State of Arizona
Job Board
Applicant User Guide

(Rev. 10/2020)
Creating New Account / Applying For Jobs
(Applicant’s POV)

1. Open a google browser and enter the following link on the address bar: https://state-of-arizona.career-pages.com/home

2. Search for Current Openings

3. Select the position you would like to apply to.

4. If you don't have an account:
   a. Enter First & Last Name & Email Address.
   b. Click Apply

5. Verify email address, check box, click next.
6. Upload resume. By doing so, Pageup will autopopulate certain fields.

7. Click Continue
   - Note: If PageUp cannot scan the personal information, applicants will have to manually enter the info.

8. Fill out application

9. Click Save and continue

10. Document Uploads
    a. Add any additional documents:
        i. Resume
        ii. Certification
        iii. Degree
    b. Click Continue
     - Note: You will be prompted to re-upload your resume again even if you already did on step 6

11. Complete personal Information
    a. Click Continue
12. Complete **Demographic Information**
   a. Click **Continue**

13. Complete **Veterans and Disability Preference**
   a. Click **continue**

- **Note:** If you select **Veteran** or **disable veteran**, you will be prompted to upload your DD214 or FL-802.
14. Acknowledge information by entering your full name and today's date.
   a. Click **Continue**

15. Complete application.
   a. Click **submit application**

   ● **Note:** You can preview your application. However, you will Notice that veteran/disability information will not be displayed in the preview.

   a. You can either go **Back to home** or **Close window**.
17. Applicant will receive a copy of the application.

Applicant: Goku Son
Phone: (not available) Mobile: 6020000000
Fax: 459 East Street, Tucson, Arizona, United States, 85041
Email: GokuTemp@gmail.com Gender: 

Applied for: Constituent Services Liaison
Application Date: 11-Sep-2020 14:35 Current Status: 

Application Form

Dear Goku,
A copy of your application has been attached for your record.
Regards,
State of Arizona Careers

18. Applicants will receive a confirmation email.

Applicant: Goku Son
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Fax: 459 East Street, Tucson, Arizona, United States, 85041
Email: GokuTemp@gmail.com Gender: 

Applied for: Constituent Services Liaison
Application Date: 11-Sep-2020 14:35 Current Status: 

Application Form

Dear Goku,
Thank you for your recent application for the position of Constituent Services Liaison with the State of Arizona. Please feel free to update or to add additional information by logging in later.
Your application will be processed and assessed in line with the specific requirements for this position. Please be advised that the selection process will commence in the keep you informed of your progress either via phone or email after the application close date.

We appreciate the time you have taken to prepare your application and thank you for considering the State of Arizona as a prospective employer.

Kind Regards,
State of Arizona - GOVERNOR’S OFFICE.