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 the 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 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 (required): _____

Please check appropriate box:

Future Employee ☐ Current Employee ☐

Have you submitted a profile to our online application website: www.in.gov/spd/?
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 ☐

Please select the date of the T.E.A.M. Session that you would like to attend:
Please Select Date

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 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 SPDRecruiter@spd.in.gov or mail to 402 W. Washington Street Room W161 Indianapolis, Indiana 46204, Attn: Employment Division. Fax number: (317) 232-3089.
If you have any questions please feel free to contact us at (317) 232-0200.