



APPOINTMENTS WORKSHOP OVERVIEW

September 16, 2011

LOCATING APPOINTMENT OPPORTUNITIES:

1. Go to www.gov.ca.gov.
2. Click the red tab "Appointments" along the top of the website.
3. Click on "Boards & Commissions Appointees."
4. Select the link that contains the letter of the board or commission you are interested in applying for to determine if there are any vacancies or terms that will be expiring soon. Following the description of the board or commission will be a numbered page listing the current composition of the board showing the current incumbent (or vacancy), the date of appointment, and the term ending date (if any).

APPLYING ONLINE:

1. Go to www.gov.ca.gov.
2. Click the red tab "Appointments" along the top of the website.
3. Click on the [Online Application Form](#) link.
4. Complete application.
NOTE: You must complete the entire application before you log off. If you do not, it will not save your progress and your application will not be received into the system.
5. Print and sign the authorization form at the end of the application.
6. Submit authorization form & resume via mail or fax to:

Office of the Governor
Attention: Appointments Unit
State Capitol Building
Sacramento, California 95814
FAX: 916.558.3170

AMMENDMENTS AND UPDATES:

If you have changes or updates to your application, please mail in a letter with the updates to the address listed above. Completing another application is not necessary.

LETTERS OF RECOMMENDATION:

We do not require letters of recommendation. If you have an individual or organization that would like to submit a letter on your behalf, they should mail the letter to the address listed above.

SUPPLEMENTAL MATERIALS:

BLUE PACKET: List of current vacancies, as of July, 07, 2011.