



Application Process Guidelines

Thank you for your interest in employment with Capital Health Plan. In order to ensure that you provide all the necessary information required to apply for positions with us, we have developed a list of do's and don'ts.

This list will help you avoid the most common mistakes which cause an application (or resume) to be disqualified. Please read it prior to completing your employment application or submitting a resume.

Do:

1. Read the entire employment application before you begin to complete it.	8. Review your application (or resume) for completeness prior to submission.
2. Apply for a specific, open position.	9. Sign and date your application.
3. Submit a separate employment application (or resume) for each position you wish to apply for.	10. Include contact phone numbers where you can be reached during normal business hours.
4. Include a <u>current</u> resume if you wish.	11. Make sure that your dates of employment are accurate.
5. Include your employment history for <u>at least</u> the past seven (7) years.	12. Submit your completed application (or resume) to <u>Human Resources at the Centerville location.</u>
6. Write legibly.	13. Submit your application by the deadline (if any).
7. Account for any gaps in employment during the past seven (7) years.	14. Review your application (or resume) for typos and misspelled words.

Don't:

1. Apply for "any" position.	3. Apply for more than one position per application (or resume).
2. Submit your completed application (or resume) to locations other than the Centerville location.	4. Write "see resume" instead of completing the employment section of the application.
5. Include "personal information" on your resume or application. Personal information includes, but is not limited to:	
Pictures	Political affiliation
Birth date*	Religious affiliation
Health status	Medical information
Marital status	Number of children
(*Date of birth is requested on the <i>Personal Data Sheet for External Applicants</i> <u>only</u> .)	

Failure to follow the above may result in a submission being disqualified from consideration without notice.

Completed applications (or resumes) must be hand-delivered or mailed to Human Resources. Our address is:

Capital Health Plan
 Attention: Human Resources
 2140 Centerville Place
 P.O. Box 15349
 Tallahassee, FL 32317-5349

Again, we appreciate your interest in employment with Capital Health Plan.

HUMAN RESOURCES DEPARTMENT