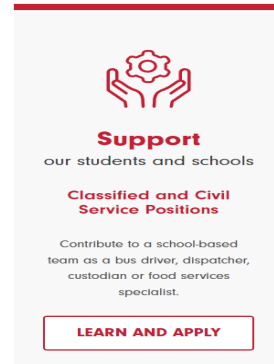


How to apply to Classified Civil Service Positions

- 1) Go to 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

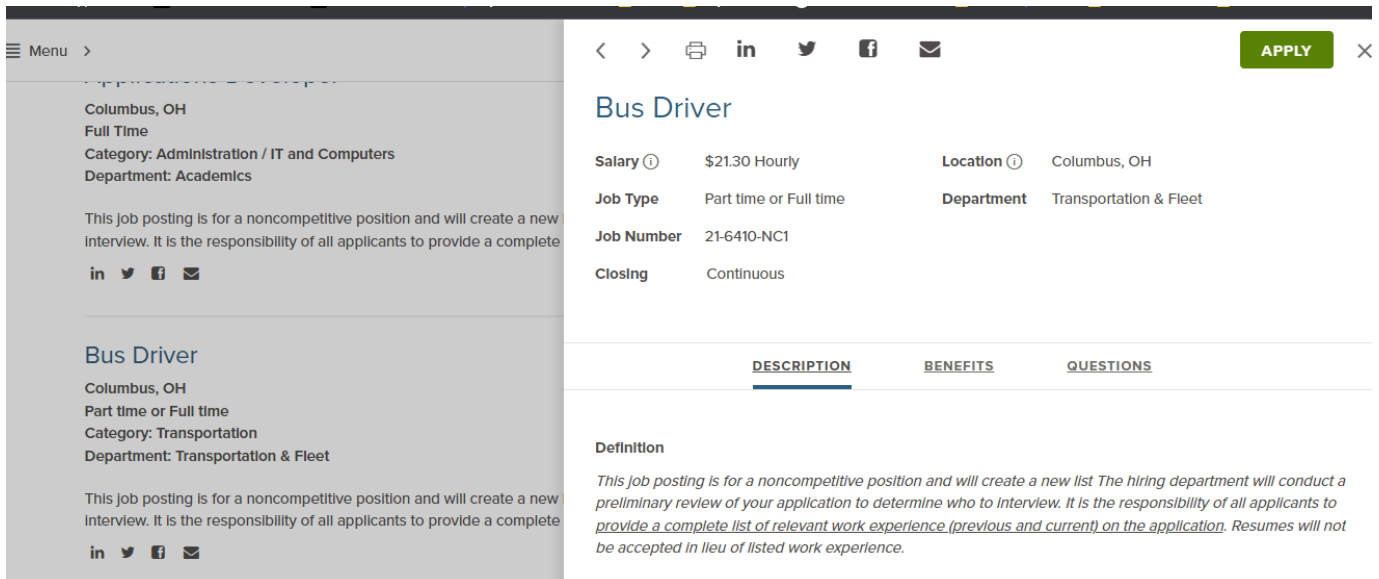
THE FOLLOWING CANDIDATES APPLY HERE:

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.

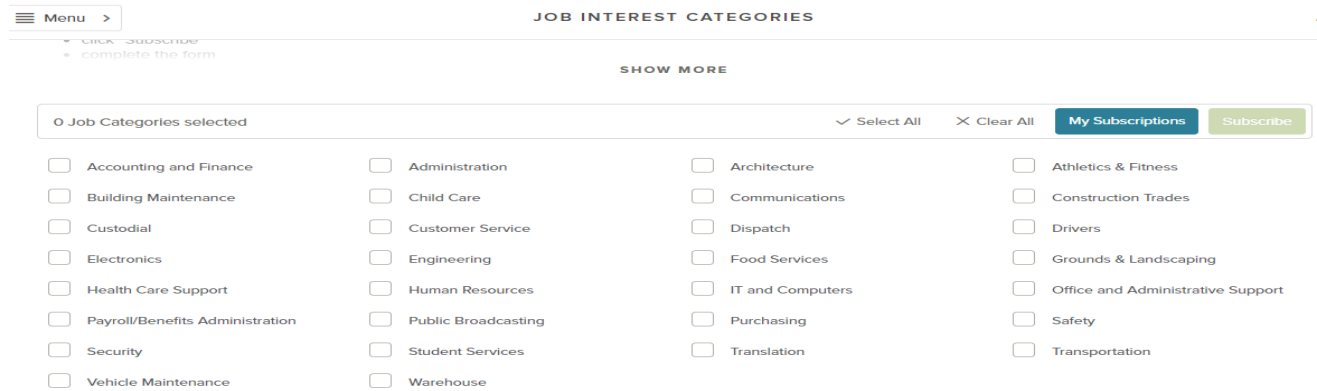
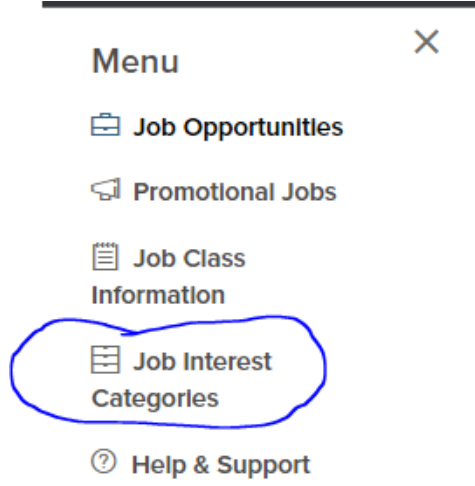
APPLY NOW

- 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 the text "Menu >". Below this, it lists job details: "Columbus, OH", "Full Time", "Category: Administration / IT and Computers", and "Department: Academics". A paragraph follows: "This job posting is for a noncompetitive position and will create a new interview. It is the responsibility of all applicants to provide a complete...". Below this are social media icons for LinkedIn, Twitter, Facebook, and Email. The right section is the main content area. At the top right is a green "APPLY" button with a close icon. Below it is the job title "Bus Driver". A table of job details follows: "Salary" is "\$21.30 Hourly", "Location" is "Columbus, OH", "Job Type" is "Part time or Full time", "Department" is "Transportation & Fleet", "Job Number" is "21-6410-NC1", and "Closing" is "Continuous". Below the table are three tabs: "DESCRIPTION", "BENEFITS", and "QUESTIONS". The "DESCRIPTION" tab is selected, showing a "Definition" section with the 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"

