

Create Your CalCareers Profile

Sign up now to create your personalized account: www.calcareers.ca.gov

You will be asked to create a user-ID and password for your account.

Click the “Login” icon in the upper right corner of the CalCareers website to get started.



[Create Account / Log In](#)

Create an Application Template:

Login to your CalCareers account

Once you are in your account, you will see a list of options to choose on the left.

Click on **Application Templates (STD 678)**

Click **create new template**.

Name your Application Template

When you are filling out a new template, you must choose a name for your application template in the box on the first page where you see the heading “**Application Template Name:**”

The choice of name is up to you. You are the only one who will see it.

When you begin, you will see three tabs, **Questions, Education, Experience**. Fill these sections out completely and make sure to **Save** after every entry. You must always **save** before moving to another screen or you might lose information. Once you have completed these steps, then you are ready to use this template to apply for jobs.

Apply for a State Job

There are two ways to search for a job.

1. If you are new to working for the state, click the “Get a State Job” icon, where you can browse career fields and see the jobs available. Or you can search by keyword, job title, or state department. Use the advanced search to filter by location, work schedule, and salary.
2. If you currently work for the state, click the “State Employees” icon, to begin your search.

If you are interested and qualified, begin the assessment. If you pass, then you are eligible to start applying!