

PVA #: _____ Position Title: _____ Date: _____

Name: _____
(First, Middle, Last, Suffix)

DELAWARE NATIONAL GUARD

STATE EMPLOYMENT



APPLICATION

1 Vavala Way
New Castle, Delaware 19720
(302) 326-7477
ng.de.dearnq.list.hro-state@army.mil

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Application Process

Review Position Vacancy Announcement (PVA): If you find a job you're interested in, read the entire announcement to make sure you're eligible and you meet the qualifications.

- Review the Area of Consideration section to determine if you're eligible to apply.
- Read the Requirements and Qualifications sections to determine if you meet the job's qualifications.

Contact the hiring agency representative if you have questions. The contact information is listed below the Application Procedures section of the Position Vacancy Announcement.

Prepare your application: Read the [How to Apply For A Delaware National Guard Technician Position](#) guidance memorandum before starting your application. Complete all sections of your application, you'll attach a resume, a copy of your driver's license (or State Issued ID), and any other required documents.

Applicants must meet the following requirements:

- 18 years of age or older at application (Excludes Cooperative Employment Program (Co-Op))
- High School Diploma or GED (Excludes Cooperative Employment Program (Co-Op))
- General & Specialized Experience as described in the Position Vacancy Announcement
- Possess a valid, unexpired Driver's License (or State issued ID)
- Good moral character

What documents do I need to provide when I apply?

- Copy of unexpired Driver's License (Front & Back) or State Issued ID
- Resume (Resumes without an application are not accepted.)
- Diploma(s), Transcripts, License(s), or Certificates (if applicable to position)
- DD Form 214 (Certificate of release or discharge from active duty), The DD-214 is issued to military members upon separation from active service. It contains information about the veteran's dates of military service and separation. If applicable
- SF Form 15 (Application for 10-point Veterans' Preference) The SF-15 is used by federal agencies and OPM examining offices to adjudicate individuals' claims for Veterans' Preference. If applicable
- DNG Form 51R (Required for All Dual Status Positions), if applicable
- NGB Form 22 (Report of Separation and Record of Service) must be submitted for Delaware National Guard members and widows or widowers who have not remarried, and spouses of Delaware National Guard members with a disability.
- DD Form 256 (Certificate of Honorable Discharge) must be submitted by Delaware Reservists who did not serve active duty.
- Department of Veterans Affairs (VA) Disability Letter: If you are a disabled veteran and want to claim preference, you must submit a letter on VA letterhead with your overall combined service-connected disability rating.

Submit your application: When your application is ready, send your application packet to Delaware National Guard, by email to [NGDE-HRO-SP \(ng.de.dearnng.list.hro-state@army.mil\)](mailto:ng.de.dearnng.list.hro-state@army.mil) as one (1) file no later than 5:30:00 p.m. (Eastern Standard Time) on the closing date indicated on the announcement.

- Before you submit your application, ensure it is complete and includes all required documents, incomplete applications will be disqualified from consideration
- After you submit your application, you will receive an email confirming receipt and status. If you do not receive an email stating receipt of application within 2 business days, please contact us at (302) 326-7836 or (302) 326-7113.

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Agency reviews application: The hiring agency will start reviewing applications after the Position Vacancy Announcement closes. The hiring agency will review your application to make sure you're eligible and meet the job qualifications, and will place qualified applicants into these categories: Minimally qualified and Highest qualified. After the hiring agency reviews all applications, they will send the highest qualified applications to the hiring official.

Interview: The hiring officials will review the highest qualified applications and select applicants to interview based on agency policy. The hiring official will contact applicants directly to schedule interviews. Hiring officials can interview applicants using an in-person panel, video call, or phone. There may be more than one interview round. For example, an applicant may have a phone interview and then an in-person interview.

How long will it take to schedule an interview? It may take some time to schedule interviews, depending on the number of people being interviewed.

Agency Selects Candidate(s): After the agency completes all interviews, they will select a candidate(s) and contact them to start the job offer process. For those not selected, the hiring agency will email an update on the job status once a candidate's acceptance is complete.

Job offer: The hiring agency will extend a tentative job offer. Once this offer is accepted the agency will start the background investigation. The agency may require additional security checks for jobs that need a higher-level clearance. The agency will also schedule a pre-placement physical (if required for position) at this time.

When is the job offer final? The job offer is final when the agency successfully completes the background investigation and any additional security checks. The hiring agency will contact the candidate(s) directly to set up a start date.

Additional Instructions:

- Application packets should include documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience. Provide copies to verify the education and schools completed. (i.e., Registered Nurse, Social Worker, Plumbing, Electrical, Firefighter, National Registry of Emergency Medical Technician Basic Certifications, etc....)
- Do not include photocopies of awards, letters of commendation, enlisted or officer performance reports, performance appraisals, and personal photos unless specifically requested in the PVA.
- Child Support Compliance: State law requires that information on all hires (i.e., Name, Address, Social Security Number and Date of Hire) be reported to the State for the purpose of locating people who owe family support. The Department of Child Support Services is authorized to request additional employment and identify information under specified circumstances. Applicants will not be disqualified from employment based on this information.
- Direct Deposit: As a Condition of Employment, direct deposit of paychecks is required for all new employees.
- Probationary Period: Per Executive Order "Strengthening Probationary Periods in the Federal Service" dated April 24, 2025, and Title 20 of the Delaware State Code's like-manner provision, T32 and T5 employees who were hired (or converted to a permanent or indefinite position) on or after the date of the Executive Order have two (2) year probationary period. A T5 employee with veterans' preference is one (1) year probationary period.

State Resources and Information

State Benefits - DHR Statewide Benefits website (<https://dhr.delaware.gov/benefits/>)

State Employees' Pension Plan - <https://delawarepensions.com/>

DHR Policies and Procedures - <https://dhr.delaware.gov/policies/index.shtml>

Paid Family Leave - <https://dhr.delaware.gov/policies/pfml-fc-qe.shtml>

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State of Delaware EEO/AA Information

It is the policy of the State of Delaware to assure equal and fair treatment in all aspects of employment opportunities and to not discriminate on the basis of, race, color, religion, national origin, age, sex, mental or physical disability, marital status, sexual orientation, genetic information, gender identity or expression or veteran or military status, and victims of domestic violence, sexual assault, and/or stalking.

The information requested in this voluntary applicant survey will be used to assist state agencies in complying with state and federal record keeping and reporting requirements.

Please provide the following information to document and assess the effectiveness of our Affirmative Action Program. Hiring Managers will not have access to this page, and it will not impact hiring decisions.

Disability: Are you a person with a disability as covered under the Americans with Disabilities Act?

Age Group:

Race:

Ethnicity:

Gender:

Immigration Law: At the time of hire, State employees must meet the documentation requirements of the Immigration Reform and Control Act of 1986. Are you lawfully permitted to work in this country?

How did you find out about this position?

Personal Information (Required Information)

Home Address: _____
(Street) (City) (State) (Zip)

Is the mailing address the same as your home address? If not, please provide your mailing address.

Mailing Address: _____
(Street) (City) (State) (Zip)

County of Residency:

Cell Phone: _____ Home Phone: _____

Business Phone: _____ Extension: _____

E-Mail Address:

Date of Birth: _____ Social Security Number: _____

Driver's License

Are you a licensed automobile operator?

~ If "Yes", Please provide a photocopy of driver's license, front and back.

Current and Previous State of Delaware Employment

Present State of Delaware employee? Employee ID: _____

Former State of Delaware employee? Employee ID: _____

Retired State of Delaware employee? Pension ID: _____

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Selective Service Registration If you are a male born after January 1, 1960, have you registered with the Selective Service if required to register?

Military Service

Have you ever been in the United States Armed Forces?

Have you ever been in the National Guard?

~ If you answered "Yes" to either question above, complete DNG Form 51.

~ If you answered "Yes" to either question above, provide a copy of your DD Form 214.

~ If your only active duty was training in the Reserves or National Guard, answer "No".

Veterans' Preference

With Veterans' Preference, you may receive preference over non-veteran applicants in the hiring process. Veterans' Preference can be used when applying for permanent and temporary positions in both the competitive and excepted service.

Claiming Veterans' Preference

When claiming Veterans' Preference, you must provide a copy of your DD Form 214 (Certificate of release or discharge from active duty) from active duty or other acceptable documentation. Applicants claiming 10-point preference will need to submit SF Form 15 (Application for 10-point Veterans' Preference). You will be considered as claiming Veterans' Preference only if all required documents are submitted.

Applicant Certification

I, the undersigned, do hereby certify that, to the best of my knowledge and belief, all the information provided by me in my application for employment and any attached application material is true, correct, complete, and made in good faith.

I understand that a false or fraudulent answer to any question or item on any part of this application for employment or its attachments may be grounds for not hiring me, or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated for purpose of determining eligibility for employment as allowed by law or Presidential order.

I consent to the release of information about my ability and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees or representatives of the Delaware National Guard.

I understand that if I am permitted to begin my employment or assignment before the results of a medical examination, reference check, consumer report, or investigative report are complete, my continued employment is contingent upon those results, as well as my ability to perform the duties of my position with or without reasonable accommodation.

I understand that if I am hired by the Delaware National Guard, I am aware I will be required to provide verification of my identity and eligibility for employment in the United States.

I understand that I must successfully complete a two (2) year probationary period, unless I am hired under Veterans' Preference, in which I must successfully complete a one (1) year probationary period. The probationary period is the initial two years (in most cases) intended to ensure the employee can perform the duties of the job and to determine whether they have the qualities needed for continued employment.

I certify that if I am a male, born after January 1, 1960, and if required to register, I have registered for Selective Service. I understand that I may be required to document registration.

APPLICANT'S SIGNATURE:

DATE: