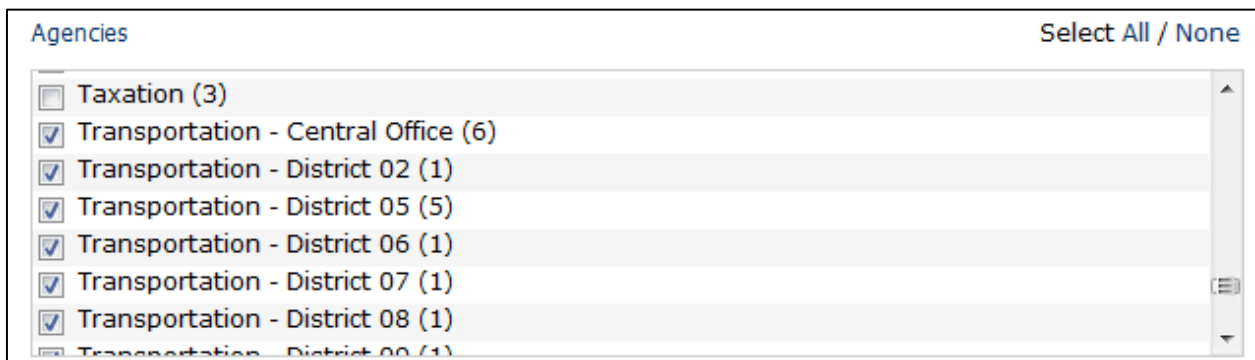




1. Go to careers.Ohio.gov
2. Click on **Search for State of Ohio Government Jobs**



3. Select your **Search Criteria** by clicking the checkbox next to the **Category, Location OR Agency** of your choice. To obtain a complete list of current job opportunities within the Ohio Department of Transportation, search by agency. Click the checkbox(es) next to Transportation as shown below.



4. Click **Apply Search**.

Agencies Select All / None

- State Library of Ohio (2)
- Supreme Court of Ohio (2)
- Taxation (3)
- Transportation - Central Office (6)
- Transportation - District 02 (1)
- Transportation - District 05 (5)
- Transportation - District 06 (1)
- Transportation - District 07 (1)

Selected Agencies: Transportation - Central Office (6), Transportation - District 02 (1), Transportation - District 05 (5), Transportation - District 06 (1), Transportation - District 07 (1), Transportation - District 08 (1)

Search

Enter keywords (optional): [Explain this](#)

My Minimum Desired Annual Salary: [Explain this](#)

Apply Search
or [Clear Search](#)

5. Click on the position title of interest.

Return to Search Criteria

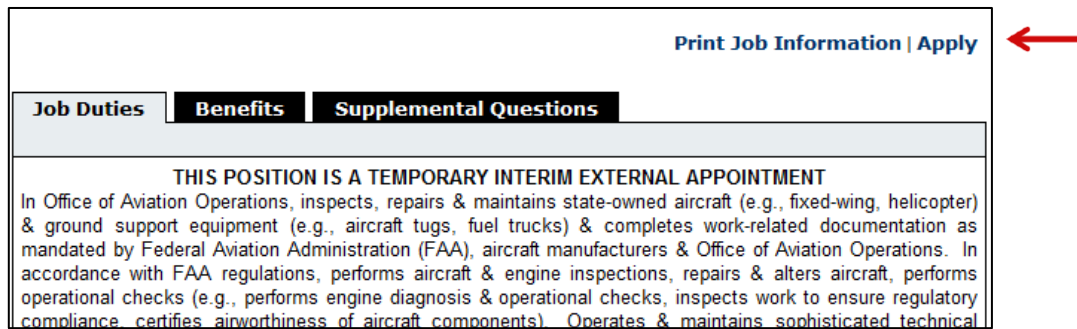
[Print this page](#)

23 records found.

Page # of 1

Position	Agency	Emp. Type	Salary	Closing Date
(2) Transportation Engineer 1	Transportation - District 08	Full-Time, Permanent, Bargaining-Unit	\$3,773.47 - \$5,522.40 Monthly	08/17/12
Aircraft Maintenance Technician	Transportation - Central Office	Interim External	\$3,607.07 - \$4,555.20 Monthly	Continuous
Automotive Mechanic 2	Transportation - District 05	Full-Time, Permanent, Bargaining-Unit	\$16.09 - \$18.36 Hourly	08/16/12
Automotive Mechanic 2	Transportation - District 05	Full-Time, Permanent, Bargaining-Unit	\$16.09 - \$18.36 Hourly	08/16/12
NEW! Automotive Mechanic 2	Transportation - District 06	Full-Time, Permanent, Bargaining-Unit	\$16.09/Hour	08/23/12
NEW! Automotive Technician	Transportation - District 11	Full-Time, Permanent, Bargaining-Unit	\$17.72/Hour	08/24/12
College Intern	Transportation - Central Office	Part-Time, Temporary, Exempt	\$0.00/Hour	Continuous
College Intern	Transportation - Central Office	Part-Time, Temporary, Exempt	\$0.00/Hour	Continuous
NEW! College Intern	Transportation - Central Office	Part-Time, Temporary, Exempt	\$0.00/Hour	08/24/12

6. If you meet or exceed the required qualifications listed on the posting and would like to apply for the position, click **Apply** to begin the application process for the position.

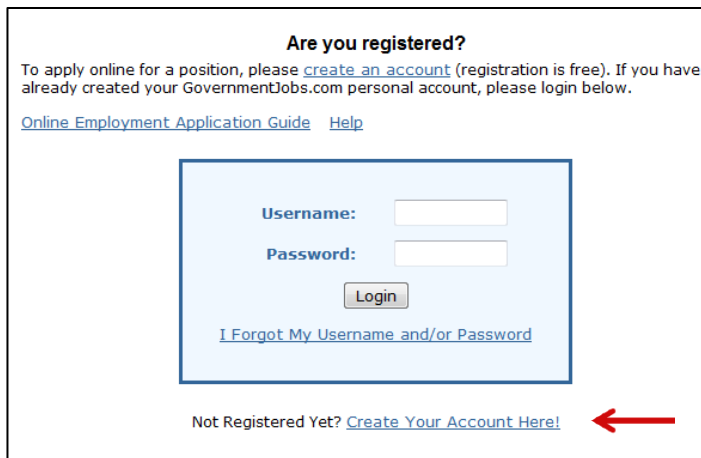


Print Job Information | **Apply**

Job Duties | **Benefits** | **Supplemental Questions**

THIS POSITION IS A TEMPORARY INTERIM EXTERNAL APPOINTMENT
In Office of Aviation Operations, inspects, repairs & maintains state-owned aircraft (e.g., fixed-wing, helicopter) & ground support equipment (e.g., aircraft tugs, fuel trucks) & completes work-related documentation as mandated by Federal Aviation Administration (FAA), aircraft manufacturers & Office of Aviation Operations. In accordance with FAA regulations, performs aircraft & engine inspections, repairs & alters aircraft, performs operational checks (e.g., performs engine diagnosis & operational checks, inspects work to ensure regulatory compliance, certifies airworthiness of aircraft components). Operates & maintains sophisticated technical

7. Click on **Create Your Account Here!**
(NOTE: If you've previously registered, refer to the "How to Apply - Returning Users" document.)



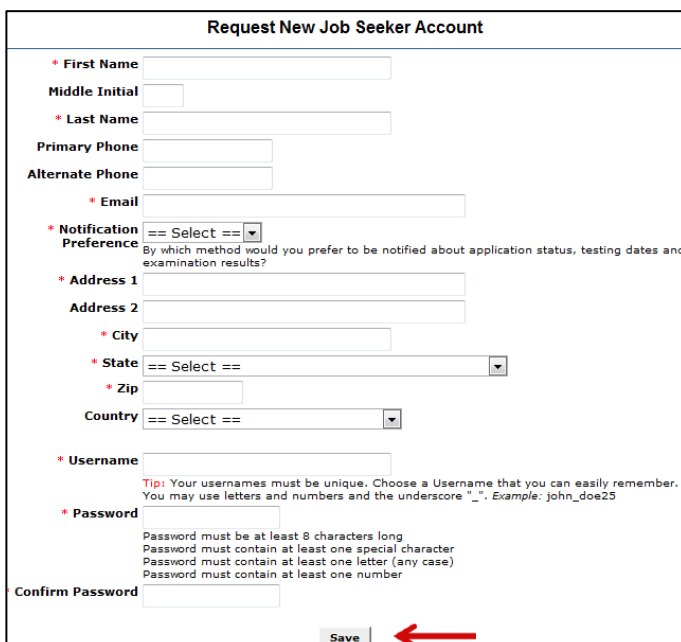
Are you registered?
To apply online for a position, please [create an account](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.
[Online Employment Application Guide](#) [Help](#)

Username:
Password:

[I Forgot My Username and/or Password](#)

Not Registered Yet? [Create Your Account Here!](#)

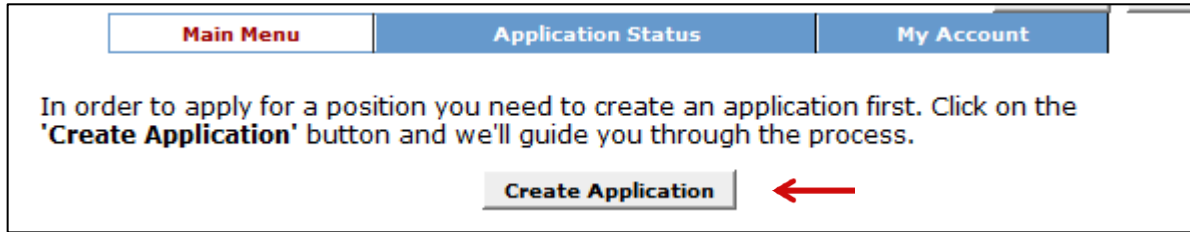
8. Complete all required fields (e.g., name, email, etc.) and click Save.



Request New Job Seeker Account

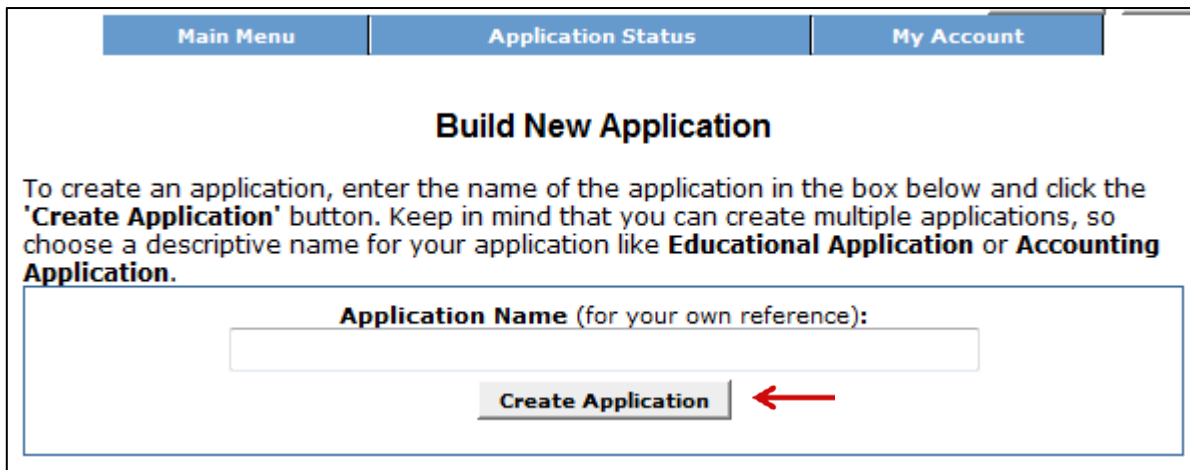
* First Name
Middle Initial
* Last Name
Primary Phone
Alternate Phone
* Email
* Notification Preference == Select ==
By which method would you prefer to be notified about application status, testing dates and examination results?
* Address 1
Address 2
* City
* State == Select ==
* Zip
Country == Select ==
* Username
Tip: Your usernames must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". Example: john_doe25
* Password
Password must be at least 8 characters long
Password must contain at least one special character
Password must contain at least one letter (any case)
Password must contain at least one number
Confirm Password

9. Click on **Create Application**.



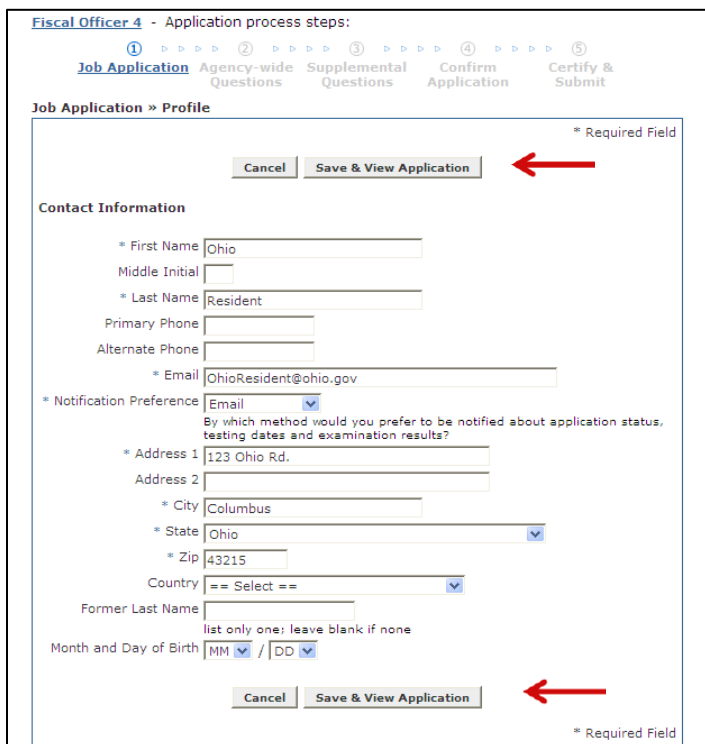
The screenshot shows a navigation bar with three tabs: 'Main Menu' (highlighted in white), 'Application Status' (highlighted in blue), and 'My Account' (highlighted in blue). Below the navigation bar, there is a text instruction: 'In order to apply for a position you need to create an application first. Click on the **'Create Application'** button and we'll guide you through the process.' At the bottom of the page, there is a button labeled 'Create Application' with a red arrow pointing to it from the right.

10. Enter a general name for your application and click **Create Application**. (NOTE: You do not need to create a new application each time you apply for a posting.)



The screenshot shows a navigation bar with three tabs: 'Main Menu' (highlighted in blue), 'Application Status' (highlighted in blue), and 'My Account' (highlighted in blue). Below the navigation bar, the heading 'Build New Application' is centered. The text below reads: 'To create an application, enter the name of the application in the box below and click the **'Create Application'** button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.' Below this text is a text input field labeled 'Application Name (for your own reference):'. At the bottom of the page, there is a button labeled 'Create Application' with a red arrow pointing to it from the right.

11. Review your Contact Information and make any changes, if necessary. When you are finished, click **Save and View Application** at the top or the bottom of the page.



The screenshot shows the 'Fiscal Officer 4 - Application process steps:' page. The progress bar indicates the current step is 'Job Application' (1), with other steps being 'Agency-wide Questions' (2), 'Supplemental Questions' (3), 'Confirm Application' (4), and 'Certify & Submit' (5). The page title is 'Job Application » Profile'. At the top, there are two buttons: 'Cancel' and 'Save & View Application', with a red arrow pointing to the 'Save & View Application' button. Below this is the 'Contact Information' section, which includes several required fields (marked with an asterisk): 'First Name' (Ohio), 'Middle Initial' (empty), 'Last Name' (Resident), 'Primary Phone' (empty), 'Alternate Phone' (empty), 'Email' (OhioResident@ohio.gov), 'Notification Preference' (Email), 'Address 1' (123 Ohio Rd.), 'Address 2' (empty), 'City' (Columbus), 'State' (Ohio), 'Zip' (43215), and 'Country' (== Select ==). There is also a 'Former Last Name' field and a 'Month and Day of Birth' field (MM/DD). At the bottom of the page, there are two buttons: 'Cancel' and 'Save & View Application', with a red arrow pointing to the 'Save & View Application' button. A '* Required Field' label is present at the top right and bottom right of the form area.

(Note: You will see the title of the position to which you are applying above Step 1 Job Application. If you do not see the job title, you will need to go back to the posting by clicking “Search for State of Ohio Government Jobs”. Locate your posting, click on the title to bring up the posting and click the “Apply” button again.)

12. Click **Edit Personal Information**.

Fiscal Officer 4 - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Job Application » Review

* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

Attention: Please fill out the required fields in the following sections in order to proceed with the application process:

- Personal Information

Go to Step 2: Agency-wide Questions

Contact Information [Edit Contact Information](#)

Name: Ohio Resident Address: 123 Ohio Rd.
Columbus, Ohio 43215
Email: OhioResident@ohio.gov
Notification Preference: Email

Home Phone: Alternate Phone:
Former Last Name: Month and Day of Birth:

Personal Information [Edit Personal Information](#)

Driver's License:
Can you, after employment, submit proof of your legal right to work in the United States?
What is your highest level of education?

13. Answer the questions, and then click **Save & View Application**.

Welcome, **Ohio Resident** [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

Fiscal Officer 4 - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Job Application » Other Personal Information

* Required Field

[Cancel](#) [Save & View Application](#)

Other Personal Information

Do you possess a valid Driver's License?

Yes, I possess a valid Driver's License
 No, I do not possess a valid Driver's License

Driver's License State
Ohio

Driver's License Class
D

*Can you, after employment, submit proof of your legal right to work in the United States?

Yes, I can submit proof of my legal right to work in the United States after employment
 No, I cannot submit proof of my legal right to work in the United States after employment

*What is your highest level of education?
Bachelor's Degree

[Cancel](#) [Save & View Application](#)

* Required Field

14. Click **Edit Preferences**.

Contact Information		Edit Contact Information	
Name:	Ohio Resident	Address:	123 Ohio Rd. Columbus, Ohio 43215
		Email:	OhioResident@ohio.gov
Home Phone:		Notification Preference:	Email
Former Last Name:		Alternate Phone:	
		Month and Day of Birth:	
Personal Information		Edit Personal Information	
Driver's License:	Yes, Ohio , Class D		
Can you, after employment, submit proof of your legal right to work in the United States?	Yes		
What is your highest level of education?	Bachelor's Degree		
Preferences		Edit Preferences	
Preferred Salary:			
Are you willing to relocate?			
Types of positions you will accept:			
Types of work you will accept:			
Types of shifts you will accept:			
Objective			

15. Complete the **Preferences** information, and then click **Save & View Application**.

Job Application » Preferences		* Required Field
Cancel Save & View Application		
Preferences		
What is your minimum compensation requirement?		
\$	<input type="text"/>	per year \$ <input type="text"/> per hour
Are you willing to relocate?		
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Maybe <input type="radio"/> No Response		
Enter any comments regarding relocation		
<input type="text"/>		
What type of job are you looking for?		
<input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Internship		
What types of work will you accept?		
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Per Diem		
What shifts are you available to work?		
<input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night		
<input type="checkbox"/> Rotating <input type="checkbox"/> Weekends <input type="checkbox"/> On Call (as needed)		
Objective		
State your objective		
<input type="text"/>		
Cancel Save & View Application		* Required Field

16. Click **Add Education** to enter your education information.

Job Application » Review * Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

Go to Step 2: Agency-wide Questions

Contact Information [Edit Contact Information](#)

Name: Ohio Resident Address: 123 Ohio Rd.
Columbus, Ohio 43215

Email: OhioResident@ohio.gov

Notification Preference: Email

Home Phone: Alternate Phone:

Former Last Name: Month and Day of Birth:

Personal Information [Edit Personal Information](#)

Driver's License: Yes, Ohio , Class D

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Bachelor's Degree

Preferences [Edit Preferences](#)

Preferred Salary:


Are you willing to relocate?

Types of positions you will accept:

Types of work you will accept:

Types of shifts you will accept:

Objective

Education [Add Education](#) 

Work Experience [Add Work Experience](#)

17. Enter your education history. When you are finished, click **Save & Add Another** to add another school or click **Save & View Application** to return to the previous page.

Job Application » Education * Required Field

Education History

*Type of School
College

*Name of School

School Web Site

*City

*State
== Select State ==

Country
US

Start Date (Month/Year)
== Select Month == /


End Date (Month/Year)
== Select Month == /

Did you graduate?
 Yes No

College Major/Minor

Units Completed
 Semester Quarter

*Degree Received
== Select Degree Received ==



18. Notice your education history is now included in your application. Click **Add Work Experience** to include your work history.

The screenshot shows a user profile page with several sections: Education, Work Experience, Duties, Certificates and Licenses, Skills, Additional Information, References, Resume, and Attachments. Each section has an 'Add' button. A red arrow points to the 'Add Work Experience' button in the Work Experience section. The Work Experience section shows a job at 'State of Ohio' from 1/2007 to Present, with 40 hours worked per week and a monthly salary of \$0.00. The 'Go to Step 2: Agency-wide Questions' button is at the bottom.

19. Enter your work history information, beginning with your most recent employment. You may include military and volunteer work as experience. Click **Save & Add Another** to add more employers or **Save & View Application** to return to your application.

The screenshot shows the 'Job Application >> Work' form. At the top, there are three buttons: 'Cancel', 'Save & View Application', and 'Save & Add Another'. A red double-headed arrow is between the last two buttons. Below the buttons is the 'Work History' section with the following fields: '* Company/Agency Name' (text box with 'State of Ohio'), 'Web Site' (text box), 'Address' (text box), '* City' (text box with 'Columbus'), '* State' (dropdown menu with 'Ohio'), 'Zip Code' (text box), and 'Country' (dropdown menu with 'US'). A '* Required Field' label is in the top right corner.

20. To add **Certificates or Licenses**, **Skills** or **Additional Information**, click on the corresponding “**Add**” button.

The screenshot shows a job application form with several sections. Red arrows point to the 'Add' buttons for 'Certificates and Licenses', 'Skills', and 'Additional Information'. The 'Education' section shows 'The Ohio State University' with a Bachelor's degree. The 'Work Experience' section shows a position as an 'Analyst' from 1/2007 to Present at the State of Ohio. The 'Duties' section states 'Performed many duties.' The 'References' section has a red message: 'References not accepted for this job application process'. The 'Resume' section has an 'Edit Resume' button. The 'Attachments' section has an 'Add Attachment(s)' button. At the bottom, there is a 'Go to Step 2: Agency-wide Questions' button and a '* Required Field' note.

21. Click **Edit Resume** if you wish to copy and paste your resume in the application.

The screenshot shows the 'Resume' section of the job application form. A red arrow points to the 'Edit Resume' button. Below it is the 'Attachments' section with an 'Add Attachment(s)' button. At the bottom, there is a 'Go to Step 2: Agency-wide Questions' button and a '* Required Field' note.

22. Copy and paste your resume in the text box. Click **Save & View Application** when you are finished.

Job Application >> Resume * Required Field

Please cut and paste your text resume here (DO NOT use HTML tags).

Cancel Save & View Application

Resume

Text Resume

Cancel Save & View Application Open Check

* Required Field

23. Click **Add Attachment(s)** to add your resume, cover letter, or other necessary documents as attachments to your application.

Resume Edit Resume

Text Resume

Attachments Add Attachment(s)

Go to Step 2: Agency-wide Questions

* Required Field

24. Enter the File Description (e.g. resume, cover letter, etc.) and attach your document. To attach your document, click on the “Browse...” button.

Job Application >> Profile * Required Field

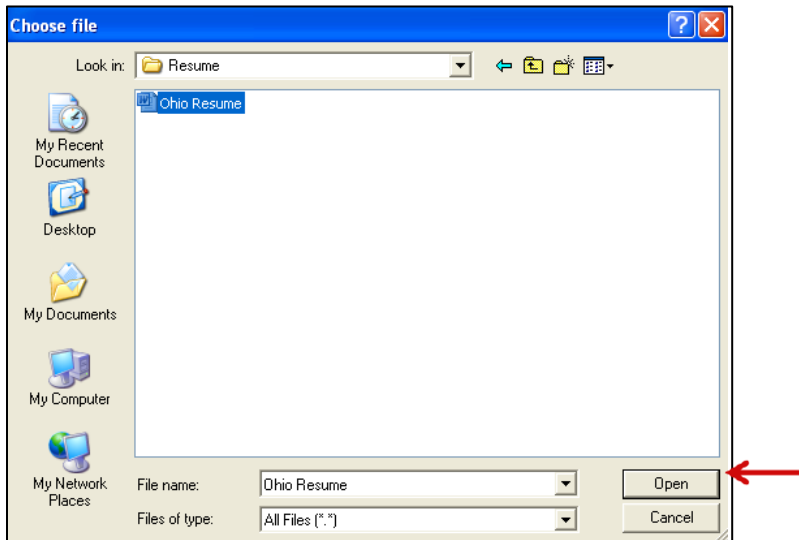
* File Description

* File Browse...

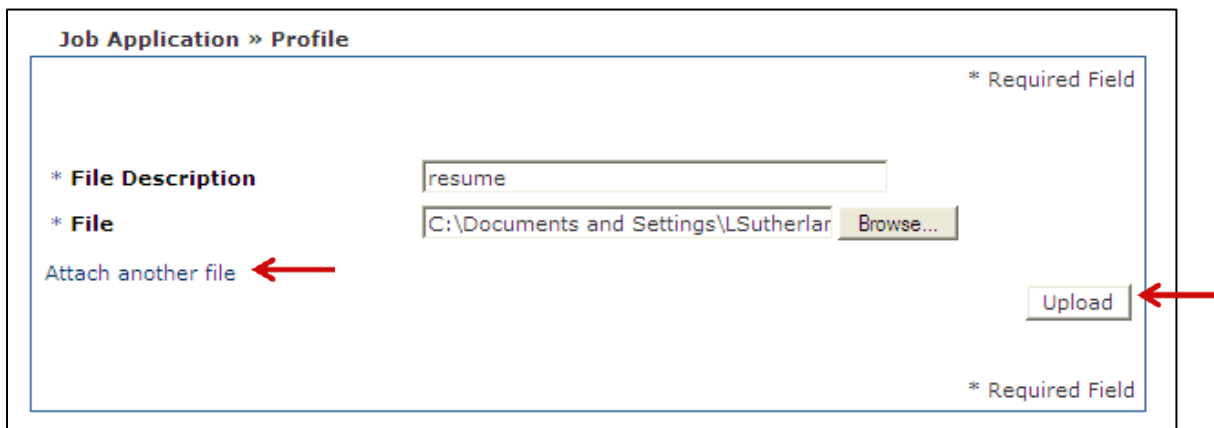
Attach another file Upload

* Required Field

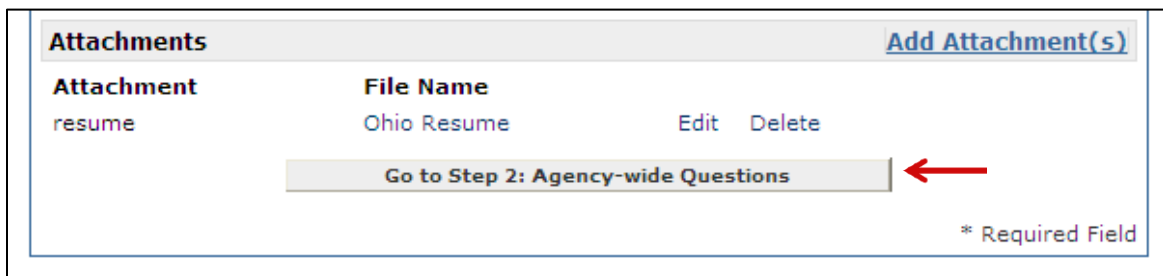
25. A new window will open. Locate your file, select the file name and click Open.



26. Click **Upload** to save your document and return to the full application. To add another attachment, click **Attach another file**.



27. When you've completed your application, click **Go to Step 2: Agency-wide Questions**.



28. Read the instructions and answer the Agency-wide Questions. Click **Save & Proceed** to continue applying for the position.

17. **OPTIONAL:** If you answered Yes to the previous question, please indicate if one or more of the following apply.
- MILITARY STATUS:** The performance of duty in a uniformed service, to include active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty.
 - DISABLED VETERAN:** A person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.
 - DESERT STORM/SHIELD VETERAN:** A person whose active duty was performed after August 2, 1990, in the Persian Gulf Conflict.
 - VIETNAM ERA VETERAN:** A person served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975.

[Save Work in Progress](#)

[Save & Proceed](#) ←

29. Read the instructions and answer the Supplemental Questions, if applicable. Click **Save & Proceed** to continue applying for the position.

Supplemental Questions

* Required Field

If you need more than **30 minutes** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. **Typing does not extend your session.** All questions marked **'Required'** need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position for which you are applying.

*1. How many years experience in accounting, fiscal &/or budgetary management, planning & control do you have?

- Less than one year
- One year to three years
- More than three years

*2. Do you have experience in supervisory principles/techniques & training personnel?

- Yes No

*3. Do you have a Bachelor's Degree in accounting or business administration?

- Yes No

[Save Work in Progress](#)

[Save & Proceed](#) ←

* Required Field

30. You will see your entire, completed application. When you are satisfied with your application and ready to submit it, click **Confirm Application** at the bottom of the page.

3. Q: Do you have a Bachelor's Degree in accounting or business administration?

[Edit](#)

A: Yes

[Confirm Application](#) ←

31. Read the statement that follows and click **Accept** if you understand and agree with the statement.

Certify & Submit



I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this application. I also understand that a background check may be required prior to employment and that, in accordance with the Drug-Free Workplace Program, drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to the Human Resources Division, Department of Administrative Services, and/or the agency that holds the vacancy for which I am applying and to appropriate officials for recruitment purposes. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United State as required by the Immigration Reform and Control Act.



Accept

Decline

32. A confirmation will appear thanking you for applying and verifying that your application has been received. You will also receive an email confirmation. To print your application, select: **Click here for a printable version of the application you just submitted.**

Application for **Fiscal Officer 4** is complete.

[Click here for a printable version of the application you just submitted](#)

Confirmation



Dear **Ohio Resident**

Thank you for your interest in employment with the State of Ohio. We have received your application. You will receive instructions by email and/or mail as to the next step in the process.

The examination process may include one or more of the following: application review and evaluation, performance test, written test, and/or oral interview examination.

Questions asked during the examination process are based on the knowledge and abilities required to successfully perform the job.