

What is the Job Application Package?

CalHR provides a job application package checklist which can be found on **CalCareers in the Additional Documents section of the job posting.**

The checklist lists the required documents that you must submit when applying for a job on CalCareers. Please note that every job application package may request different required documents (i.e. resume, cover letter, statement of qualifications (SOQ), transcripts or copy of diploma, or an employment/examination application form (STD 678).

Each job opportunity listed on CalCareers will have set requirements for the job application package. This will differ depending on the position and classification. To be considered for the position you are applying for, you must include all the required documents listed on the job application package checklist.

What is normally required in a job application package?

Typically, an employment/examination application form (STD 678) and resume will be the most common requirements for an application package. However, some other documents may be required, such as a SOQ, cover letter, a typing certificate, or a copy of your degree/transcripts.

What is always required in a job application package?

1. STD 678

What are additional common components of a job application package?

1. Resume
2. Cover letter
3. SOQ if applicable
4. Supplemental documentation (certificates, degrees, official transcripts, licenses, etc.), usually listed as “other” on the checklist, if applicable.

Please remember that in order to have your application considered, you must include all the required documents listed in the job advertisement in your application package. READ the advertisement carefully and in its entirety. All this information will be listed on CalCareers under the job posting. You will click on the job posting and scroll down to application instructions. You will then look under **Required Application Package Documents** to view what should be included in the job application package. **You can also reference the job application package checklist.**

