

APPLYING FOR A GOVERNMENT JOB

- ◆ **Job Openings**
- ◆ **How to Apply**
- ◆ **What To Include**
- ◆ **Other Important Information**
- ◆ **Privacy Act Statement**
- ◆ **Federal Government Structure**
- ◆ **California State Government Structure**
- ◆ **Websites for Federal and State Jobs**

Job Openings

All Federal employment opportunities are listed through the U.S. Office of Personnel Management (OPM). For a list of current openings please visit www.usajobs.gov

Finding Jobs if you have a disability

An electronic listing of Federal job opportunities may be obtained from the Office of Personnel Management's USAJOBS website. You can access this information by visiting the specific Federal agency websites at FIRSTGOV. Having a disability will not be a disadvantage to you if you want to be considered for employment with the Federal Government or if you wish to pursue career opportunities once you become an employee. In addition to their website, you may also access USAJOBS through an interactive voice response telephone system at (478) 757-3000 (voice) or (478) 744-2299 (TTY).

How To Apply

Once you have looked at all of the online job listings and decided that you would like to apply for a position, the first step will be to create a login account on www.usajobs.gov. This will allow you to create a resume using the agency's resume builder. All of your personal information will be kept private from outside individuals and companies. This online resume will be the one that is sent to companies when you decide to apply for a position.

What To Include

There is a standard resume which is used for all jobs openings by the Federal Government. An online resume builder will assist you in creating all of the necessary information. Also, see: www.gogovernment.org/how_to_apply/write_your_federal_resume/create_your_resume.php

Other Important Information

Before hiring, you will be asked to complete a Declaration for Federal Employment to verify your suitability for Federal employment. You will also be required to complete a SF-86, in order for a background security check to be completed. This form will be verified by the background investigation. If you make any false statements in any part of your application you may not be

hired; you may be fired after you begin work; or you may be fined or jailed.

If you are a male over the age of 18 who was born after December 31, 1959 you must have registered with the Selective Service System (or have an exemption) to be eligible for Federal Employment.

The law prohibits public officials from appointing, promoting, or recommending their relatives.

Federal annuitants may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.

UCDC-UCSB Washington Programs + UC Sacramento Program

www.duels.ucsb.edu/opportunities/ucdc

www.duels.ucsb.edu/opportunities/uccs

Programs combine courses, internships and a wide variety of cultural experiences and offers students a chance to observe public policy first hand. Call 893-3090 for more information.

Government Jobs

www.usajobs.gov – Federal Job Listings

www.usajobs.gov/studentsandgrads – Federal Student Job Listings

Government Agencies

www.state.gov – U.S. Dept. of State

www.cia.gov – Central Intelligence Agency

www.nsa.gov – National Security Agency

www.fbi.gov – Federal Bureau of Investigation

www.defense.gov – Department of Defense

www.cbp.gov – US Customs

www.uscis.gov – Immigration and Naturalization Services

www.dhs.gov – Department of Homeland Security

www.ed.gov – Department of Education

www.justice.gov – Department of Justice

www.dol.gov – Department of Labor

www.va.gov – Department of Veteran's Affairs

www.dot.gov – Department of Transportation

www.commerce.gov – Department of Commerce

California State Jobs

<https://jobs.ca.gov>

www.spb.ca.gov

National Search for State Jobs

www.careeronestop.org/jobsearch/cos_jobsites.aspx

www.50statejobs.com/gov.html

California County Websites

Alameda County: <http://www.acgov.org>

Butte County: <http://www.buttecounty.net>

Fresno County: www.co.fresno.ca.gov

Humboldt County: <http://www.co.humboldt.ca.us>

Imperial County: <http://www.co.imperial.ca.us>

Kern County: www.co.kern.ca.us

Kings County: www.countyofkings.com

Los Angeles County: <http://lacounty.gov>

Madera County: <http://www.madera-county.com>

Marin County: www.marincounty.org

Mariposa County: <http://www.mariposacounty.org>

Mendocino County: <http://www.co.mendocino.ca.us>

Merced County: <http://www.co.merced.ca.us>

Monterey County: <http://www.co.monterey.ca.us>

Nevada County: www.mynevadacounty.com

Orange County: <http://ocgov.com>

Riverside County: www.countyofriverside.us

Sacramento County: www.saccounty.net

San Bernardino County: www.sbcounty.gov

San Diego County: www.sdcounty.ca.gov

San Francisco County: www.sfgov.org

San Joaquin County: www.sjgov.org

San Luis Obispo County: www.slocounty.ca.gov

San Mateo County: www.smcgov.org

Santa Barbara County: www.countyofsb.org

Santa Clara County: www.sccgov.org

Santa Cruz County: www.co.santa-cruz.ca.us

Shasta County: www.co.shasta.ca.us

Sierra County: www.sierracounty.ca.gov

Sonoma County: www.sonomacounty.ca.gov

Stanislaus County: www.stancounty.com

Trinity County: www.trinitycounty.org

Tulare County: www.tularecounty.ca.gov

Ventura County: www.ventura.org

Yolo County: www.yolocounty.org

Yuba County – www.yuba.org

