

Step 1: Create Your CalCareers Account

Step 1: Create account Step 2: Fill out State Application Step 3: Apply before closing date Step 4: Take and pass online exam

Step 1: Open your Internet browser

Step 2: Type <https://calcareers.ca.gov/> in the address bar—**Press Enter**

Step 3: At the top of the page Click the “**Create Account/Log In**” Icon

Step 4: Click on “**Create Account**” - “**Create a CalCareer Account**” page will appear

Step 5: On the “**Create New Account**” page—**Enter** Login information in all required fields

Step 6: Type in your “**Email Address**”

- A valid email address is required to retrieve your User ID if you forgot it

Step 7: **Enter a “User I.D.”** (Your User I.D. must be between 5 and 25 characters)

Step 8: **Enter a “Password”**

- Password may not contain your User I.D. or any significant part of your full name
- Password must be at least 8 characters and must contain at least 1 of each of the following:
Upper case letters, lower case letters, numbers

Step 9: “**Confirm Password**”

Step 10: Type in your “**First Name**”

Step 11: Type in your “**Middle Name**” (This field is optional)

Step 12: Type in your “**Last Name**”

Step 13: Choose a “**Name Suffix**” (Enter if applicable, select from dropdown list)

Step 14: Type in your “**Address Line 1**”

Step 15: Type in your “**Address Line 2**” (Enter if applicable; this field is optional)

Step 16: Type in your “**City**”

Step 17: Type in your “**State**”

Step 18: Type in your “**Zip**”

Step 19: Type in your “**Primary Phone**” and “**Phone Type**” from the dropdown

Step 20: Click the “**Create Account**” button

Your account has been created. You are now ready to fill out your State Application.
For questions, please email careers@calctra.ca.gov or call (916) 358-2696

Step 2: Fill Out the State Application (STD 678)

Step 1: Create account **Step 2: Fill out State Application** Step 3: Apply before closing date Step 4: Take and pass online exam

Step 1: Open your Internet browser

Step 2: Type <https://calcareers.ca.gov/> in the address bar—Press Enter

Step 3: At the top right of the page Click the “Create Account/Log In” Icon

Step 4: Under Log In—Type in your “User I.D.” and “Password” on the login page—Click on Log In

Step 5: On the left side under the **Templates / Documents** section, click on “Application Templates”—
The “My Application Templates” page appears

Step 6: Click on the “Create New Template” button

Step 7: The “Application Template” page will open

Step 8: On the “Questions” tab of the Application Template, enter an Application Template Name and complete all the required fields

Step 9: On the “Education” tab, enter all education information and complete all the required fields

Step 10: On the “Experience” tab, enter all current and past work experiences, more details will help to determine if you meet minimum qualifications and complete all the required fields

Step 11: After completing all tabs, “Save” the template

Step 12: You will now be able to use your completed application template when applying for State positions

Step 13: Example of detailed Experiences using action words to describe job duties.

- A. Clerical- Provide details of daily tasks, responsibilities, office equipment used, who you assisted, and how you communicated with them, typing speed, computer programs used, etc.
- B. Custodian- Explain in detail tasks that you did, was it by yourself or a team, chemicals and equipment used, safety measures used, checklists, etc.
- C. Heavy Truck Driver/Mechanic- Provide details of daily tasks, procedures and responsibilities, types of trucks trained to drive or worked on, equipment, types of licenses, renewals of endorsements, tools used, etc.

Your template has been created.
You're now ready to apply using your application template!

Step 3: Apply Before the Closing Date

Step 1: Create account Step 2: Fill out State Application **Step 3: Apply before closing date** Step 4: Take and pass online exam

Step 1: Open your Internet browser

Step 2: Type <https://calcareers.ca.gov/> in the address bar—**Press Enter**

Step 3: At the top of the page Click the “**Create Account/Log In**” Icon

Step 4: Under Log In—Type in your “**User I.D.**” and “**Password**” on the login page—**Click on Log In**

Step 5: At the top right of the page - **Click on “Home”**

Step 6: Click on “**Advanced Job Search**”

Step 7: In the “**Keyword**” search field - Type in “**Custodian**”

Step 8: In the “**Department**” field type in “**Correctional Training & Rehabilitation Authority**”—**Press Enter**

Step 9: The “**Job Search Results**” page appears—refine your search **OR** scroll down to view your Search Results

Step 10: **Click** on the “**View Job Posting**” for the county and position you are interested in

Step 11: The “**Job Posting**” page appears

Step 12: Please read the **Job Posting** carefully and thoroughly

Step 13: Click on the “**Apply Now**” button on the top right side of the page

Step 14: The “**Can I apply for this job?**” page will appear— If you have taken the **EXAM**, Click “**I Have Eligibility**”

Step 15: **Click** the “**Apply For This Job**” button

Step 16: On the “**How do you want to start this Job Application?**” page, **Click** your template from the “**Use Application Template**” dropdown

Step 17: You may now review your application prior to submitting or **Click** on the “**Application Package**” tab

Step 18: On the “**Application Package**” page, **Click** the “**Save & Review Application**” button

Step 19: Scroll down and review the Application Certification thoroughly and **Click** the boxes for the two statements

Step 20: **Click** the “**Submit My Application**” button

Step 21: The “**Application Submission Receipt**” page appears

Congratulations!

You’ve successfully applied for a State career using your Application Template

Step 4: Take and Pass the Online Exam

Step 1: Create account Step 2: Fill out State Application Step 3: Apply before closing date **Step 4: Take and pass online exam**

Step 1: Open your Internet browser

Step 2: Type <https://calcareers.ca.gov/> in the address bar—**Press Enter**

Step 1: Click on “**Exam/Assessment Search**”

Step 2: Type your desired “**Job Title**” into the keyword search—**Press Enter**

Step 3: Click on “**View Exam Posting**” for the Job Title that interests you

Step 4: Under “**Official Exam Bulletin**”, select “**CLICK HERE**”

Step 5: Read the exam bulletin details

Step 6: Towards bottom of the document of the Exam Bulletin document, under the “**Taking the Examination**” section, click on “**Take the Online examination**”

Step 7: You may be asked to enter your User I.D. and password for your CalCareer Account

Step 8: You will be asked a series of questions regarding your qualifications prior to starting the **Exam**

Step 9: Once you have answered the required questions, the **Exam** will begin

Step 10: Remember **there is a time limit** to complete the exam. See instructions

Congratulations!
If you passed you now have List Eligibility

STATEWIDE CLASSIFICATIONS:

It is not necessary to take an exam before applying. Review the Minimum Qualifications (MQs) for the classification you are interested in before taking an exam. If you are not sure if you meet the MQs do not take the exam. Doing so before you meet the MQs may result in your name being removed from the eligibility list, and most exams cannot be retaken for 6 months to 1 year.

CALCTRA CLASSIFICATIONS:

If you do not find an exam for a classification you are interested in, it may be a CALCTRA specific classification, these exams are given by CALCTRA. To be considered for these exams, submit a copy of your application (STD 678) to exams@calctra.ca.gov. If it is determined you meet MQs, you will receive a testing link from our Exam Unit.