

Have a CalCareer Account?      Checked.  
Meet Minimum Qualifications?      Checked.  
Passed the Eligibility Exam?      Checked.

If you can check off all of the above, you can now submit your application to become a Health Facilities Evaluator Nurse (HFEN) by following the steps below.

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## HFEN APPLICATION STEP-BY-STEP TUTORIAL

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**Before you get started, make sure you are logged onto your CalCareer Account.**

1. After selecting and clicking your desired District Office from the Job Application dropdown list on the CDPHnurse.org page, it will automatically link you straight to the application page. You will see a webpage that is similar to Figure 1 below. Make sure the Job number (See Box 1) shown in the blue box corresponds to the District Office you would like to apply for by referencing back to the dropdown list. Then, click **“Complete Template”** (Box 2) under Application Templates.

**Step 1. Click “Complete Template”**

CalCareers



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Veterans

Pe

## My Application Templates



How do you want to apply for <sup>Box 1</sup> Job #58638?  
You may select an Application Template below and select 'Use to Apply' or choose 'Start with Blank Application'.

CalCareer Account

Job Applications

Exam Applications

Exams / Assessments Passed

Messages (1)

**Application Templates**

### Application Templates

HFEN

Template 2

Template 3

**Template:**

<sup>Box 2</sup>

Complete Template

- 2. After completing Step 1, it will take you to Step 2 below. At this point, you can start filling out the application by putting in your Application Template Name, which can be anything that makes this template unique. In this case, we can put "HFEN Application".

Step 2. Template Part I



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# My Application Template

CalCareer Account
Job Applications
Exam Applications
Exams / Assessments Passed
Messages (1)
<b>Application Templates</b>
Contact Information
Uploaded Documents

**Application Template Name: \***

**\* Required**

Questions

## Job Title(s)

**Examination(s) or Job Titles For Which You Are Applying:**

- 3. As you scroll down, you will see the rest of the template components. Under Job Title(s), you can put Examinations or Job Titles for which you are applying for. Since this is for the HFEN position, you can simply put “**Health Facilities Evaluator Nurse**”.

Under Eligibility, if you have successfully taken and passed the Eligibility Exam, you can select “**List Eligibility**” as shown in Step 3 below.

### Step 3. Template Part II

The screenshot shows the CalCareers application interface. On the left is a navigation sidebar with the following items: Messages (1), Application Templates (highlighted), Contact Information, Uploaded Documents, Equal Employment Opportunity, Log In & Security Settings, e-Notify, and Additional Records. The main content area is titled 'Job Title(s)' and contains a text input field with the text 'Health Facilities Evaluator Nurse'. Below this is the 'Eligibility' section, which asks the user to indicate their basis of eligibility. The options are: List Eligibility (selected), SROA/Surplus, Reinstatement (including Reemployment eligibility), Transfer, and Other (Specify) with an adjacent empty text box.

- 4. Next, you will have to answer some general questions about yourself. This includes accommodation, age requirements, state license, and others. After completing all general questions required in the template, you can click **“Save Template”**.

Step 4. Template Part III

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**License No.:**

**Class:**

**Restrictions:**

**If no restrictions, enter "None".**

**Can you type a minimum of 40 words per minute?**

- 5. After clicking “**Save Template**”, a green box near the top header will appear, showing “The record has been successfully saved”.

Step 5. Saved Notification




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# My Application Template

The record has been successfully saved.

 CalCareer Account

 Job Applications

**Application Template Name: \***

HFEN Application

6. Once you see that your template has been saved, scroll down to the bottom of the page. Click **“Back”** to go back to the main Application Template page.

**Step 6. Go back to the Main Application Template Page**



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**Restrictions:**

None

**If no restrictions, enter "None".**

**Can you type a minimum of 40 words per minute?**

Yes



Back

Save Template

- 7. The last step will lead you back to the Application Templates page in Step 7 below. The Template tab will say “**HFEN Application**” or the unique name you have given to this template. Now, click “**Use to Apply**” to start on the application for your selected District Office.

Step 7. Use Template to Apply

The screenshot shows the CalCareers website interface. At the top, there is a navigation bar with the CalCareers logo and several icons: Home, New To State Service, State Employees, and Vete. Below the navigation bar is a sidebar menu on the left with items like Career Account, Applications, and Application Templates. The main content area is titled 'Application Templates' and shows a tab for 'HFEN Application'. Below the tab, there are details for the template: 'Template: HFEN Application' and 'Last Updated on: 04/26/2017'. There is a 'Jump to a section:' section with links for Questions, Education (blank), and Experience (blank). At the bottom, there are three buttons: 'Back', 'Use to Apply' (highlighted with a red box), and 'Start with Blank Application'.

- 8. You should now be looking at the “Complete My Job Application” page with application information. Confirm the listed location with your desired location, and then go through the tabs: “Contact Info”, “Questions”, “Education”, “Experience”, and “Application Package” to complete all required components necessary to submit the application.

Step 8. Fill out Job Application



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# Complete My Job Application

## Application Information

<b>Application Status:</b>	Not Submitted	<b>Tenure/Timebase:</b>	Permanent/Fulltime
<b>Final Filing Date:</b>	05/01/2017		
<b>Job Code:</b>	JC-58638		
<b>Classification:</b>	HEALTH FACILITIES EVALUATOR NURSE		
<b>Department:</b>	Department of Public Health		
<b>Location:</b>	Contra Costa County		

Contact Info

Questions

Education

Experience

Application Package



- 9. You are at the last step! After completing all the required components necessary, click **“Submit My Application”**.

**Step 9. Click “Submit My Application”**

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Department: Department of Public Health

Location: San Diego County

Contact Info Questions Education Experience Application Package

\*\* Required to submit your application

## Application Package Documents and Forms

Item Name	Complete/Upload	Selected File Name	View File
Job Application Package Checklist			<a href="#">View</a>
Employment Application Form (STD678)			<a href="#">View</a>

Attach/Upload An Extra Document

Submit My Application Reset Tab Delete Application

Congratulations! You have now submitted your application for the Health Facilities Evaluator Nurse position at the California Department of Public Health.