

Type: System Enhancements	ID Number: SE 58
Date: July 28, 2009	Subject: Updates to the State of Florida Employment Application

Suggested Audience

HR Staff and Agency Hiring Managers

Description of Issue

Effective August 1, 2009, the online and PDF versions of the State of Florida Employment Application will be updated.

Summary

Updates to the application include:

1. Changes to the "How do we contact you?" section
 - a. Removal of the Social Security number (SSN).
 - b. Addition of the People First ID number.
 - c. Verbiage changes to sections of the application including the "Exemption from Public Records Disclosure", "Citizenship, Relatives and Selective Service System Registration", and the "Certification" sections.
 - d. Phone number title changes.
2. Updated EEO categories to match the federal reporting requirements.

How does this impact me?

1. Based on the changes, internal agency practices should have been reviewed and modified if necessary. For example, if an agency requires the SSN as part of the application process, they may need to implement an internal supplemental process to capture the SSN outside of the People First requisition process.
2. Once the changes to the application are implemented, applicants will be required to review and update their application prior to applying for a job vacancy.
3. Only applicants that submit an application after the changes are implemented will be required to use the new version of the employment application. Therefore, hiring managers may have applicants using both the old and new version of the application, depending on when they applied.

If you have any questions related to the changes to the State of Florida Employment Application, please contact Stephen Eaton at (850) 487-4484 or by email at stephen.eaton@dms.myflorida.com.