LHDCOS

Local Health Department – Career Opportunity System

Citizens User Guide

Version 1.0
July 1, 2020
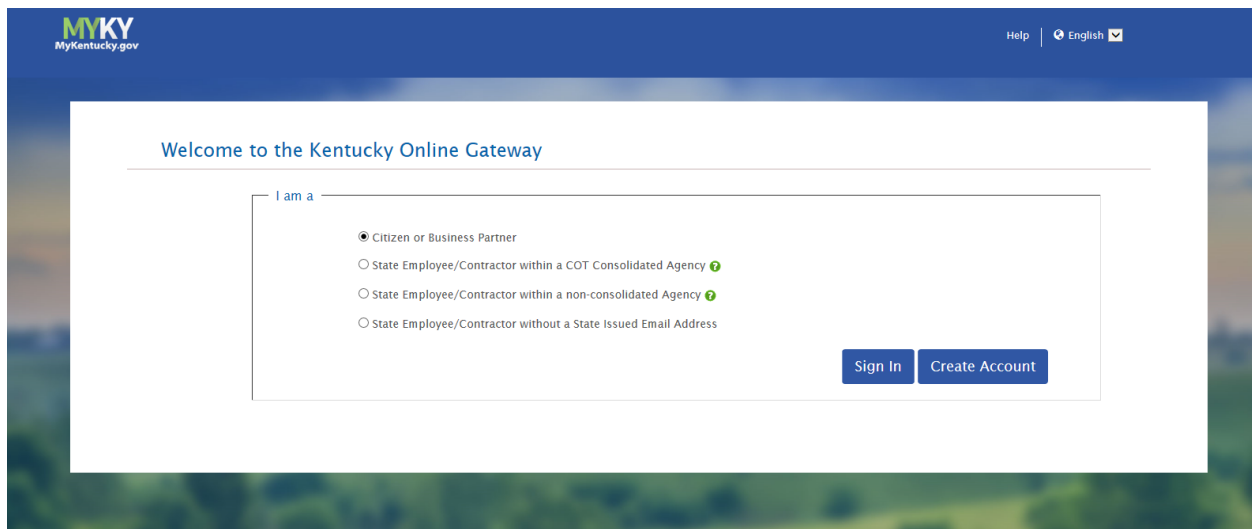
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1.0   INTRODUCTION

This User Guide is intended as an aid to citizens applying for State position using LHDCOS system for the first time or thereafter. LHDCOS is an application for people seeking employment with the local health Departments in the Commonwealth of Kentucky.

2.0   KENTUCKY ONLINE GATEWAY(KOG)

The Kentucky Online Gateway(KOG) is the single sign-on portal for the Commonwealth of Kentucky. Each user of the application will need to have a KOG account. You will use this account to access the site. When first visiting the application without a KOG account you will be redirected to KOG to sign up for an account. The first screen you will see is the page below. You will pick from the options as follows:

- If you are a citizen looking for employment at a local health Department you will choose the first option.

If you picked the first option, you can either sign in if you already have a KOG account or create an account.

For new accounts, you will fill out the form below and click the **Sign Up** button.

Once logged into KOG, you will arrive on the dashboard. A new user logging into KOG for the first time will land on the "All Apps" tab. This dashboard initiates the application request process, wherein selecting the "Enroll" button on the widget takes you to the role selection page within the Request Application. For the LHDCOS application select the LHDCOS Search and Apply widget to request Citizen Role.
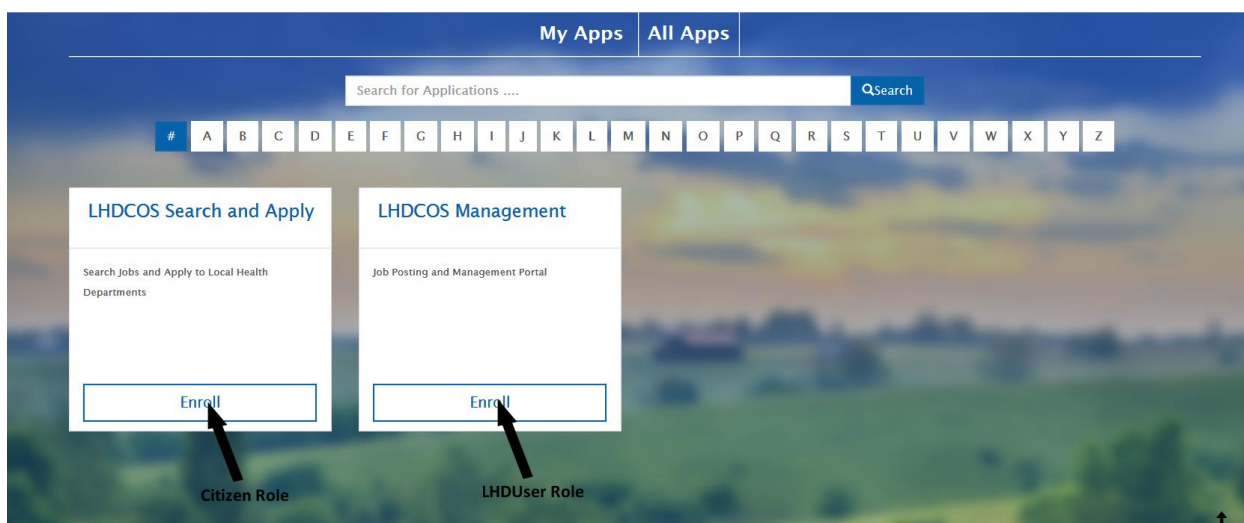
You will complete the process by requesting the citizen role and providing the prerequisites.
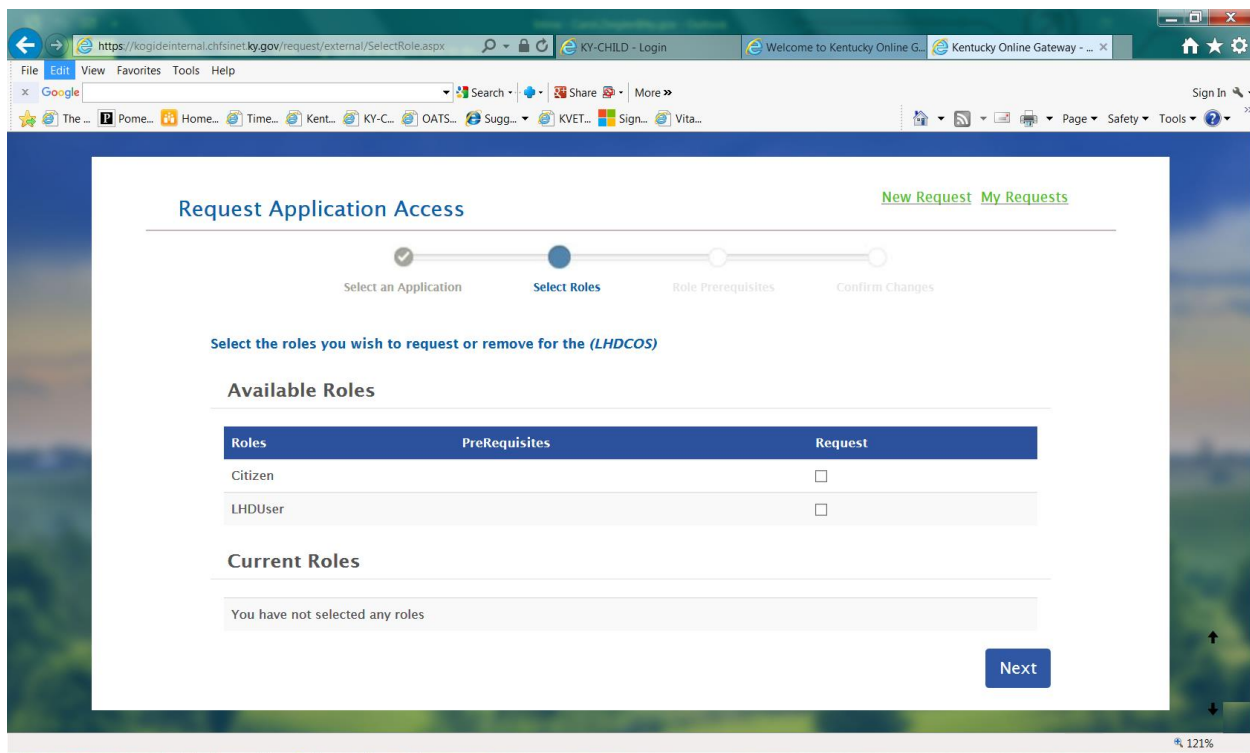
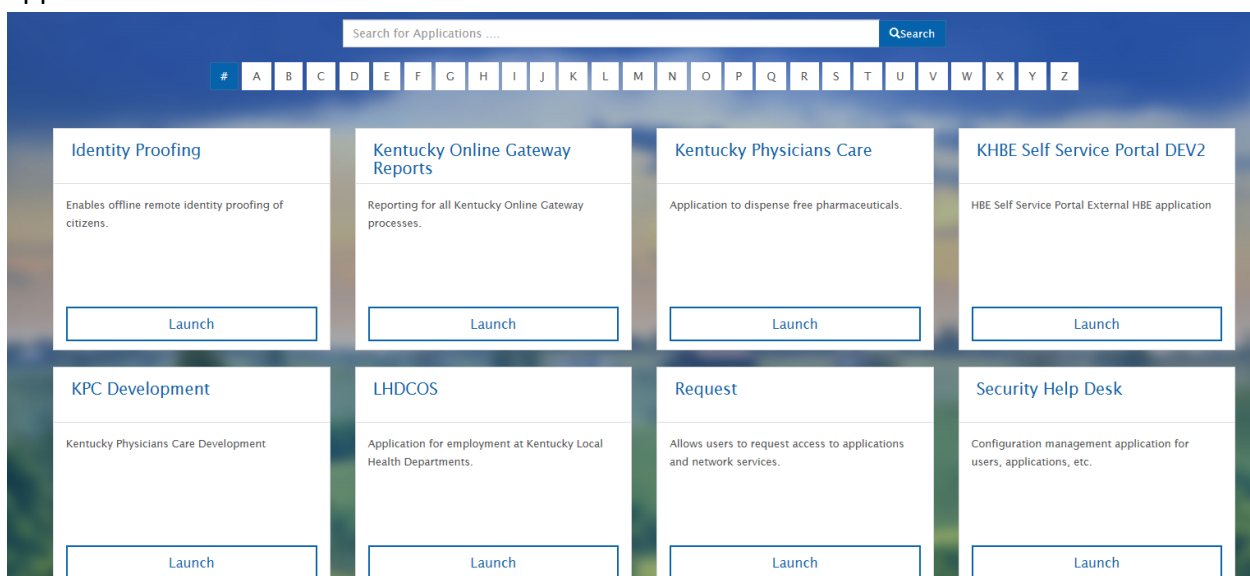You should pick Citizen Role from the screen above and follow the workflow. The Citizen Role will be given access immediately.

Once a user has gained access to LHDCOS, they will always land on the "My Apps" tab going forward. They will select the LHDCOS widget and click the Launch button to proceed to the application.

3.0   CITIZEN ROLE

When you enter the application as a citizen role, you will land on the Home page below. You have options to search jobs or create your profile. You will need a profile and an application in order to apply for a job, but you can search jobs without either one.

To enter your profile click on the Update Profile button. Fill out the required fields with * and click the **Save and Continue** button.

APPLICATION FOR EMPLOYMENT
Local Health Departments of Kentucky

Person Information

Equal Opportunity Employer. No question on this form is asked for the purpose of limiting or excluding any applicant's consideration because of race, color, sex, national origin, age, marital status, religion or status with regard to public assistance, or disability. Thank you for your interest in employment with us.

*SSN: xxxxxxx6789

SSN Required for Record Keeping and Data Processing Only

*First Name: John *Last Name: Doe

Middle Name: Maiden:

Gender: Male Race: Asian

Date of Birth: 05/01/1990

*Address line 1: 123 Main Street

Address line 2:

*City: Frankfort *State: Kentucky

*Zip Code: 40601 *County: Franklin

*Main Phone: (502) 564-0105 Alternate Phone: (502) 123-4567

*Email: jdoe@gmail.com

Back   Save and continue

You can continue filling out your application at this point or you can come back to the Update Profile at any time and finish filling out your application. The application screens are self-explanatory. Each screen has a **Save and Continue** button. Please remember to click this button each time before exiting the application screens in order for all your changes to be saved in case you have to return later to continue filling out your application.

Personal Information

*Do you have a relative employed with a Kentucky local health department ?

No ▼

If yes, who?

[   ]

Which health department?

[   ]

Back   Save and continue

If you have any relative employed with a Kentucky local health department, select "Yes" from drop down and provide their name and department information.

APPLICATION FOR EMPLOYMENT
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Availability

If offered employment, you will be asked to verify that you are a citizen of The United States or provide proof that your immigration status permits you to work.

*On what date will you be available for work?

MM/DD/YYYY

*Type of job looking for

- Please select Type of Jc ▼

*Do you have a valid Drivers License?

- Please select drivers- ▼

*Are you available for travel

- Please select Travel - ▼

*Are you available to work on call (after normal work hours? Saturdays, Sundays?) * some positions may require that you be on call on a rotating basis to provide service after normal working

- Please select oncall - ▼

*Are you available to work overtime during the week?

- Please select OverTime ▼

*Are you available to work overtime during the weekend?

- Please select OverTime ▼

Back

Save and continue

If offered employment, confirm your availability to work, permit to drive, and verify that you are a citizen of the united states or provide proof that your immigration status permits you to work.

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Education

Transcripts must be uploaded before the close date of the advertisement if the position requires post-secondary education or when education can be substituted for experience. The transcript must list the degree awarded with the date.

*High School/GED	- Please select High school -
If no, please indicate highest grade completed	
* College Graduate	- Please select completed college Graduation
Major	
*Please indicate the highest level of college completed	- Please select completed Highest Education
*Are you currently attending school	- Please select currently attending -
If yes, anticipated graduation or completion date	MM/DD/YYYY

Provide your educational background. Use drop down where applicable. Later in the application, there will be a place for you to upload copies of transcripts.

Licenses or Certificates

Please indicate if you have a license, certificate, or other authorization to practice a trade or profession. A copy of licensure verification is required for positions, e.g. nurse, physical therapist, ARNP, ETC.

+ Add Certificate

Click "Add Certificate" button to add more sections (if applicable)

Certificate

Name of professional certification or license
> Project Management Professional

License number
> 18866

License expiration date
> 06/30/2023

Name of licensing agency
> Project Management Institute

🗑

Certificate

Name of professional certification or license
> ACP-PMI

License number
> 186677

License expiration date
> 05/31/2022

Name of licensing agency
> PMI

🗑

Back **Save and continue**

If you have a license, certificate, or other authorization to practice a trade or profession, provide that information by clicking "Add Certificate" for each license or certificate. Later in the application, there will be a place where you can upload copies of your certificates and licenses.

Personal Information

Describe your work experience in detail, beginning with your current or most recent job. Include military service(indiacte rank) and job- related volunteer work, if appicable. Use a separate block to describe each position or gap in employment. The information provided will be used to determine if you meet the minimum requirements of education, training and experience for the position. List your present or most recent experience first. List each job(including promotions) separately, even if in the same organization. Under "Description of work" describe your job in sufficient details so that we can determine not only your tasks but also the level of responsiblity. Indicate number of employee supervised. If the number of hours on a job varied or was PRN, use the average number of hours per week. Part time experience is pro-rated according to the number of hours worked, using 37.5 hours for the workweek.

Employment History

*Employer Name   Address

City   State

*Phone   (xxx) xxx-xxxx   *JobTitle

*Supervisor Name   ☐ Are we allowed to contact supervisor?

*Number of Employees Supervised

*Start Date   MM/DD/YYYY   *End Date   MM/DD/YYYY
                                    ☐ Currently Working

*JobType   - Please select ⌄   *HoursPerWeek

*Description Of Work:

*Reason for leaving/Wanting to Leave:

Add Experience

Provide your past work experience in this section. You will be allowed to "Continue" only after you fill in all required fields (*).

As you add your experience in above screen, entered information will be displayed in grid below.

Show 10 ∨ entries

EmployerName	Job Title	Phone	Start Date	End Date	Edit
No data available in table					

Showing 0 to 0 of 0 entries   Previous   Next

Back   Continue

Upload Transcipts in section below. As you upload the documents, uploaded document information will be displayed in grid below.

Additional Information

Upload Transcripts

Upload your transcript to verify your post-secondary education. Approved formats: .JPEG, .GIF, .TIFF, .PDF, .BMP and .PNG. Please ensure that the transcript image is clearly recognizable.

* Transcript Description

Please enter transcript description

Browse...

Upload Transcripts

The space below has been provided to add any additional information that would be beneficial for hiring you for the position you are applying for. Examples: a cover letter, list certifications, licensure information or additional skills related to this position.

Enter Additional Information here

Back   Save and continue

If you have any additional information related to your education or experience that you could not provide any of the sections above, you may use the section below the transcript upload to enter them.

Please make sure you click "**Save & continue**" to save all the uploaded documents and additional information entered, if any, in the free format text box.

CERTIFICATION: I am aware that any omissions, falsifications, misstatements, or misrespresentations above may disqualify me for employment consideration and , if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to the local health department for which I am applying and authorized individuals in the Department of Public Health. This consent shall continue to be effective during my employment if I am hired. I certify to the best of my knowledge and belief all of the statements contained herein and on my attachments are true, correct, complete and made in good faith.

* Signature(type your name)   [   ]   * Date   [01/04/2021]

[Back] [Save and continue]

Once you complete your application, you will need to sign it (type in your name) and enter current date and click the **Save and Continue** button.

After clicking on the **Save and Continue** button you will see the screen below. You have completed your application and you are ready to apply for jobs. You application is good for one year from the time you signed it. After that, you will be asked to update your application before applying for more jobs. At any time, you can update your application from the **Update Profile** button on the Home screen.

APPLICATION FOR EMPLOYMENT
Local Health Departments of Kentucky

Application process completed!!

Return to Jobs

To search click on the Search Jobs link on the menu bar or button on the Home screen. You will see the screen below. You can filter your search using the dropdowns and click the Search Jobs button. From the listing, you can click on the View link to see a description of the job. If you are interested in applying for the job simply, click the Apply link in the listing. You must have a completed application and the job must be in the Open status to apply for it.

Kentucky.gov Local Health Department - Career Opportunity System

Welcome : joshw.tincher@internalide.idechfs.ide ▾

Home   Search Jobs

Job Search

Select Department/County   Franklin ▾

Select Status   Open ▾

Search Jobs

Show 10 ▾ entries

ID	Name	Department	Status		
27	test	Franklin	Open	View	Apply
34	some opp	Franklin	Open	View	Apply
36	Franklin County Jobs	Franklin	Open	View	Apply
39	FC Manager	Franklin	Open	View	Apply

Showing 1 to 4 of 4 entries (filtered from 25 total entries)   Previous 1 Next

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You should receive the message, "Application process completed!!" after clicking the Apply link. You can go back to Job Search screen from here to continue applying for open jobs.