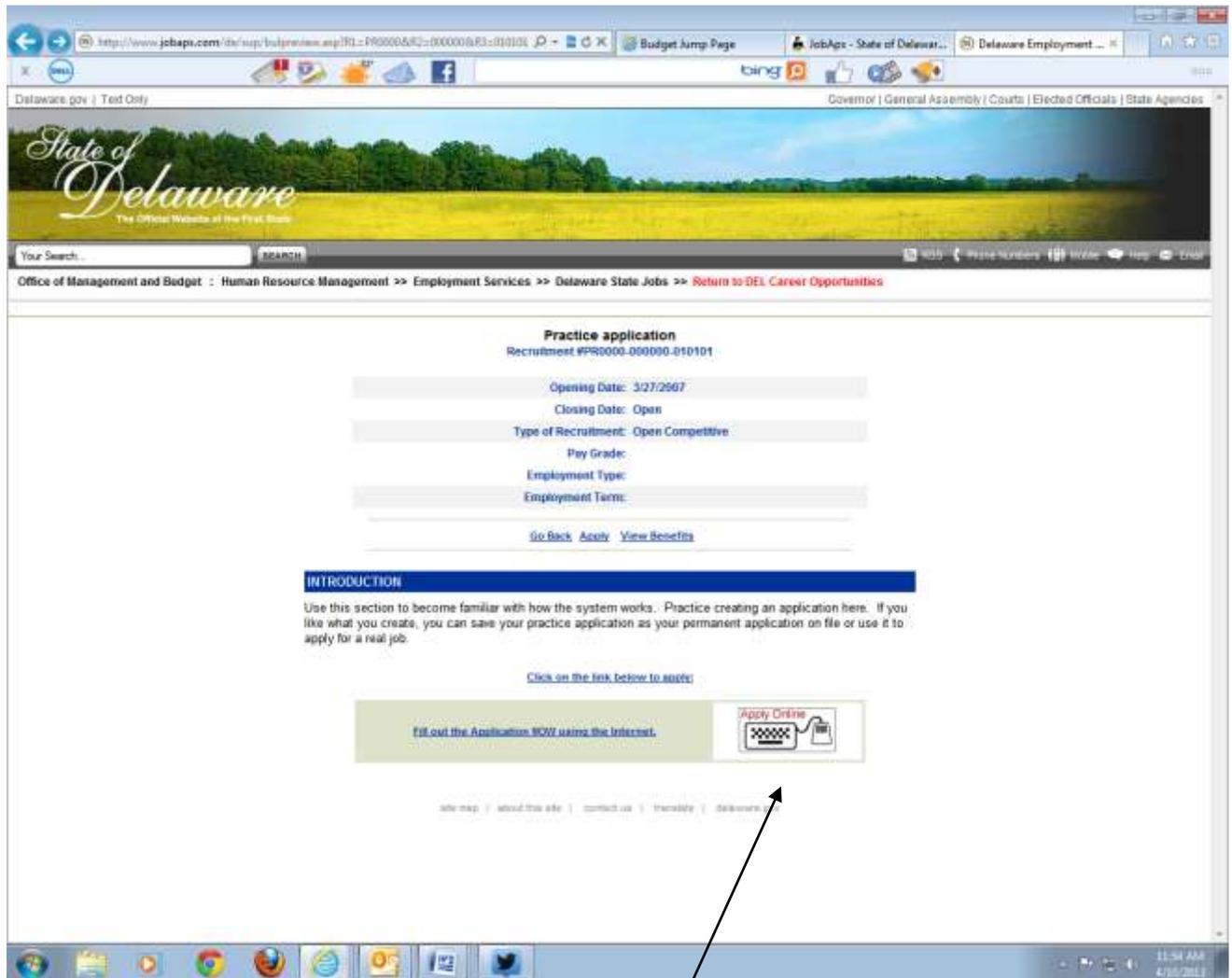# Practice Application:

The link to open the Practice Application on the Delaware Employment Link is found on the left navigation link of www.delawarestatejobs.com when you select Disability Resources.  When you select the link, you will see the page below.



Select the Apply Online icon at the bottom of the page.

# Registration Page

On this page, you will need to agree to the terms of use and then log in as a new user or as a registered user.

The Office of Management and Budget/Human Resource Management and the developers of the State of Delaware online employment application system are not responsible or in any way liable for any computer hardware or software malfunction which may affect your employment application or the applicant selection process.

By accepting the Terms of Use Agreement set forth here, you agree to all of the above terms and you agree to use this online employment application system only for the submission of bona fide employment applications to State of Delaware. Any other use of this online employment application system, including without limitation any copying, downloading, translation, decompiling or reverse engineering of the system, data, or related software, shall be a violation of this Terms of Use Agreement.

☐ I agree with the above terms of use.

| I am a NEW USER | I have REGISTERED PREVIOUSLY | EXIT |

Check the box to agree to the terms of use:

☐ I agree with the above terms of use.

Choose the correct button:

I am a NEW USER

If you have not yet registered in DEL, you will set up a new USERID and password that will allow you access to DEL.

OR

I have REGISTERED PREVIOUSLY

You have already set up your USERID and password in DEL.

## NEW USER:

1. Enter the requested information.

You are required to provide the following information for tracking purposes.

| | |
|---|---|
| First Name | |
| Last Name | |
| First 3 letters of Last Name at Birth | |
| Last 4 digits of Social Security Number | |
| Month of Birth | Select One ▼ |
| Day of Birth | Select One ▼ |

We will correspond with you via e-mail. Please make sure that your e-mail address is correct. If you do not have e-mail you can sign up for free e-mail at Yahoo!Mail.

| | |
|---|---|
| e-mail address | |
| confirm e-mail address | |

Please give yourself a UserID which is at least 8 characters.

| | |
|---|---|
| UserID | (up to 10 characters) |

Please select a Password which is at least 8 characters and a combination of letters and digits.

| | |
|---|---|
| Password | (8 character minimum, must include both letters and digits) |
| Re-enter Password | |

Record your UserID and Password for completing or copying another application in the future.

Record your USERID and Password. You will need this information each time you log into DEL.

Once you have entered all of the information, click [Submit Registration]

You are now registered in DEL and the Practice Application will open.

You may complete the practice application now or at a later time. Once it is complete, you will be able to copy your information into other applications.

## Application:

When you log in the application will have a special job number indicating that this is a Practice Application. #PR000-000000-010101



There are 8 tabs on the application. You must complete the information on the **Profile, School, Work and Resume Tab**s. Make sure you **Save** and continue at the end of each tab.

The EEO/AA tab is voluntary. The Review tab allows you to review your entries and edit if necessary before submitting. On the Send tab you will be required to agree to the terms and it will have a submit button (Send to State of Delaware). The Exit Tab allows you to exit the system.

## Evaluation of your Application

Evaluation of your application will be based on the description of education, training and/or experience you provide on the application so make sure you give lots of detail on the Work, School and Resume Tab.

## Resume Tab:

Sup Qu | EEO/AA | Profile | School | Work | Resume | Review | Send | Exit

must have a Description. The following types of attachments can be uploaded ("doc", "jpg", "pdf", "xls", "txt", "rtf").

- You may cut and paste, or type your resume in the text area below. The text area will expand to fit your Resume. If your operating system is windows, then use control-c (the copy command from one windows application to another) to copy highlighted text from your word processing (or other) application to the windows clipboard. With the cursor positioned at the beginning of the input area on this resume page, use control-v to paste the text from the clipboard into the resume input area.
- The text area below is designed for ASCII text. ASCII text will not display all formatting from a word processing program such as Microsoft Word. However, the Resume in your final printed application will probably retain better formatting than that shown in the input text area below. Review your printed application in the "Review Part" to determine if you need to reformat parts of your Resume. If you need to reformat parts of your Resume, use carriage returns and spaces in the text area below so that it will appear as you would like in the printed application.
- Click on the "Submit Resume" button when you are done or click on the "No Resume" button to go to the "Review Part" of the application. The "Clear Resume" button will allow you to erase your Resume and start over.

Free Name
Name of DVR/DVI Employment Specialist

In the box on the resume tab please enter the words Free Name and the Name of your DVR/DVI Employment Specialist (if applicable).

Once all tabs in the application are complete and a resume is uploaded, go to the Send tab and agree to terms by checking the boxes and "Send to the State of Delaware" You will receive a confirmation e-mail that the application was submitted.

Alert your Employment Specialist or the Selective Placement Program Manager that the application is ready for viewing.