T.E.A.M.

Tips on Employment Application Maintenance

Interested in State Employment? Not sure where to start?

The Employment Division of the State Personnel Department currently host monthly training sessions on the state employment process for all interested applicants!

After completing our one-hour T.E.A.M. session, you will know...

- The ins and outs of the state application process
- How the state evaluates your previous work experience and education
- Proper application techniques
- Common pitfalls to avoid when seeking a state position

Whether you are new to the state employment process or simply seeking information on how your previous experience corresponds to state requirements for open positions, this T.E.A.M. session is for you! Space is limited, so don't delay!

(Please note: Attendance at our T.E.A.M. session will not guarantee employment with the State of Indiana.)

REQUEST TO ATTEND T.E.A.M. SESSION

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Email Address: _____

(must have an email account to apply for posted jobs with the State of Indiana)

Please check appropriate box:

Future Employee ☐ Current Employee ☐

Have you submitted a profile to our online application website: www.jobs.IN.gov?

Yes ☐ No ☐

Please provide a phone number where you can be reached between 8:00am and 5:00pm Monday through Friday. (required)

Home: _____ Cell: _____ Other: _____

Is it ok to leave a message at this number? Yes ☐ No ☐

I would like to request attendance for the following T.E.A.M. Session (**check ONE only**):

☐ Friday, May 23, 2008, 11am-12pm
☐ Friday, Jun. 27, 2008, 11am-12pm

Please specify any special accommodations that you require:

Please note: A recruiter will confirm your T.E.A.M. Session date and location via email or telephone prior to the session. If you do not receive a confirmation, chances are the session is full. Dates of T.E.A.M. sessions and location are not guaranteed until confirmed by recruiter. Unless otherwise noted, all classes will be held from 11:00am-12:00pm in Training Room 16 at the Indiana State Government Center South, Indianapolis.

****Training dates are subject to change within 1-2 days notice.****

You can submit this completed form to rhall@spd.IN.gov or mail to 402 W. Washington Street Room W161 Indianapolis, Indiana 46204, Attn: Reanne Hall. Fax number: (317) 232-3089. If you have any questions please feel free to contact us at (317) 232-0200.