

Notice to Applicants

Read carefully before filing this application

- The Arkansas Department of Health is an Equal Opportunity Employer.
- Applications for Employment must be submitted on a paper application or via the State of Arkansas's online job site at www.arstatejobs.com. Applicants are encouraged to attach an original written resume to supplement their application or a paper addendum for additional work history if there is not enough room in the work history section of the application. THE ARKANSAS DEPARTMENT OF HEALTH DOES NOT ACCEPT ELECTRONIC MEDIA OF ANY FORM, (CDs, flash drives, memory sticks, tapes, e-mail, etc) WITH STATE EMPLOYMENT APPLICATIONS.
- An application will not be given employment consideration unless the applicant fills out the **entire application form and provides the job title(s) and position number(s)** for which he or she is making application. EACH APPLICANT MUST SIGN AND DATE THE APPLICATION.
- Any employment application received after 4:30 p.m. on the closing date listed for a particular job vacancy on the Department's Job Vacancy listing or on arstatejobs.com, even if postmarked on the closing date, will not be considered or referred for employment.
- Each employment application form contains spaces for applicants to write four (4) job titles for which he or she wishes to make application. Once these four (4) spaces have been filled in, the applicant must submit a new application. This requirement will be enforced each time an application is filed and the four (4) spaces are filled in.
- The applicant should provide correct telephone numbers and addresses where he or she can be contacted. Should either change notify the Human Resources office (Recruitment section) immediately in writing.
- The Human Resources office (Recruitment section) screens applications daily to match applicant's qualifications with the job vacancies to which the applicant applied. If the Human Resources office (Recruitment section) determines that an applicant possesses the minimum qualifications for that specific job, his or her application will be forwarded to the appropriate hiring official (s) for employment consideration. If an applicant is selected for an employment interview, the appropriate hiring official(s) will contact the applicant. Selection is made from among the best qualified applicants.
- Applications may be removed from further consideration for a classification or job title if:
 - (a) The applicant declines an offer or appointment in the job title for which he or she has made application.
 - (b) The applicant accepts employment with the Department of Health for the same job title for which he or she has made application. Once an applicant is hired and has successfully completed the initial employee 6-month probationary period, he or she may submit new applications for promotional or transfer opportunities.
 - (c) The hiring official is unable to contact the applicant to schedule an interview or obtain additional information after a reasonable amount of effort at the telephone number, mailing or address or e-mail address provided by the applicant.
 - (d) The applicant does not meet the minimum qualifications established for a specific job title or classification.

- It is the policy of the Department to maintain a drug-free workplace. Therefore, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol product in the Arkansas Department of Health's workplace is prohibited. Any individual who is hired as an employee of the Department and who violates the Department's Drug-free Workplace policy will be subject to discipline up to and including termination.
- An applicant may be eligible for Veterans Preference and have 5 or 10 points added to any score used to establish employment or interview lists under certain circumstances. Applicants must submit Form DD-214 with their application for employment and meet other criteria to be eligible for veteran preference points. Please inquire to our Human Resources office (Recruitment section for criteria for veteran preference.

NOTE: Veteran's preference points will be awarded only after submission of appropriate documentation.

Please return completed application by mail, fax or walk-in to:



Arkansas Department of Health

Human Resources Office – Recruitment Section

4815 W. Markham St., Slot 26

Little Rock, AR 72205-3867

Office Hours: 8:00 a.m. to 4:30 p.m. Monday – Friday

Fax No. 501-661-2675

The Arkansas Department of Health only accepts completed paper or online State of Arkansas Employment Applications. Paper applications must be mailed, faxed or hand-delivered.

Apply online at

www.arstatejobs.com

For inquiries, e-mail us at adhrecruitment@arkansas.gov

We do not accept e-mailed applications for employment.

Learn more about the Arkansas Department of Health at

www.healthyarizona.com