

### Purpose of Form

Form 11PE012E is used by an applicant for a vacancy posting, requesting a change in job classification, or providing information for the determination of minimum qualifications (MQs).

### Instructions

**Classification/job family descriptor (JFD) and code.** Enter the class title and class code of the position as shown on the vacancy posting or the class title and class code to which the change is being requested.

**Announcement number.** Enter the announcement number that is contained in the job announcement. A separate application must be submitted for each announcement and each location.

**Applicant's information.** Enter the employee's or applicant's name and Social Security number (SSN). For current employees, name and SSN must match those shown on Oklahoma Department of Human Services (OKDHS) records. If applying for classified announcements, applicant must be eligible for reinstatement or have permanent status as of closing date of the job announcement. Applicants may apply for unclassified announcements regardless of merit status.

Applicants review the education and experience section of the JFD to determine the MQs needed to be considered for the classified job announcement. Failure to provide sufficient information to enable the reviewer to determine MQs have been met will result in notification that determination cannot be made. Delays in resolving eligibility may jeopardize consideration for a position. Applicants may access the JFD at the Office of Personnel Management's website:

[www.ok.gov/opm/opm\\_html/current\\_job\\_announcements.htm](http://www.ok.gov/opm/opm_html/current_job_announcements.htm)

**Location, required for multiple continuous announcement (MCA).** This item must be completed when applying for a MCA. If the third digit of the announcement number is an actual number, for example 07-3OKH, the announcement is a MCA.

**Education.** Enter all information relevant to the employee or applicant. Employees or applicants must indicate all relevant dates, including months and years (mm/yy), applicable degree received (AA, BA, BS, MA, MS, JD, PhD), and applicable major(s).

**Qualifying experience.** Enter all experience which can be used in qualifying for the desired position or classification. Employees or applicants must indicate all relevant dates, including months, days, and years (mm/dd/yy), a complete description of duties performed, and whether the position included supervision of staff. Average number of hours per week worked and the began and ended blocks are critical entries for the reviewer in determining the amount of experience that may be calculated.

Employee or applicant must indicate, in the space provided, whether they have ever been discharged or resigned in lieu of discharge. If the answer is yes, the employee or

applicant must supply all applicable date(s). Employees or applicants may provide additional documentation related to the discharge or resignation in the form of an attachment.

**Signature and date.** The employee or applicant signs and dates the form, certifying that all information indicated on Form 11PE012E is correct and true to the best of the employee's or applicant's knowledge. If Form 11PE012E is submitted via e-mail, signature is required at the time of the interview.

**Expanding work history.** The space provided for qualifying experience is designed to expand to accommodate unlimited information to be entered for up to five jobs. If more work history needs to be included, you may prepare a word document that contains the requested information and include as a supplement to the application.

#### Routing

Submit application to the location indicated in job announcement under "Mail applications to." Misrouted applications are the responsibility of the applicant. Applications must be received at the designated location by 5:00 p.m. on the closing date of the job announcement. Applications submitted via attachment to e-mail, which are processed through the sender's server prior to 5:00 p.m. are accepted as meeting the closing deadline. If the application is submitted by mail, include original and one copy. If the application is submitted by fax or e-mail, only one submission is needed. When faxing, include a coversheet with the job announcement number. Applicant retains one copy.

**Instructions for e-mail submission.** Save completed Form 11PE012E before attaching to e-mail. Failure to save updates before attaching to e-mail can result in transmittal of either a blank form or old data from a previous submission.

When attaching Form 11PE012E to e-mail while the form is open, select option **mail recipient (as attachment)**. If another e-mail option is selected, Form 11PE012E is inserted into the body of the e-mail instead of an attachment, which makes some responses unreadable and will result in the application being rejected.

If additional assistance is needed, contact the Employment Services Unit at 405-521-3613, weekdays from 8:00 a.m. to 5:00 p.m., Central Standard Time.