

Wisconsin Human Resources Handbook

Chapter 164

Application Process

Sec. 164.010	Introduction	Sec. 164.080	Applications Received via Facsimile
Sec. 164.020	Statutory and Rule Authority	Sec. 164.090	Misdirected Applications
Sec. 164.030	Definitions	Sec. 164.100	Records Retention
Sec. 164.040	The <i>Application</i>	Sec. 164.110	Administrative Information
Sec. 164.050	Veterans Preference Supplement	Attachment #1	Return Application Form Letter
Sec. 164.060	Disability Verification		
Sec. 164.070	Random-Ranked Job Applications		

Sec. 164.010 Introduction

Many agencies are delegated the authority to process applications of interested candidates. The purpose of this chapter is to provide guidance in handling the applications and the forms that may be submitted at the time of application.

Sec. 164.020 Statutory and Rule Authority

1. “The administrator shall require persons applying for admission to any examination under this subchapter or under the rules of the administrator to file an application with the division a reasonable time prior to the proposed examination.” s. 230.16(1)(a), Wis. Stats.
2. “The administrator may require in connection with the application such supplementary work history, educational transcripts, statements of physicians or others having knowledge of the applicant, as needed for qualification evaluations.” s. 230.16(1)(am), Wis. Stats.
3. “The division shall furnish application forms without charge to all persons requesting them.” s. 230.16, (1)(b), Wis. Stats.
4. “In the event that a sufficient number of qualified applicants fail to apply for an examination or to qualify after the examination, the administrator may reannounce the vacancy or extend the date for filing of applications, or, if necessary, cancel the examination.” s. ER-MRS 6.03, Wis. Adm. Code

Sec. 164.030 Definitions

1. **Vacancy:** “A classified position to which a permanent appointment may be made after the appointing authority has initiated an action to fill that position.” s. ER-MRS 1.02(22), Wis. Adm. Code
2. **Veteran (for late application purposes):** “. . . [A] person who fulfills at least one of the following requirements:
 1. Served on active duty in the U.S. armed forces for at least 180 days, not including training.
 2. Was discharged from the U.S. armed forces because of a disability incurred during active duty or because of a disability that is later adjudicated by the U.S. department of veterans affairs to have been incurred during active duty.

3. Was honorably discharged from the U.S. armed forces.
 4. Is eligible to receive federal veterans benefits.” s. 230.16(7m)(a), Wis. Stats.
3. **Disabled veteran:** “A veteran who has a service-connected disability.” s. 230.03(9m), Wis. Stats.

Sec. 164.040 The Application

1. The *Application for State Employment* form (OSER-DMRS-38) is the official form for applying for State of Wisconsin job vacancies. This form can be found at <http://oser.state.wi.us/docview.asp?docid=1121>. Paper copies are also available at OSER/DMRS, other state agencies, job centers, college placement offices, public libraries, and community organizations. (It is acceptable to photocopy the form, printing it front and back on one sheet of paper. It is not necessary to photocopy and submit the instruction portion of the application.) Applicants can also apply on-line at <http://wiscjobs.state.wi.us>.
2. Application requirements vary for each job; specific application instructions are included in the job announcement. Detailed instructions on completing the *Application* accompany the form.
3. If the examination is given at an exam center, the applicant must submit the *Application* at the time of testing.
4. An applicant testing at an exam center site may request a special examination accommodation because of a disability. The applicant must complete a *Wisconsin Civil Service Request for Examination Accommodations* form and submit the form to the agency administering the examination at least eight days prior to taking the test. A copy of the form can be found at <http://oser.state.wi.us/docview.asp?docid=1227>. (See Chapter 184—Examination Accommodations, of the *Wisconsin Human Resources* .)
5. In some cases, applicants may use the *Application* to reuse a score from the previously administered examination. The reuse period for an examination will vary from three months to three years. The staffing specialist responsible for developing the examination will establish a reuse period, and the applicant will be notified of the reuse period on their Examination Results Notice. The applicant must submit their reuse application before the deadline for non-centered examinations and on or before the examination date for centered exams.
6. Applicants are encouraged to provide their social security number on the *Application* form. The number is not mandatory, but it is the most reliable identification. If the applicant does not provide his or her social security number, other information in WiscJobs will be used to distinguish applicants (address, telephone number, and mother’s maiden name). (See the WiscJobs training manual for additional information.)
7. The applicant must provide the following information on the *Application*: job announcement code; mother’s maiden name or another name/word that will serve as an additional identifier to make the applicant record unique; last name; first name; mailing address; city; state; zip code; type of employment; county(ies) where the applicant is willing to work; and the applicant signature. Occasionally applicants will fail to complete critical areas of the application form. It is **imperative** that these areas are completed, because they affect whether or not the individual will be certified for future positions. A default has been set in WiscJobs for those critical areas. For example, if the type of employment (FT, PT, SE, EH, Night-3rd shift) is not checked or county codes (1-72) are left blank, the system will default to “all” codes.
8. Questions may arise from applicants regarding the accuracy of information keyed from their *Application* form. Therefore, when processing completed *Application* forms for an agency-held register, it is important to create a filing system that allows staff to locate an application later. DMRS assigns an eight-digit number to each completed application processed in that office. The number is assigned as follows: the first digit represents the year (e.g., 2002 would be 2); the next three digits represent the Julian date (day of the calendar year) in ascending order (many calendars show this date in small print); and the last four digits make up the file number starting with 0000. For example, the third application processed on June 7, 2002, would contain a file number of “21580002.” Though DMRS follows this numbering system, agencies may create their own numbering system.

9. Some of the data collected in the application process is verified at later stages of the process. For example, veterans preference must be verified prior to appointment. State employee status is checked against the Personnel Management Information System (PMIS). (See Chapter 212—Certification and Chapter 244—Verifying Applicant Information of the *Wisconsin Human Resources Handbook*.)
10. After submitting an *Application*, an applicant may request to have changes made to his or her record (e.g., address, type of employment, counties where they will work, etc.). The requested changes can be made in writing or by telephone. In situations where the applicant is requesting a change by telephone, verify the applicant's social security number or birth date and mother's maiden name. DMRS and other agency staff should update applicant records in WiscJobs. In addition, document the request made by telephone in WiscJobs HR Communication (accessible from the *Applicant Detail* page). DMRS processes applicant change requests within two days of receipt and sends a postcard to the applicant confirming the change. (All correspondence sent to an applicant regarding the *Disabled Expanded Certification* program is confidential and must be placed in a sealed envelope.) In the case where the request was made by e-mail, a reply message is sent. Agency staff should notify applicants of any changes made to their records.

Sec. 164.050 Veterans Preference Supplement

Veterans who do not hold a permanent appointment in Wisconsin State Government may be eligible for additional points by claiming veterans preference. Section 230.16(7), Wis. Stats., states in part that “a preference shall be given to those veterans and to some spouses of veterans . . . who gain eligibility on any competitive employment register and who do not currently hold a permanent appointment or have mandatory restoration rights to a permanent appointment to any position.” Eligibility refers to receiving a passing score of 70.00 or higher. A preference means the following points will be added to the applicant's score:

- a. For a veteran, 10 points will be added.
- b. For a disabled veteran, 15 points will be added.
- c. For a disabled veteran whose disability is at least 30 percent, 20 points will be added.
- d. For the spouse of a disabled veteran whose disability is at least 70 percent, 10 points will be added to the spouse's score.
- e. For the unremarried spouse of a veteran who was killed in action, 10 points will be added to the spouse's score.
- f. For the unremarried spouse of a veteran who died of a service-connected disability, 10 points will be added to the spouse's score.

Note: In situations where candidates are screened into eligible or ineligible groups, all eligible candidates are certified. Therefore, veterans preference does not apply.

In addition, the highest-ranked veteran who has at least a 70 percent service-connected disability will be added to a promotional certification. (See section 212.120(5) of Chapter 212—Certification of the *Wisconsin Human Resources Handbook*.) Other veterans who are permanent employees in the civil service system are not eligible to claim veterans preference. However, if an individual terminates his/her employment, the person is again eligible to claim veterans preference.

An applicant requests eligibility for veterans preference points by completing the *Veterans Preference Supplement* form (OSER-DMRS-L [1/03]). The form can be found at <http://oser.state.wi.us/docview.asp?docid=1240>. The *Veterans Preference Supplement* may be submitted at the time of application or any time thereafter. The applicant needs to submit a completed form only once because the information will remain in WiscJobs and will be applied to future applications. Agencies must verify a candidate's eligibility for veterans preference prior to making an appointment. (See the WiscJobs training manual for information on adding veterans preference points to an applicant record; DER Bulletin OS-55/MRS-134/AA-25MRS-134, dated April 15, 1992, *Veterans and Affirmative Action Requirements under 1991 Wisconsin Act 101* for specific information regarding veterans preference; and DER/DMRS MRS-195, dated November 19, 1998, *Verifying Veterans Preference and Employee Status*, for verification guidelines.)

Sec. 164.060 Disability Verification

Some applicants may be eligible for the Disabled Expanded Certification (DEC) program. In order for applicants to be eligible, a qualified professional must verify the disability and eligibility for the program by completing the *Disabled Expanded Certification Verification* form (OSER-MRS-159 [07/02]) and submitting it to DMRS prior to certification. (A copy of this form can be found at <http://oser.state.wi.us/docview.asp?docid=1200>.) The information on the completed form is confidential and may be viewed by DMRS staff on a need-to-know basis. The verification is valid for all positions for which the person applies for five years after the date DMRS receives the verification. Applicants are notified when approaching the end of their five-year eligibility period so they may have a qualified professional verify the disability and re-submit the form. All correspondence with an applicant regarding the DEC program must be placed in a sealed envelope. (See s. ER-MRS-12.06(3), Wis. Adm. Code and Chapter 212—Certification, of the *Wisconsin Human Resources Handbook*.)

Sec. 164.070 Random-Ranked Job Applications

Some classifications (various labor and service titles) do not require an examination; instead, the applicants' names are randomly ranked. When these positions are announced, the applicant is directed to send an application directly to the agency that has a vacancy. The application is entered in WiscJobs and the computer randomly assigns ranks for all applicants. For specific procedures on processing applications for random-ranked positions, refer to Chapter 160—Randomly Ranked Positions, of the *Wisconsin Human Resources Handbook*.

Sec. 164.080 Applications Received via Facsimile

Agencies can accept applications via facsimile (FAX) for announced civil service positions. When accepting faxed applications, agencies must adhere to the criteria listed in this section. The criteria listed incorporate the standards for transmitting official documents contained in the “Rules of Civil Procedure on FAX Transmissions” adopted by the Wisconsin Supreme Court on May 1, 1991.

1. Maintain the confidentiality of all applications received by facsimile.
2. Accept only applications that are legible and received in a timely manner.
3. Ensure that the applications are printed on plain paper. If the FAX machine does not contain plain paper, make a plain paper copy of the application because thermal facsimile transmissions fade.

Sec. 164.090 Misdirected Applications

All misdirected applications received at DMRS or any agency should be forwarded to the correct agency as soon as possible after receipt, even if the deadline has passed. Agencies are advised to uphold their deadlines and use the date they receive the application as the date received.

Applications that are incomplete, incorrect, or illegible should be returned to the applicant. DMRS includes a form letter and a copy of the announcement (with highlighted “how to apply” information) when returning the *Application*; the form letter includes instructions on the correct application procedure for that recruitment. (See Attachment #1 for a copy of the form letter.) DMRS policy is to return applications within two business days. Agencies are not required to return applications within two days but should make every effort to return them in a timely manner. This allows the candidate an opportunity to re-submit a complete application to the agency by the deadline.

Sec. 164.100 Records Retention

Paper applications must be maintained one year past the deadline date for each position. If entered into an electronic format, the paper records can be destroyed after verification of the electronic information. The electronic version

Merit Recruitment and Selection

Issue Date: October 2002

Revised: June 2003

must be retained as per the paper retention period, which is one year. (See the Department of Administration General Records Schedule PERS004-Employment Applications at http://doa.wi.gov/docs_view2.asp?docid=190.)

Note: When hand entering applications into WiscJobs, the paper copy should be maintained for one year past the deadline date.

Sec. 164.110 Administrative Information

This handbook chapter was originally issued in October 2002. Bulletin MRS-128, dated July 31, 1991, is obsolete.

It was revised in June 2003 to reflect changes in website addresses, references to other handbook chapters, and the policy to accept applicant record changes by telephone.

RETURN APPLICATION FORM LETTER

[date]

Dear Applicant:

Thank you for your interest in employment with Wisconsin state government. We have reviewed the information you sent to us, however, we must return your application due to one of the following reason(s).

_____ Reuse for this title is not available at this time.

_____ Your reuse application has arrived too early or too late to be accepted by this office.

_____ The Civil Service Title listed on your application is not presently announced in any of our *WiscJobs Current Employment Opportunities*. You should view these announcements at public libraries and job service offices for current employment information or at our web site, <http://wiscjobs.state.wi.us/public/>.

_____ The Civil Service Title listed on your application is scheduled for an examination that is being held at one of our exam centers. The application must be turned in at an exam center location, at the time of the exam.

_____ The Civil Service Title has been announced with specific instructions. Review the job announcement for specific application instructions.

_____ The deadline for applying for this Civil Service Title has expired.

_____ The application form you submitted does not contain a Civil Service Title.

_____ The application form you submitted does not contain a Civil Service job announcement code for the position indicated.

_____ Other: _____

If you have any questions regarding this letter, please contact me at [telephone number] or e-mail [e-mail address].

Sincerely,

[name]
[agency]