



www.jobs.ks.gov

Opening Doors to Employment Opportunities for People with Disabilities

The State of Kansas seeks and hires the best qualified individuals for employment and encourages qualified people with disabilities to apply for open positions. The State of Kansas provides reasonable accommodations during all phases of the recruitment process. Please contact the hiring agency, if you need accommodations.

The information provided is intended to guide you as you consider employment opportunities.

The application process may be completed by going to the State of Kansas website located at www.jobs.ks.gov. After you have accessed the site, please follow the steps identified below:

- The first step is to view the application process video by clicking on the tab, “Application Process.” You may also view a written transcript of the video by clicking on the tab, “Written Transcript of Video.” Additionally, there are opportunities to attend an applicant workshop; you may register for this by clicking on the tab in the far right column, “Applicant Workshops Register Online Today.”
- The second step towards obtaining employment with the State of Kansas is to complete the on-line personal data form by clicking on the tab, “Register Personal Data.” Once you have entered your information, click the “submit information” tab at the bottom of the page.
- Next, view the job vacancy list by clicking on the tab, “Search Job Vacancy List.” Once you have identified a position you are interested in applying for, you may click on the position title, for example Senior Administrative Assistant. Once you have reviewed the Job Description, click on the tab, “Employment Application Online Instructions.” This tab is located at the bottom of the job description page. You may either complete the online application form or print it off, complete it, and mail in the paper form. After you have completed the online application form, thoroughly review all of the information you have entered and then click the “submit” tab. The completed online form is submitted directly to the agency in which you are applying.
- When applying for a position it is important to elaborate on your work history. If you have attended or graduated from college, be sure to include this information on your application. Supporting documents, such as transcripts and resumes will assist agencies in verifying your educational qualifications and skills for the job you are applying.
- Also, remember to include any licenses or certifications that you may have. The job may require specific licensing requirements and this allows the agency to ensure that you meet these qualifications.

Some important information to consider about the job.

- How much does it pay? Pay varies depending on the type of job you are applying for and how much experience you have for the job. You may access the State of Kansas pay plans by going to www.jobs.ks.gov.
- The State of Kansas has a benefit package that includes health insurance, paid holidays, vacation, and sick leave to name a few.
- The State of Kansas also has a veterans' preference program for those who have been honorably discharged from the military. For more information about this program, contact the Division of Personnel Services at (785) 296-2541 or go to www.da.ks.gov/ps/aaa/recruitment/veterans.htm
- If you do not have access to a computer, please contact the nearest workforce center to assist you with your job search for State of Kansas positions.

Employment resources for Kansans with disabilities:

- Kansas Commission on Disability Concerns
Landon State Office Building
Phone: (785) 296-1722, (800) 295-5232, TTY: 711
www.kcdcinfo.com
- Vocational Rehabilitation
555 S. Kansas, 3rd Floor
Topeka, Kansas 66603
(785)-368-7471 or www.dcf.ks.gov/services/RS/Pages/Employment-Services.aspx
- Working Healthy
Landon State Office Building 9th Floor – Kansas Health Policy Authority
1-800-449-1439 or www.kdheks.gov/hcf/workinghealthy/index.htm
- State of Kansas
State ADA Coordinator
555 S. Kansas, 1st Floor
Topeka, Kansas 66603
Phone: (785) 296-1389, Fax: (785) 296-2173, TTY: 711
www.da.ks.gov/ps/subject/ada.htm
- Kansas Workforce Centers
www.kansasworks.com

This Document was developed by the State of Kansas ADA Coordinator