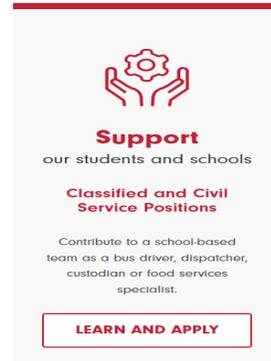


## How to apply to Classified Civil Service Positions

- 1) Go to [ccsjobs.org](https://ccsjobs.org)
- 2) Go to the "Support" icon and click on "Learn and Apply"



- 3) Click on "Apply" and start the search for your new career

## Support our students and schools

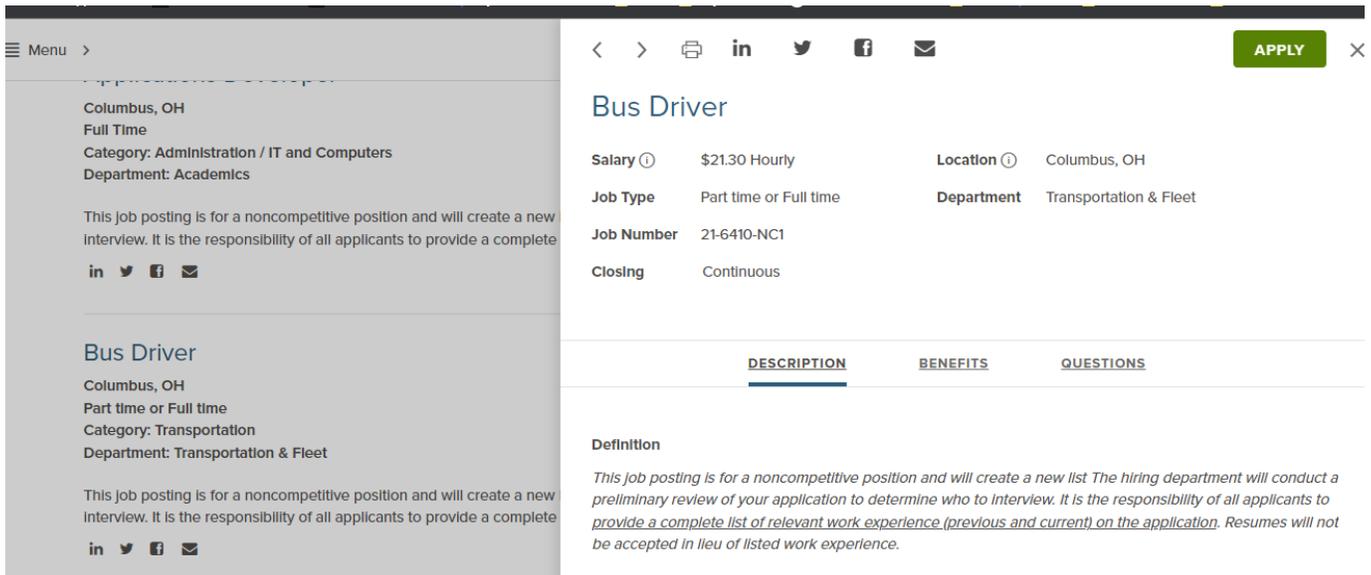
THE FOLLOWING CANDIDATES APPLY HERE:

Bus Drivers, Custodians, Food Service Workers, Athletic Directors, and Student Activities Coordinator.

Addressing our students' needs outside of the classroom is critical to their success in the classroom. Your talents are critical to our success.

APPLY NOW

- 4) Click on the correct job class title and select APPLY in the upper right corner:

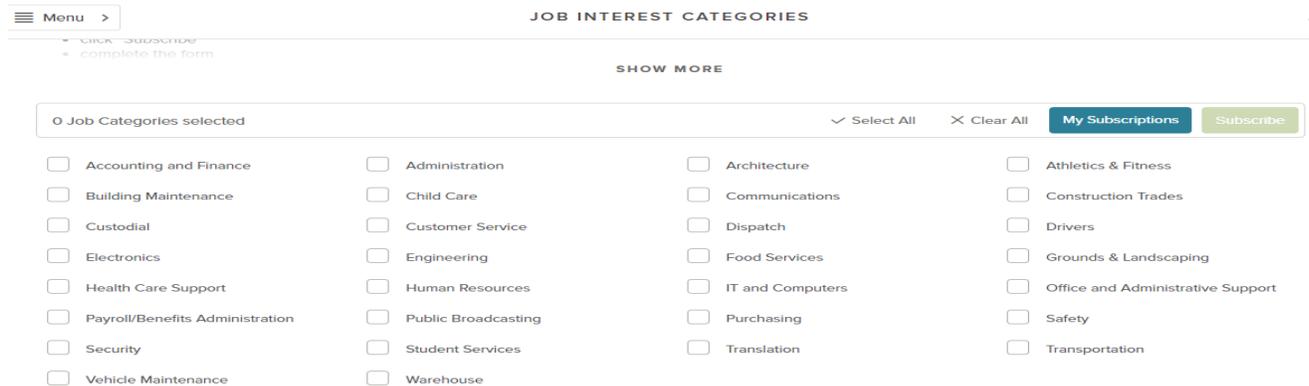
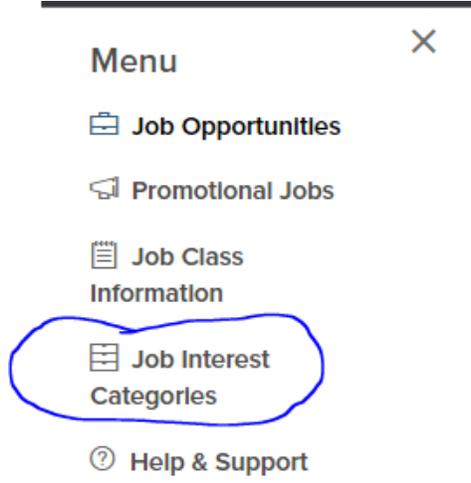
A screenshot of a web browser showing a job application page. The page is split into two main sections. The left section is a sidebar with a "Menu" icon and a "Bus Driver" job listing. The right section is the main content area, also titled "Bus Driver", and includes an "APPLY" button in the top right corner. The job details are as follows:

Salary	\$21.30 Hourly	Location	Columbus, OH
Job Type	Part time or Full time	Department	Transportation & Fleet
Job Number	21-6410-NC1		
Closing	Continuous		

Below the details are three tabs: "DESCRIPTION", "BENEFITS", and "QUESTIONS". The "DESCRIPTION" tab is active, showing a "Definition" section with the following text: "This job posting is for a noncompetitive position and will create a new list. The hiring department will conduct a preliminary review of your application to determine who to interview. It is the responsibility of all applicants to provide a complete list of relevant work experience (previous and current) on the application. Resumes will not be accepted in lieu of listed work experience."

If you are not already signed into your account, you will need to sign in to complete the application. \*\*\*Be sure to include all previous and current job experiences in your application. Resumes are not accepted in lieu of completing the work history section of the application. Attach college degree/transcript and any certifications.

6) Don't see a job posted? Click on **Job Interest** to subscribe and receive future email. Click on "Menu" in the upper left corner of the screen. Then select Job Interest Categories. Select all applicable categories and jobs with the category you want to be notified of when the job is posted.



6) Need additional help and support? Click on "Menu" in the upper left corner of the screen. Then select "Help & Support"

