



How do I apply for a job at DHSS?

We are delighted to have your interest in the Missouri Department of Health and Senior Services. Below is a step by step process and explanation of how to apply for a job with our Department. If along the way you have any questions, please feel free to contact our Department Recruiter, Jamie Sanning, at 573.522.4150 or Jamie.Sanning@health.mo.gov.

So here is how the system works: several state agencies fall under the state Office of Administration's Merit System. (Go to www.oa.mo.gov to view all the different job title descriptions). DHSS is one of those agencies so we use OA's merit system application process that goes like this:

Step 1

Fill out an EASe application at www.ease.mo.gov. Here is what you will need in order to do so:

- Personal information
- Education/Experience information
- The job classification(s) at DHSS that you want to get on the register for
 - You can refer to the document titled "Majors and Corresponding Job Titles" to see what job titles DHSS has to offer (Tip: on the EASe application, leave the "minimum salary" blank because if you put anything over the minimum salary for the position you will not even receive a letter of availability for the open position.)

Step 2

Once you have filled out the EASe application and added your name to job registers you will receive a score via email for each job class that you registered for that is based off of your qualifications. (Note: some job classes require a written exam and/or typing test and you will receive that information by email. You will need to complete any exams that are required in order to continue with the application process.)

Step 3

The Office of Human Resources (OHR) will pull applicant information from the EASe system when a position opens that falls under a particular register. (Note: not all registers are open all the time; some will be closed when there are not any current vacancies in that job class.)

Then, OHR will send you a “Letter of Availability” that you will need to fill out and send back within seven business days. Pay attention, because you may get the letter in the mail or you may get it via email. Once you receive it, be sure to read the instructions carefully so that you return it correctly. (Note: if other state agencies have vacancies in that job class you may get letters of availability from them as well and even if you are not interested in a position because of salary, location, etc., be sure to fill that out and send it back in so that you do not get removed from the state register for that job class) ***It is very important that you fill out everything in its entirety (i.e. DHSS Application) We must have everything filled out completely to have on file.** We do not receive your complete application from your EASe profile. That is for the Office of Administration only.

Step 3

Once you have returned all the required documents they will be forwarded from OHR onto the hiring manager of the unit that has the vacant position.

Step 4

Begin interview process.

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