

# STATE APPLICANT PROCESS

Department of Consumer Affairs

START

Create a CalCareer account at: [CalCareers.ca.gov](http://CalCareers.ca.gov) or [Jobs.ca.gov](http://Jobs.ca.gov)  
Complete your application template and upload your resume

SEARCH

**Find the right classification for you!** [Jobs.ca.gov](http://Jobs.ca.gov) > Get A State Job  
Search by industry or use the Advanced Job Search to search by key word  
Search by education level

- o [High School Graduates](#)
- o [Bachelor's Degree](#)



EXAM

**Take the exam.** [Jobs.ca.gov](http://Jobs.ca.gov) > Exam/Assessment Search  
Search by key word or classification title  
Review the exam posting/bulletin for classification requirements, examination instructions, and exam date/times



APPLY

**Search for vacancies and apply!** [Jobs.ca.gov](http://Jobs.ca.gov)  
Search by classification, department, location, or work type  
Find the right vacancy for you. Read application instructions carefully, as requirements may vary  
Review your application and upload supplemental documents (e.g. resume, SOQ, certificates)



INTERVIEW

**Be prepared. Give it your best!**  
If interested, Departments will reach out to the candidate to schedule an interview  
The department may conduct reference checks or request additional information (e.g. official transcripts, degree)

CLEARANCE

**Almost there!**  
Some classifications require candidates pass pre employment clearances (e.g. medical clearance, fingerprinting, background check.) The job postings will include this information if clearance is required.



HIRE

**CONGRATULATIONS!**  
You've passed your examination, screening, and clearances. The on boarding process begins  
Welcome to the start of your career within CA State Service