Application Process FAQs

Where can I obtain a CHP employment application?

Employment applications can be picked up at any of our locations or downloaded from the Career Page of our web site.

CHP Locations		
2140 Centerville Place (Human Resources)	1491 Governors Square Blvd. (Front desk)	1545 Raymond Diehl Road (3rd floor, Suite 300)

Can I submit a resume instead of completing an employment application?

Yes. While employment applications are preferred, candidates can submit a resume to express a preliminary interest in employment with Capital Health Plan. If selected for consideration, an employment application will be required at that time.

Can I submit one application or resume when applying for several positions?

Unless otherwise noted, you must submit a separate application or resume for each position which you want to apply for. Applications or resumes submitted with several positions listed will not be considered.

Can I submit one application or resume and let CHP determine which positions I qualify for?

Under our application process, candidates are required to review our job vacancies and apply for specific, open positions in which they are interested. (See # 2 under "Do" on the Application Process Guidelines.)

Who do I contact to check on the status of my application or resume?

Due to the volume of submissions we are unable to provide the status on individual submissions during the application process. However, we encourage candidates to check our job openings frequently to determine if a candidate is pending or the position has been removed.

What should I do before submitting my application or resume?

Prior to submitting an application or resume to Capital Health Plan's Human Resources office, we encourage candidates to review our Application Process Guidelines and make any necessary corrections to their submission.

How will I know if I'm being considered?

If we determine that a candidate's skills and experience meet our qualifications, they will be contacted by telephone.

If I am being considered, how long will it take before I hear from someone?

Because there are so many variables in any selection process, we cannot establish an exact deadline as to when an applicant may hear from us.

What do I do if there is not enough room on the employment application for all of my education or experience?

If needed, attach additional sheets using the same format as on the employment application. Be sure to include all the details (e.g. salary, full time or part time status, etc.)

What are some of the most common reasons applications or resumes are rejected and/or discarded?

- The application or resume is not completed in accordance with our Application Process Guidelines.
- The application does not include the employment history for at least the previous 7 years.
- Gaps in employment are not explained.
- An application is incomplete. (e.g., the applicant put "see resume" instead of completing the information on the application.)
- An application was not signed and/or dated.
- An application does not include what specific position is being applied for.
- An application is illegible.
- A resume is submitted without indicating the position being applied for.
- A resume without contact information is submitted.

What does it mean when a posting says “there is a candidate pending for this position”?

When there is a candidate pending, it means:

- we have interviewed and selected a candidate whose first day of employment has not yet occurred, and
- we are no longer accepting submissions for that position.

On or shortly after the selected candidate’s first day of employment, the vacancy being filled is removed from the open positions list.