

**STATE OF OHIO**  
**ADJUTANT GENERAL'S DEPARTMENT**  
2825 WEST DUBLIN GRANVILLE ROAD  
COLUMBUS, OHIO 43235-2789

**TO:** SEE DISTRIBUTION   
**FROM:** Gregory L. Wayt, Major General (Ohio), The Adjutant General  
**DATE:** January 20, 2005  
**SUBJECT:** POLICY - State Employee Procedure Letter #8  
Ohio Civil Service Application Procedure

**1. REFERENCES:**

- A. Chapter 124.25, Ohio Revised Code
- B. 123:1-11-02 and 123:1-11-08, Ohio Administrative Code

**2. SCOPE:** This policy letter applies to any person who applies for appointment as a state employee of The Adjutant General's Department (classified, provisional or unclassified).

**3. JOB ANNOUNCEMENT:** When vacancies within the department exist and they have not been filled through lay-offs, upward mobility or the use of Ohio Civil Service Certification Lists, then they will be published and announced on an Adjutant General's Department Job Opportunity announcement.

**4. APPLICATION FORM:** The only application form, which is accepted, is the Ohio Civil Service Application Form ADM/GEN-4268 (photocopies are acceptable). A resume may be submitted in lieu of the Ohio Civil Service Application. Application forms may be obtained from any local office of the Ohio Bureau of Employment Services, the Adjutant General's Department State Human Resources Division, Centralized Recruitment Office – Department of Administrative Services, the State of Ohio web site ([www.state.oh.us/das/dhr/jobapp.html](http://www.state.oh.us/das/dhr/jobapp.html)), or at the work location of the position indicated on the job announcement.

**5. COMPLETED APPLICATION:**

- A. The completed application/resume will be the sole criteria in determining an applicant's eligibility for interview/selection. Information showing that an applicant meets all the minimum qualifications as stated on the job announcement must appear on the application itself. No additional information will be accepted after the filing deadline.
- B. Failure of an applicant to indicate on his/her application the qualifications as to experience or any other requirements described in the job announcement will be considered sufficient cause to exclude an applicant from the interview and selection process.

**6. SUBMISSION OF APPLICATIONS:**

All applications must be submitted to:

Adjutant General's Department  
ATTN: State Human Resources Division  
2825 W. Dublin Granville Rd.  
Columbus, OH 43235-2789

Do not submit applications to local armories, air bases, etc. All applications must be **postmarked by the deadline date** indicated on the job announcement.

**DISTRIBUTION:**  
**AD**

\*This memorandum supersedes State Employee Procedure Letter #8 dated August 10, 1999.