

Cal OES Summer Intern Program

Std. 678 – Summer Intern Application Guide

This document is intended to assist prospective interns with completing the State of California Examination / Employment Application (Std. 678) for the purpose of applying to the Cal OES Summer Intern Program.

Cal OES Summer Intern Program Application FAQ

What documents are required to apply?

1. **Std. 678** – State of California Examination / Employment Application. [You can download a PDF of the Std. 678 here.](#)
2. **Statement of Purpose** – A response to the following questions: What do you hope to learn and/or accomplish as a Cal OES Summer Intern? What experience, skills, and insight can you contribute to the workplace? Why are you applying for the three program areas you selected?

Does Cal OES accept resumes, cover letters, and/or letters of recommendation?

Resumes and cover letters are optional. Resumes will not be accepted in lieu of a Std. 678.

Where do I send my application?

Send the required documents and any additional supporting documentation as an email attachment to intern.recruitment@caloes.ca.gov. PDF format preferred for electronic submissions.

What information is required on the Std. 678?

Scroll down for an overview of what sections to complete. All fields with a "*" are required. Fields highlighted in yellow should be completed if applicable. Leave white portions of the form blank. The Equal Employment Opportunity survey is not required, please leave this page blank.

Do I need to provide all of my past work experience?

Provide the most relevant work, volunteer, and /or internship experience. List the most recent job/position information first.

Am I required to list experience for each job title?

Yes, provide experience for each job you list. Indicate any significant achievements, and provide enough detail and clarity to convey your role and direct contributions.

If I require a Reasonable Accommodation during an interview and/or placement in a position, who do I contact?

Please email any and all requests for Reasonable Accommodation to Cal OES's Office of Civil Rights and Equal Employment Opportunity: eeo@caloes.ca.gov. In the subject line please include: *Summer Intern Program Applicant*

I have a question about the Summer Intern Program and/or the application process.

Email any and all questions to intern.recruitment@caloes.ca.gov.

Section 1: Contact Information and Identifying Areas of Interest

State of California Application

PRINT OR TYPE

APPLICANT'S NAME (Last)* (First)* (M.I.) 1. YOUR NAME HERE			CALCAREER ID
MAILING ADDRESS (Number)* (Street)* (Apt #) 2. YOUR MAILING ADDRESS			SOCIAL SECURITY NUMBER (Exams Only)
(City)* (County)* (State)* (Zip Code)*			
E-MAIL ADDRESS* 3. PRIMARY EMAIL	1st TELEPHONE NUMBER* 4. PRIMARY PHONE	<input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Other	2nd TELEPHONE NUMBER <input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Other
EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING* 5. LIST YOUR TOP 3 PROGRAM AREAS OF INTEREST			PERSONNEL USE ONLY

* indicates a required field

Leave the **CALCAREER ID** and **SOCIAL SECURITY NUMBER** fields empty.

1. Key your name into the appropriate fields. (Last Name, First Name, and Middle Initial [if applicable])
2. Key your mailing address in the appropriate fields. (Number, Street, Apt # [if applicable], City, State, and Zip Code)
3. List your primary email address
4. List your primary phone number and indicate if it is a work, home, or other number.
5. List your top 3 Cal OES program areas of interest. Refer to the Summer Intern Website for a complete list of participating program areas.

Section 2: Standard Employment Questions

STANDARD EMPLOYMENT QUESTIONS

- 1.* Are you now employed by the State of California? If "Yes," fill in the information below. Yes No
Department: _____ Subdivision: _____
- 2.* Have you ever been fired, dismissed, terminated, or had an employment contract terminated from any position for performance or for disciplinary reasons? If "Yes," give details in the "Explanation" section below and refer to the instructions page for further information. Yes No
- 3.* Have you ever entered into any written agreement with a state agency in which you agreed not to seek or accept subsequent employment with the state or any state agency? Yes No
- 4.* Have you ever entered into any written agreement with a state agency involving an adverse action, rejection on probation, or AWOL termination, in which you agreed not to seek or accept subsequent employment with a particular state agency? Yes No
5. In addition to English, list any other languages you are fluent in:
a. Verbal fluency in _____
b. Written fluency in _____

ANSWER THE FOLLOWING QUESTIONS ONLY IF THE EXAM BULLETIN OR JOB POSTING REQUIRES THE INFORMATION

6. For typing applicants only: I certify I can type at a speed of _____ words per minute.
- 7.* Do you meet the minimum and/or maximum age requirements? Yes No
8. Do you possess a valid California Driver License? If "Yes," fill in the information below. Yes No
License #: _____ Class: _____ Restrictions: _____

ANSWER THE FOLLOWING QUESTIONS IF APPLYING TO TAKE AN EXAMINATION

9. Enter your preferred county to take the examination, if different from your county of residence: _____
10. Do you need an accommodation to take an examination or assessment? If "Yes," complete the Accommodation form. Yes No

NOTE: If you are a veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, you may qualify for Veterans' Preference. For information regarding Veterans' Preference see www.calcareers.ca.gov or www.calvet.ca.gov.

EXPLANATIONS: Provide details of any response that requires additional information.

* indicates a required field

1-4 & 7. Answer questions 1-4 & 7. If you indicate "yes" to question 2, 3, and/or 4, please include an explanation of the situation and resolution in the box labeled "EXPLANATIONS."

5-6 & 8-10. Skip questions 5-6 & 8-10.

GC §18220. If you are eligible for priority preference under Government Code Section 18220, write "18220 eligible" in the box labeled "EXPLANATIONS." For more information regarding GC §18220, see Cal HR's Online HR Manual, section 1207: <http://hrmanual.calhr.ca.gov>

Section 3: Education

EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL?

Yes No

IF NOT, DO YOU POSSESS A GED OR EQUIVALENT?

Yes No

IF NOT, ENTER THE HIGHEST GRADE YOU COMPLETED?

UNIVERSITY OR COLLEGE — BUSINESS, CORRESPONDENCE, TRADE OR SERVICE SCHOOL, NAME AND LOCATION	COURSE OF STUDY	UNITS COMPLETED SEMESTER	UNITS COMPLETED QUARTER	DIPLOMA, DEGREE OR CERTIFICATE OBTAINED	DATE COMPLETED

LICENSES – LIST APPLICABLE LICENSES AND CERTIFICATES INDICATED IN THE EXAMINATION BULLETIN.
 (If you are an attorney, please indicate the date you were admitted to the Bar under the Issue Date column, if stated on the examination bulletin.)

LICENSE / CERTIFICATION NUMBER	ISSUE DATE	EXPIRATION DATE	IN THE SPACE BELOW, INDICATE SPECIFIC COURSE REQUIREMENTS NEEDED TO SATISFY REQUIREMENTS FOR THIS EXAMINATION

Complete all applicable fields. List up to 4 universities or colleges and up to 3 licenses/certifications.

Section 4: Employment History

EMPLOYMENT HISTORY – List relevant paid, military and/or volunteer experience that relate to the qualification requirements. List each job separately.

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED Months/Years	ADDRESS		
DUTIES PERFORMED			
REASON FOR LEAVING			

Complete all applicable fields. List up to 9 paid, military, internship, and/or volunteer experience. List each job separately.

Section 5: Signing the Std. 678

CERTIFICATION – IMPORTANT – READ BEFORE SIGNING – YOUR SIGNATURE IS REQUIRED FOR HARD COPY SUBMISSION

I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the State of California. I authorize the employers and educational institutions identified on this application to release any information they may have concerning my employment or education to the State of California.

APPLICANT'S SIGNATURE

DATE SIGNED

APPLICANTS — DO NOT USE THE SPACE BELOW — FOR PERSONNEL USE ONLY

Classes	01	02	03	04	05	06				FOR PERSONNEL USE ONLY	
WC for Series/Levels										Flags _____	STATUS <input type="checkbox"/> Accepted <input type="checkbox"/> REJECTED WC
RC/Flag for Series/Levels										WC _____	EXPERIENCE LICENSE REQUIREMENT
											EDUCATION OTHER
											STAFF DATE PROCESSED

CODES

Certification Signature. Refer back to page 3 of the Std. 678. Beneath the box labeled "EXPLANATIONS" is a field labeled "APPLICANT'S SIGNATURE." Applicants must certify the information being submitted in their application is true and complete. Applicants may opt to sign the Std. 678 electronically or print the document and sign physically with a pen (black or blue ink).

Adobe's walkthrough for applying an electronic signature to a PDF: <https://helpx.adobe.com/reader/using/fill-and-sign.html>