



“Print Application” is a posting for those agencies that want an employee’s printed application as documentation of qualifications for a specific employee action where no posting in LA Careers was necessary such as a classified WAE, reallocation or reassignment.

The “Print Application” posting will provide a mechanism from which the candidate/employee can print a submitted application for these types of actions. The posting can be located by searching for the name “Print Application” in the search field in LA Careers.

When instructed by an agency to apply to this posting, a candidate/employee can submit their application, print a copy of the submitted application from their LA Careers applicant account, and give that copy to the agency Human Resources staff member requesting the application.

Agencies will be unable to access the “Print Application” posting to view applications. Applications submitted to this posting will not be processed by SCS for consideration for any probational, promotional or temporary vacancy.

[Quick Sheet #31](#) is provided for HR users to give to employees/candidates and includes directions for candidates to follow.

Please be mindful, State Civil Service does not require a printed application for details and reallocations as long as sufficient documentation can be provided.

When a detail or reallocation is sampled in a Compliance Audit, the agency will be required to provide documentation indicating how they qualified the individual. An application is not required if sufficient documentation can be provided. An example of sufficient documentation would be an Employee Notification Form (ENF) printed from LaGov HCM, provided that the qualifying experience is listed. In addition to this documentation, Compliance and Audit will also require documentation indicating who made the minimum qualification determination.

For questions concerning documentation necessary for employee actions, you can refer to [Chapter 15](#) of the Civil Services Rules.