 with one final review of instructions:

APPLICATION FILING INSTRUCTION "DO'S"

- **DO** Complete all information requested on the PLD-1 form.
- **DO** Read **all** directions carefully and completely.
- **DO** Follow the instructions and format exactly as it is written.
- **DO** Make sure your Social Security # is on every page of your application package.
- **DO** Make sure your application is signed and dated before submission.
- **DO** Make sure that your application package is complete and in the proper page order before submitting.
- **DO** If faxing, include a fax cover sheet with your name, the date, total number of pages and the fax number from which it was sent.
- **DO** Fax, mail or deliver your completed materials only one time.
- **DO** Keep a copy of your fax transmittal sheet or post office receipt as proof of date submitted and receipt confirmed.
- **DO** Submit all required materials together before the exam)or job) closing date.

APPLICATION AND FILING INSTRUCTIONS DON'TS

- **DON'T** Forget to enter the correct exam (or job) title and number on the PLD-1 form.
- **DON'T** Include resumes as a substitute for the PLD-1 or exam materials.
- **DON'T** Overlook any of the items included on the PLD-1. Include information in **all** required areas.
- **DON'T** Combine all job experience under one title.
- **DON'T** Forget to sign and date your application.
- **DON'T** Send, fax or deliver multiple copies of your application package.
- **DON'T** Apply for more than one examination (or job) on the same application form.
- **DON'T** Fax your application package combined with another applicant's package.

We hope you have found this guide useful. We sincerely thank you for your interest in a career with the State of Connecticut and we look forward to working with you!