



STATE OF MICHIGAN

JENNIFER M. GRANHOLM  
GOVERNOR

DEPARTMENT OF CORRECTIONS  
OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY AND RECRUITMENT

PATRICIA L. CARUSO  
DIRECTOR

Dear Employment Applicant:

The Michigan Department of Corrections is responsible for protecting the public by isolating convicted felons sentenced to a minimum prison term of one year and supervising those offenders sentenced to a term of probation or placed on parole in the community.

**The Department of Corrections is prohibited from hiring an individual who has been convicted of a felony or domestic violence cannot be hired. Consideration cannot be given to an applicant who is on misdemeanor probation, has outstanding warrants, or has a controlled substance (drug) related conviction in any jurisdiction, including drug-related military discharges. In addition, an applicant who has been convicted of any other misdemeanor shall not be eligible for employment until one year after satisfactory completion of any sentence imposed, including payment of fines and probation.**

## HOW TO APPLY

There are two primary methods to apply for state jobs. You may respond to Civil Service Vacancy Postings or take Civil Service Examinations. To ensure you are considered for vacancies in the future, please review the application processes outlined below and apply by using the appropriate method based on your job interests.

## CIVIL SERVICE EXAMINATION

Some jobs require a Civil Service examination (i.e., Corrections Officer, Administrative Support, etc.) and require you to be in the appropriate applicant pool to be eligible to apply for vacancies. Applications to take the required examinations may be obtained at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs) and sent directly to the Civil Service Commission, 400 South Pine St., PO Box 30002, Lansing, MI, 48909.

## STATE OF MICHIGAN VACANCY POSTINGS

State of Michigan Job Opportunity Notices are located on the Civil Service website. For example, if you are interested in a professional classification for which a degree is required, such as a Parole/Probation Officer position you can look for vacancies on either the Civil Service website Vacancy Posting System at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs) or the Michigan Department of Corrections website at [www.michigan.gov/corrections](http://www.michigan.gov/corrections). Each posting will detail the specifics of the vacant position, the minimum qualifications for the position, to whom and where to send your resume, transcripts, license, etc. An applicant applying must meet the minimum qualifications of the position for which they are applying. Computers may be available for your use at public libraries, technology centers at public schools, Michigan Works! Agencies, Community Colleges and Universities.