

# HOW TO FILL OUT THE STATE APPLICATION FORM FOR MAINTENANCE AND SERVICE OCCUPATIONAL TRAINEE (MSOT)

This is an instruction sheet to help you fill out the state application, form number STD 678. You must fill out and sign an application in order to apply for a MSOT position at each place you are interested in working (see the attached list of locations that are hiring). If an application is not with this instruction sheet, you can print it from [www.spb.ca.gov](http://www.spb.ca.gov) or call the contact name on the attached list for help in getting one. Be sure to put your answers on the state application form.

## INSTRUCTIONS FOR PAGE 1 OF THE APPLICATION:

**Applicant's Name-** put in your last and first name and middle initial.

**Social Security Number-** put in your social security number, If you don't know it, ask someone to help you find it.

**Mailing Address-** put in the number, street, city, county, state, and zip code where you get your mail.

**Email Address-** if you have an email address, put it in. If you don't, you can leave this blank.

**Work Telephone-** If you work and have a telephone number at work, put it in.

**Home Telephone-** put in the phone number where you live.

**Examination or Job Title for Which You are Applying-** write in **MSOT**.

1. Enter the name of the developmental center and county where you would like to work – see the attached list for the name and county of each developmental center.
2. Do you need reasonable accommodation for an interview? – if you need help when you interview, check the **yes** box and tell us what kind of help you need in **box number 12**.
3. Do your religious beliefs prevent you from interviewing on Saturday? – if your church says you cannot interview on a Saturday, check the **yes** box.
4. Are you now employed by the State of California? – if you work for the State of California, check the **yes** box and put in the name of the state department you work under **Department** and name of the unit in that state department under **Subdivision**. If you checked **no**, you don't have to put in anything else.
5. Have you ever been fired, dismissed, terminated, or had an employment contract terminated from any position for performance or for disciplinary reasons? – if you have been fired from where you worked, check the **yes** box and tell us when it happened and why in box number 12. If you have never been fired, check the **no** box.

6. In addition to English, list any other languages you speak: if you can speak or write in another language, like Spanish or something else, tell us what language and if you can speak and/or write in that other language.

7-9. **YOU DO NOT HAVE TO ANSWER THESE QUESTIONS FOR THE MSOT.**

10. Have you ever been convicted by any court of a misdemeanor crime of domestic violence. If you have been found guilty by a court for hurting you wife, husband, girlfriend, boyfriend, mother, father, etc. you must check the **yes** box, if you have not, check the no box. You do not have to tell what happened.

11. Have you ever been convicted by any court of a felony? If you have been found guilty of a serious (felony) crime of any type, you must check the yes box, if you have not, check the no box. You do not have to tell what happened.

12. Explanations– this is where you put in anything you need to tell use about questions #2 and #5 above. **IF YOU ARE SERVED BY A REGIONAL CENTER OR IN A TRAINING PROGRAM WITH DEPARTMENT OF REHABILITATION, WRITE IN THE NAME OF THE REGIONAL CENTER OR TRAINING PROGRAM HERE. (THIS IS NOT REQUIRED. HOWEVER, IT WILL HELP IN REVIEWING YOUR APPLICATION.)**

**INSTRUCTIONS FOR PAGE 2- (Be sure to put in you name and Social Security Number on the top of Page 2 of the application form).**

13. Education- if you graduated from high school, check the **yes** box. If you did not, check the **no** box. If you did not graduate from high school, what is the highest grade you went to in school? If you have a high school or GED certificate, check the **yes** box.

If you are going or went to college, put in the name of the college(s), what you took, how many units you got, if you got a degree or certificate and the date you got it.

**14. YOU DO NOT HAVE TO ANSWER THIS QUESTION FOR THE MSOT.**

15. Employment History- this is where you tell use about where you worked. This can include work in a regular job, work training program, activity program, sheltered workshop, supported employment, and/or **volunteer jobs** where you did the things that the MSOT would do. To see what a MSOT does, look at the notice you got about the job.

Use one of the sections for each place you worked or volunteered. Tell the dates you worked; what was you job, how many hours a week you worked: if you were paid, tell how much or that it was a volunteer job; who you worked for (or the name of your training program) and their address; who was your boss; what you did at the job; and if you are not working there now, why not.

If you have a resume with all of this information on it, you can write in “See Attached Resume: in this section and mail it with your application; however it must include all of the information that is asked for on this form.

**INSTRUCTIONS FOR PAGE 3 AND 4- Be sure to put your name and Social Security Number on the top of these pages of the application form if you need to use them to tell us about your jobs.**

**Equal employment opportunity-** You do not have to fill out this form, but it is helpful if you do. The information will not be shared with anyone and is not part of your formal application.

**Social Security Number-** put in your social security number. If you don't know it, ask someone to help you find it.

**Age-** check the box that includes how old you are.

**Gender-** check if you are a man (male) or a woman (female).

**Ethnic Category-** check the box that tells us about you.

**Disabled-** check this box if you have a disability.

**Military-** check this box if you have been in the Army, Navy, Air Force, or any other part of the military or if you are married to someone who was in the military and now has a disability because of being in the military.

**How did you learn about this Position?-** if you heard about this job from the telephone, someone else, Internet, ad in a paper or newsletter, or because you saw the notice somewhere, tell us where you heard about it.

**READ OVER YOUR APPLICATION TO MAKE SURE YOU HAVE ANSWERED ALL THE QUESTIONS THAT YOU HAVE TO. WHEN YOU FINISH READING IT, GO TO PAGE 1 AND SIGN YOUR NAME AND PUT IN THE DATE YOU SIGNED YOUR NAME. You are now ready to mail an application to the Department of General Services (DGS).**