

ADDITIONAL EXAM INFORMATION

TRANSFER OF TEST COMPONENTS:

Applicants who have taken identical components recently for other exams may have their test scores automatically transferred to this examination. This examination contains test components that may be used in the future for new examinations and your test scores may be transferred.

All notices, including non-acceptance and final exam results letters will be sent via email. Exam results cannot be given over the telephone.

TEST PREPARATION:

Study guides and other test preparation resources are available to help candidates prepare for employment tests. While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

- An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find A Job" and then "Job Search Toolkit." Test preparation information is located under the "Employment Test Assistance" section.
- Additional online practice tests are available at <https://www.shldirect.com/en-us/practice-tests/>.

ELIGIBILITY INFORMATION:

The names of candidates receiving a passing grade in the examination will be placed on the eligible list/register in the order of their score group for a period of twelve (12) months from the date the list/register is created.

VACANCY INFORMATION:

The eligible list/register resulting from this examination will be used to fill vacancies throughout the Los Angeles County departments.

AVAILABLE SHIFT: ANY

HOW TO APPLY:

Applications must be submitted online only. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Plan to submit your online application well in advance of the 5 p.m. (PT) deadline on the last day of filing as you may be required to verify your email address. This only needs to

be done once per email address, and if you already have a job seeker account on governmentjobs.com/careers/lacounty, you can verify at any time by logging in and following the prompts. This is to enhance the security of your online application and to ensure you do not enter an incorrect email address.

Fill out your application and supplemental questionnaire completely. The acceptance of your application depends on whether you have clearly shown that you meet the requirements. Provide any relevant job experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, and description of work performed. If your application is incomplete, it will be disqualified.

Any additional documents must be received at the time of filing or within seven (7) calendar days from the last day of application filing. If you are unable to attach the document(s) to your online application, you may email it to the assigned exam analyst. Please ensure to reference your full name, examination title, and examination number on the subject of your email.

IMPORTANT NOTES: Please note that **all** information included in the application materials is subject to **verification** at any point during the examination and hiring process, including after an appointment has been made. **Falsification** of any information may result in **disqualification** or **rescission of appointment**. Utilizing **verbiage** from Class Specification and Minimum Requirements serving as your description of duties **will not** be sufficient to demonstrate that you meet the requirements. Doing so may result in an **incomplete application** and you may be **disqualified**.

SOCIAL SECURITY NUMBER:

Please include your Social Security Number for record control purposes. Federal Law requires that all employed persons have a Social Security Number.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For applicants who may not have regular access to a computer or the internet, you may borrow laptops and Wi-Fi hotspots from some public libraries throughout Los Angeles County to complete job applications. Please note some public libraries have reopened with limited access hours and may require prior reservation to use their computers. For more information, please visit their website at <https://lacountylibrary.org/reopening> or contact the specific libraries directly.

NO SHARING OF USER ID AND PASSWORD: All applications must file their application online using their own user ID and password. Using family members or friends user ID and password may erase a candidates original application record.