

# How to Apply—State of Minnesota



## REGISTER

1. Visit the State of Minnesota Careers website at [www.mn.gov/career](http://www.mn.gov/career)
2. Click on the External Applicants link (for applicants who are not current employees), which will take you to the Job Search Page.
3. To register, click New User in the top right corner of the Job Search Page.
4. Create a User Name and Password, then enter your contact information.  
*\*NOTE: An email address is required. See the Applicant Help section for information about Free Email Providers.*
5. After reading the Terms and Agreements, check the box "I agree to the Terms and Agreements."
6. Click the Register button.

## SEARCH AND APPLY

You can now explore the wide variety of career opportunities available with the State of Minnesota. If you find a position that matches your qualifications and interests, click the Apply button below the job posting to begin the application process. The application process allows you to:

- Apply without a resume and complete an application by filling in each section.
- Upload a tailored resume for each job and let the system automatically fill in parts of your application.
- View a progress bar to see what steps remain in the application process.
- Respond to screening questions about your qualifications.
- Save at any time and return later to complete your application.
- Track the status of your application and receive email notification updates.

## COMPLETING THE APPLICATION

- Use the navigation buttons to move forward or back to previous steps in the application – do not use your browser's forward or back arrows.
- When applying to some jobs, you may first be asked questions to determine if you are eligible to apply. If you are not eligible, you will be notified immediately and will not complete the application.
- You may choose to upload a resume, use an existing resume (if you've applied before), or apply without a resume. If you use a resume, the system will automatically fill in portions of your application. You must then review the information and make edits if necessary.
- The qualifications section allows you to provide: your education history, areas of study, and degrees; your work experience and job training; licenses and certificates, language skills, and special projects.
- Tell us how you heard about the job (specific website, newspaper ad, employee referral, etc.)
- Indicate your disability status, veteran status, gender, and ethnicity (optional).
- Review your application and make changes if needed; check that your contact information is correct.
- Click the Submit Application button.
- Track the progress of your application on the "My Activities" page.

# MINNESOTA DEPARTMENT OF VETERANS AFFAIRS

## CURRENT JOB OPENINGS - TWIN CITIES AREA

### [General Repair Worker - 40123](#)

**Agency:** Veterans Affairs Dept | **Location:** Hastings | **Job Family:** Building/Construction Careers |

### [Human Services Technician-Certified Nursing Assistant - 40126](#)

**Agency:** Veterans Affairs Dept | **Location:** Hastings | **Job Family:** Human Svcs/Develpmnt Careers |

### [Registered Nurse Senior - 40105](#)

**Agency:** Veterans Affairs Dept | **Location:** Minneapolis | **Job Family:** Medical/Dental/Nursing Careers |

### [Food Service Worker - 39981](#)

**Agency:** Veterans Affairs Dept | **Location:** Hastings | **Job Family:** Food/Personal Service Careers |

### [Food Service Worker - 39980](#)

**Agency:** Veterans Affairs Dept | **Location:** Hastings | **Job Family:** Food/Personal Service Careers |

### [Food Service Worker - 39983](#)

**Agency:** Veterans Affairs Dept | **Location:** Hastings | **Job Family:** Food/Personal Service Careers |

### [Licensed Practical Nurse-LPN - 39957](#)

**Agency:** Veterans Affairs Dept | **Location:** Hastings | **Job Family:** Medical/Dental/Nursing Careers |

### [Licensed Practical Nurse-LPN - 39969](#)

**Agency:** Veterans Affairs Dept | **Location:** Hastings | **Job Family:** Medical/Dental/Nursing Careers |

### [Licensed Practical Nurse-LPN - 39970](#)

**Agency:** Veterans Affairs Dept | **Location:** Hastings | **Job Family:** Medical/Dental/Nursing Careers |

### [Food Service Worker - 40085](#)

**Agency:** Veterans Affairs Dept | **Location:** Hastings | **Job Family:** Food/Personal Service Careers

### [Human Services Technician - Certified Nursing Assistant - 40096](#)

**Agency:** Veterans Affairs Dept | **Location:** Minneapolis | **Job Family:** Human Svcs/Develpmnt Careers |

### [Registered Nurse - 40089](#)

**Agency:** Veterans Affairs Dept | **Location:** Minneapolis | **Job Family:** Medical/Dental/Nursing Careers |

### [Resident Assistant - Screening Assistant - 40098](#)

**Agency:** Veterans Affairs Dept | **Location:** Minneapolis | **Job Family:** Food/Personal Service Careers |

### [Resident Assistant-Screening Assistant - 39999](#)

**Agency:** Veterans Affairs Dept | **Location:** Hastings | **Job Family:** Food/Personal Service Careers |

[Resident Assistant-Screening Assistant - 40000](#)

**Agency:** Veterans Affairs Dept | **Location:** Hastings | **Job Family:** Food/Personal Service Careers |

[Resident Assistant-Screening Assistant - 40001](#)

**Agency:** Veterans Affairs Dept | **Location:** Hastings | **Job Family:** Food/Personal Service Careers |

[Building Utilities Mechanic - 40021](#)

**Agency:** Veterans Affairs Dept | **Location:** Minneapolis | **Job Family:** Building/Construction Careers |

[General Maintenance Worker - 40004](#)

**Agency:** Veterans Affairs Dept | **Location:** Hastings | **Job Family:** Facilities Oper/Mntc Careers |

[General Maintenance Worker - 40006](#)

**Agency:** Veterans Affairs Dept | **Location:** Hastings | **Job Family:** Facilities Oper/Mntc Careers |

[General Maintenance Worker - 40007](#)

**Agency:** Veterans Affairs Dept | **Location:** Hastings | **Job Family:** Facilities Oper/Mntc Careers |

[Registered Nurse Admin Supervisor-Quality Director - 39916](#)

**Agency:** Veterans Affairs Dept | **Location:** Minneapolis | **Job Family:** Medical/Dental/Nursing Careers

[Stationary Engineer - 39483](#)

**Agency:** Veterans Affairs Dept | **Location:** Minneapolis | **Job Family:** Building/Construction Careers

[Plumber Master In Charge-Master Plumber - 35890](#)

**Agency:** Veterans Affairs Dept | **Location:** Twin Cities Area | **Job Family:** Building/Construction Careers

[Licensed Practical Nurse-LPN - 39496](#)

**Agency:** Veterans Affairs Dept | **Location:** Minneapolis | **Job Family:** Medical/Dental/Nursing Careers

[Human Services Technician \(HST\) / Certified Nursing Assistant \(CNA\) - 38182](#)

**Agency:** Veterans Affairs Dept | **Location:** Minneapolis | **Job Family:** Human Svcs/Develpmnt Careers