



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:**

Some jobs require a **Civil Service examination (i.e., Corrections Officer, Supervisory, etc.)** and require you to be in the appropriate applicant pool to be eligible to apply for vacancies. **You may obtain an application at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs).**

Click on:

1. Employment Information
2. General Information
3. Examinations
4. Entry Level Security Exam 4012 for Corrections Officer Exam or 9031 for Supervisory Exam
5. Select Microsoft Office 97 (You must save the document and complete the form before you can e-mail it)
6. E-mail form to [MDCS-BHRS@michigan.gov](mailto:MDCS-BHRS@michigan.gov) or mailed directly to the Civil Service Commission, 400 South Pine St., P.O. Box 30002, Lansing, MI, 48909.

For all other jobs, you may respond to **Civil Service Vacancy Postings**, go to [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs)



or be linked to this site from the Michigan Department of Corrections website at [www.michigan.gov/corrections](http://www.michigan.gov/corrections). Computers may be available for your use at public libraries, technology centers at public schools, Michigan Works! Agencies, Community Colleges and Universities.

You can now apply online by clicking on the job title you are interested in and clicking on the "Apply" link! If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can build an application by clicking on the "Build Job Application" link. This application can be saved and used to apply for more than one job opening. An applicant must meet the minimum qualifications of the position for which they are applying.