



## Tips for Completing the State of Oregon Application Form (PD100)

Explain all qualifying experience and training on your application or supplemental pages. After an announcement closes, we review applications for minimum qualifications. We evaluate only your application, not exam responses, resumes, etc. Only applications meeting minimum qualifications are accepted and receive further consideration, such as test question grading.

***Some tips for successfully completing an application follow. Be sure you:***

- Read job announcements carefully. They contain special instructions and requirements, including what it takes to qualify and what to turn in – transcripts, skill code sheet, cover letter, exam responses, etc.
- Show how your background meets the specific requirements. Explain on the application form itself how you meet the requirements listed in the **To Qualify** section. Attach extra pages if you run out of room on the form. Describe your qualifying experience in the **Duties** portion. Job titles don't establish qualifying experience. List jobs relevant to the position you are applying for.
- List each job separately. Don't lump jobs together – even if they were with the same organization. Include all relevant experience – paid or unpaid.
- Complete all parts of the application form. Fill in all sections. Provide an actual number for the average hours you worked per week. If less than 40 hours, we will prorate the length of time in that job accordingly. Don't use "varies"; the grader can't give you any credit for that job.
- Convey information in commonly used terms. Avoid jargon, abbreviations and acronyms. The meanings may not be clear to the reviewers.
- Fill in your application legibly. You don't have to type it, but it must be written in pen and readable. We can't give you credit for it if we can't read it!
- Sign and date the application form. Unsigned applications cannot be accepted. Staple all supplemental pages to your application form.
- Keep a copy of your complete application packet. You may be asked to bring it to interviews, or you may want to use it as a basis for preparing future applications.
- Submit your application to the agency listed in the **To Apply** section of the announcement. That agency must receive applications by 5 p.m. on the closing date. Fax machines tend to be continuously busy in late afternoon. You may miss the 5 p.m. cutoff if you wait until the last minute to fax your application.
- See the **Instructions** sheet within the application form for more details.