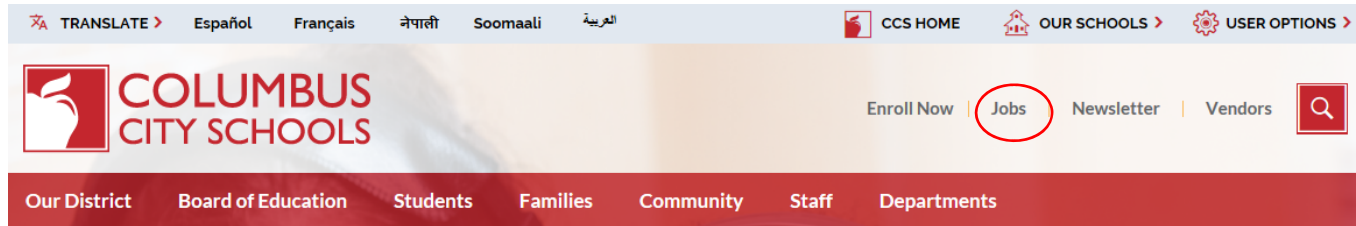
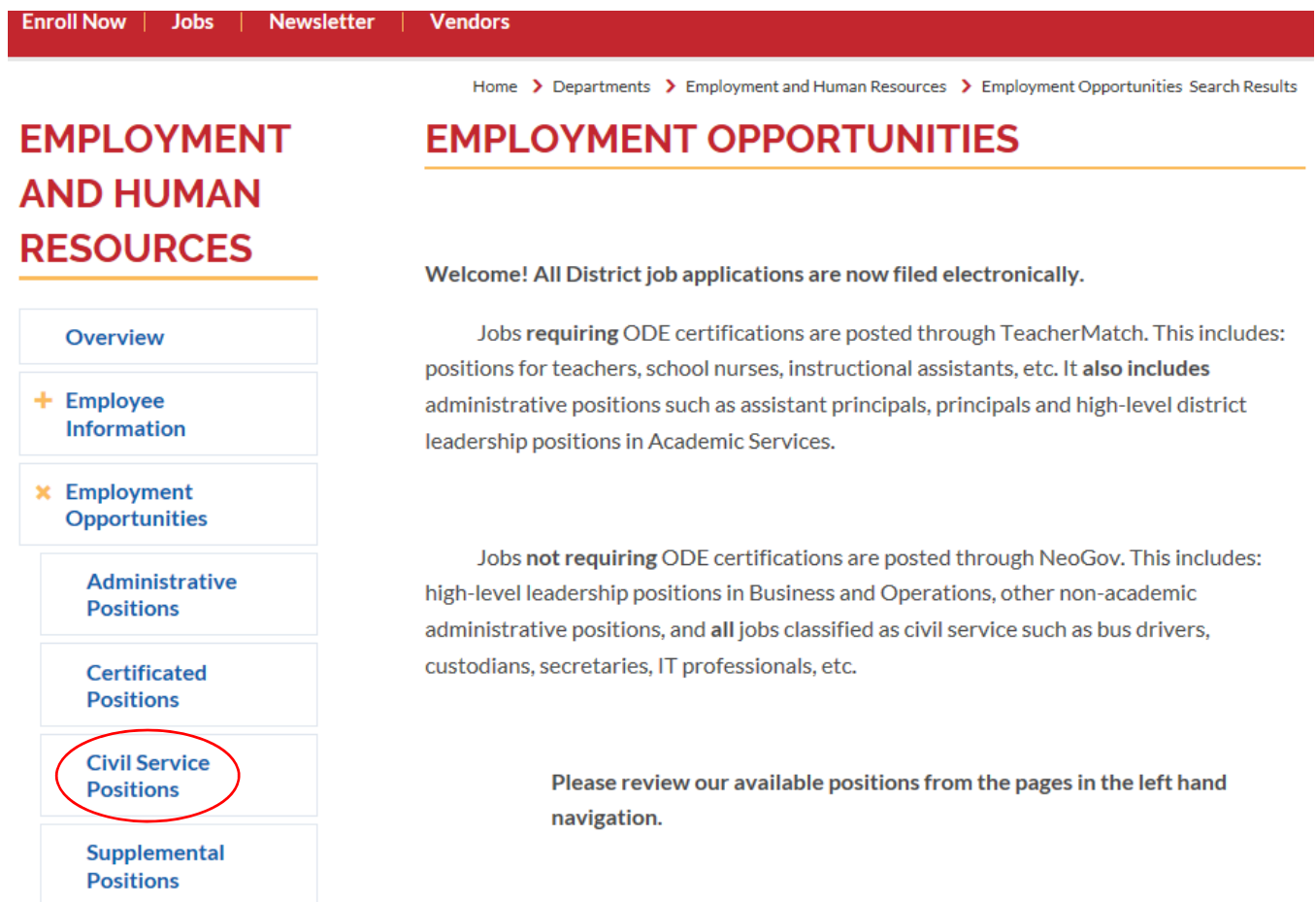


How to apply to Classified Civil Service Positions

- 1) Go to <http://www.ccsdh.us>.
- 2) Select **Jobs** at the top of the screen:



- 3) On the left select **Civil Service Positions**:



4) To see open postings select **Civil Service Position Listings** on the right side of the page:

EMPLOYMENT AND HUMAN RESOURCES

- Overview
- + Employee Information
- x Employment Opportunities
- Administrative Positions
- Certificated Positions

CIVIL SERVICE POSITIONS

Consists of mainly non-teaching employees, including computer professionals, custodial services, environmental services, administrative assistants, athletic trainers, healthcare therapist assistants, secretaries, bus driver trainees and bus drivers.

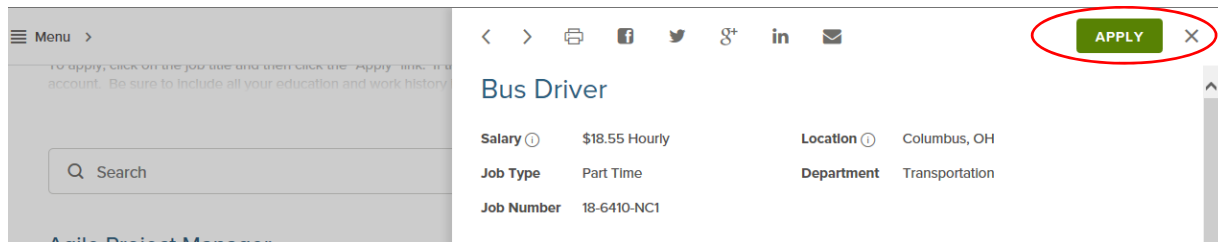
FORMS

- Request for Review
- Testing Accommodation - ADA Step 1
- Testing Accommodation - ADA Step 2
- Testing Accommodation - Not ADA

POSTINGS & INFO

- Civil Service Position Listings
- Job Class Information
- Job Interest

5) To apply, click on the job class title than select **APPLY** in the upper right corner:



* If you need to create an account, be sure to include all previous jobs, including your current job, especially if you now work for Columbus City Schools. Also be sure to attach your college diploma/transcript and any certifications that you have.

6) If you do not see a job posted, click on **Job Interest** to subscribe and receive future email notifications:

- Overview
- + Employee Information
- x Employment Opportunities
- Administrative Positions
- Certificated Positions

FORMS

- Request for Review
- Testing Accommodation - ADA Step 1
- Testing Accommodation - ADA Step 2
- Testing Accommodation - Not ADA

POSTINGS & INFO

- Civil Service Position Listings
- Job Class Information
- Job Interest

**Options 4 through 6 above direct you to www.governmentjobs.com/careers/ccsoh.

5) Once you are in www.governmentjobs.com/careers/ccsoh, select **Menu** at top left to view all the job classes or submit a job interest form.



6) If you need additional guidance on navigating the system, select **Help & Support**, which will display the following:

