West Virginia Division of Personnel
Application Information

EXTERNAL APPLICANTS SHOULD APPLY ONLINE

[Our Online Application Site]

You may apply from any Internet connected computer. This might include home computers, many libraries, schools, and most Workforce WV Job Services offices. Applying online speeds processing. Simply follow the link above. You should **ONLY** use a paper application if the job announcement does not allow online applications, or you cannot complete the online application. You may download a complete Online Application Guide to assist you in the online process.

Since the Division of Personnel moved to an online application the vast majority of applicants now use this fast and totally secure process. This system provides complete privacy and secure data encryption, transmission and storage. Once you complete one online application, you can use that same application to apply for multiple jobs. In order to include paper applications in our online application system, the form must be electronically scanned and manually indexed. Since both online and paper applications are stored in our online Internet database, the same privacy and data security procedures apply. Paper applications must be legible so as to be readable on a computer after scanning.

Be sure to read any special application instructions shown in the job announcement.

Applicants who are unable to use the online applications process due to disability or other valid reason should call our office for instructions. (304) 558-3950 Ext. 57207.

Internal Promotion and Transfer Job Vacancy Postings

Current permanent status State employees who wish to apply to an Internal Job Vacancy Posting should use this link:

Promotion, & Reinstatement Opportunities for
Current & Former Permanent Employees

All other persons **MUST** search for jobs and apply starting at our Job Opportunities Web site.