

# General Government Transition Pool (GGTP) Application

Please provide your skills, experiences, and job interests to help us best match you with suitable positions. **Also, ensure your contact information is current with HR.** Submit the completed form to [LAYOFFandGGTP@des.wa.gov](mailto:LAYOFFandGGTP@des.wa.gov).

## About You

Name: \_\_\_\_\_

Personnel ID: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Agency: \_\_\_\_\_

Current Job Class: \_\_\_\_\_

Current Pay Range: \_\_\_\_\_

Lowest Acceptable Pay Range: \_\_\_\_\_

## Your Employment Preferences

### Counties where you are willing to work

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Adams County (01)   | <input type="checkbox"/> Clark County (06)    | <input type="checkbox"/> Franklin County (11)     |
| <input type="checkbox"/> Asotin County (02)  | <input type="checkbox"/> Columbia County (07) | <input type="checkbox"/> Garfield County (12)     |
| <input type="checkbox"/> Benton County (03)  | <input type="checkbox"/> Cowlitz County (08)  | <input type="checkbox"/> Grant County (13)        |
| <input type="checkbox"/> Chelan County (04)  | <input type="checkbox"/> Douglas County (09)  | <input type="checkbox"/> Grays Harbor County (14) |
| <input type="checkbox"/> Clallam County (05) | <input type="checkbox"/> Ferry County (10)    | <input type="checkbox"/> Island County (15)       |

*Counties where you are willing to work continued on the next page...*

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...Counties where you are willing to work continued from the previous page.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Jefferson County (16) | <input type="checkbox"/> Okanogan County (24)  | <input type="checkbox"/> Stevens County (33)        |
| <input type="checkbox"/> King County (17)      | <input type="checkbox"/> Pacific County (25)   | <input type="checkbox"/> Thurston County (34)       |
| <input type="checkbox"/> Kitsap County (18)    | <input type="checkbox"/> Pierce County (27)    | <input type="checkbox"/> Wahkiakum County (35)      |
| <input type="checkbox"/> Kittitas County (19)  | <input type="checkbox"/> San Juan County (28)  | <input type="checkbox"/> Whatcom County (37)        |
| <input type="checkbox"/> Klickitat County (20) | <input type="checkbox"/> Skagit County (29)    | <input type="checkbox"/> Whitman County (38)        |
| <input type="checkbox"/> Lewis County (21)     | <input type="checkbox"/> Skamania County (30)  | <input type="checkbox"/> Yakima County (39)         |
| <input type="checkbox"/> Lincoln County (22)   | <input type="checkbox"/> Snohomish County (31) | <input type="checkbox"/> Anywhere in the State (40) |
| <input type="checkbox"/> Mason County (23)     | <input type="checkbox"/> Spokane County (32)   |   |

### Affirmative action information (voluntary)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Hispanic or Latino                  | <input type="checkbox"/> Person with Disability |
| <input type="checkbox"/> Asian                            | <input type="checkbox"/> Male                                | <input type="checkbox"/> Veteran                |
| <input type="checkbox"/> Black or African American        | <input type="checkbox"/> Middle Eastern or North African     | <input type="checkbox"/> Vietnam Veteran        |
| <input type="checkbox"/> Disabled Veteran                 | <input type="checkbox"/> Native Hawaiian or Pacific Islander | <input type="checkbox"/> White                  |
| <input type="checkbox"/> Female                           |  | <input type="checkbox"/> X                      |

### Education

- |   |   |
|---|---|
| <input type="checkbox"/> Associate Degree         | <input type="checkbox"/> Some college (E02) How many years? |
| <input type="checkbox"/> High School or GED (E01) | <input type="text"/>  |

### Bachelor Degrees

- |   |   |
|---|---|
| <input type="checkbox"/> Business/Public Management (E05) | <input type="checkbox"/> Finance (E06)                      |
| <input type="checkbox"/> Computer Science (E08)           | <input type="checkbox"/> General Studies/Liberal Arts (E03) |
| <input type="checkbox"/> Criminal Justice (E07)           | <input type="checkbox"/> Natural Sciences (E10)             |
| <input type="checkbox"/> Engineering Technology (E11)     | <input type="checkbox"/> Social Sciences (E04)              |
| <input type="checkbox"/> Environmental (E09)              |   |

Education continued on the next page...

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## Natural Sciences

- |   |   |
|---|---|
| <input type="checkbox"/> Agricultural Sciences (04) | <input type="checkbox"/> Chemistry (06) |
| <input type="checkbox"/> Biology (02)               | <input type="checkbox"/> Forestry (05)  |
| <input type="checkbox"/> Botany (03)                | <input type="checkbox"/> Geology (01)   |

## Engineering Technology

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Aeronautical (E25) | <input type="checkbox"/> Environment (E29)  | <input type="checkbox"/> Mechanical (E26) |
| <input type="checkbox"/> Civil (E22)        | <input type="checkbox"/> Geotechnical (E27) | <input type="checkbox"/> Structural (E23) |
| <input type="checkbox"/> Electrical (E24)   | <input type="checkbox"/> Marine (E30)       | <input type="checkbox"/> Traffic (E28)    |

## Advanced Degrees

- |  |   |                                    |
|--|---|------------------------------------|
| <input type="checkbox"/> Accounting (E21)                | <input type="checkbox"/> Master's Natural Science (E16) | <input type="checkbox"/> MSW (E14) |
| <input type="checkbox"/> D.Ed (E20)                      | <input type="checkbox"/> Master's-General Studies (E12) | <input type="checkbox"/> PhD (E18) |
| <input type="checkbox"/> JD (E19)                        | <input type="checkbox"/> MBA/MPA (E15)                  |                                    |
| <input type="checkbox"/> Master's Computer Science (E17) |   |                                    |

## Certification/Licensure

- |                                       |   |   |
|---------------------------------------|---|---|
| <input type="checkbox"/> C03 RN (C03) | <input type="checkbox"/> MD (C01)           | <input type="checkbox"/> Psychologist (C05)         |
| <input type="checkbox"/> CDL (C10)    | <input type="checkbox"/> PE (C07)           | <input type="checkbox"/> Teaching Certificate (C09) |
| <input type="checkbox"/> DDS (C02)    | <input type="checkbox"/> Pharmacist (C08)   |   |
| <input type="checkbox"/> LPN (C04)    | <input type="checkbox"/> Psychiatrist (C06) |   |

## Language Skills

(Read, Write, Understand or Speak Fluently)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> American Sign Language (L15) | <input type="checkbox"/> Hmong (L09)    | <input type="checkbox"/> Spanish (L01)    |
| <input type="checkbox"/> Cambodian (L05)              | <input type="checkbox"/> Japanese (L11) | <input type="checkbox"/> Tagalog (L02)    |
| <input type="checkbox"/> Cantonese (L04)              | <input type="checkbox"/> Korean (L10)   | <input type="checkbox"/> Thai (L06)       |
| <input type="checkbox"/> Chinese (L03)                | <input type="checkbox"/> Laotian (L07)  | <input type="checkbox"/> Vietnamese (L08) |
| <input type="checkbox"/> Hindi (L14)                  | <input type="checkbox"/> Romanian (L13) |   |
|   | <input type="checkbox"/> Russian (L12)  |   |

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## Alternative Work Shift Willing to Accept (S33)

- Flexible/Hybrid
- Graveyard (02)
- Remote Only
- Remote Optional
- Rotating (03)
- Swing (01)

## Willing To (S34)

- Accept Part-Time Positions
- Accept Project Positions (01)
- Accept Temporary Positions
- Travel (02)
- Undergo a Background Check (03)

## Skills and Work Experience

Indicate years of experience by skill and experience field.

### S01 Clerical/Secretarial

Typing (01)

Multi Lines (03)

Legal Terminology (06)

Filing (02)

Word Processing (04)

Proofreading/Editing (07)

Medical Terminology (05)

### Information Technology (S03)

Computer Operator (01)

Hard/Software Installation (03)

Analyst/Programmer (05)

Information Manager (02)

Data Entry (04)

Hardware Specialist (06)

*Skills and Work Experience continued on the next page...*

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Software Specialist (07) <input type="text"/>	Information Consultant (09) <input type="text"/>	Mainframe Network (11) <input type="text"/>
Telecommunication (08) <input type="text"/>	.NET (10) <input type="text"/>	

### Research and Statistics (S04)

Statistics (01)

Economic Analysis (03)

Research (02)

Social Sciences Research/Statistical Analysis (04)

### Retail Store Operations (S05)

Retail Clerk (01)

Cashier (02)

### Administrative/Business Management (S06)

Telecommunications (01)

Policy Analyst (04)

Office Manager (07)

Administrations (02)

Mail Services (05)

Executive Assistant (08)

Customer Service (03)

Forms/Records (06)

Supervision (09)

Skills and Work Experience continued on the next page...

...Skills and Work Experience continued from the previous page.

### Accounting, Auditing, Budgeting, Taxation (S07)

Bookkeeping (01)

Auditor (05)

Securities and Investments (09)

Accounting (02)

Insurance (06)

Payroll (10)

Budgeting (03)

Real Estate (07)

Fiscal Analysis (04)

Collections (08)

### Real Estate, Property, Appraisal, and Management (S08)

Land Management (01)

Property Appraisal (03)

Sales/Broker (05)

Property Management (02)

Right of Way (04)

### Purchasing and Warehousing (S09)

Buyer (01)

Inventory (02)

Warehousing (03)

### Training and Personnel (S10)

Training (01)

Affirmative Action (03)

Safety (05)

Personnel (02)

Labor Relations (04)

Skills and Work Experience continued on the next page...

...Skills and Work Experience continued from the previous page.

### Education (S11)

Training (01)

Curriculum Development (03)

Teacher (02)

Teacher's Aide (04)

### Commerce and Economic Development (S12)

Trade (01)

Marketing (02)

### Library (S13)

Librarian (01)

Archaeology, Archives, and Museums (S14)

Library Technician (02)

### Graphics, Photography, and Communications (S15)

Guide (01)

Photography (04)

Communications (02)

Graphics (05)

Editing (03)

### Corrections (S16)

Custody (01)

Treatment (02)

Skills and Work Experience continued on the next page...

...Skills and Work Experience continued from the previous page.

### Social Services (S17)

Social Worker (01)

Vocational Rehabilitation (05)

Counselor (02)

Veterans Services (06)

Developmental Disability (03)

Psychology (07)

Recreation (04)

Juvenile Rehabilitation (08)

### Law Enforcement (S18)

Park Enforcement (01)

Radio Communications (05)

Wildlife Enforcement (02)

Liquor Enforcement (06)

Fisheries Enforcement (03)

Correctional Officer (07)

Fingerprinting (04)

### Inspection (S19)

Safety Inspection (01)

Food Safety (04)

Industrial Hygiene (07)

Electrical Inspection (02)

Vehicle Inspection (05)

Construction Inspection (03)

Public Health (06)

Skills and Work Experience continued on the next page...

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...Skills and Work Experience continued from the previous page.

### Agriculture (S20)

Horticulture Inspector (01)

Pesticides (03)

Livestock Inspector (02)

Veterinary (04)

### Emergency Services/Energy Conservation (S21)

Emergency Management (01)

Energy (02)

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## Acknowledgement

All answers and statements are true and complete to the best of my knowledge. I understand that untruthful or misleading answers are cause for removal of my name from the General Government Transition Pool, or dismissal, if employed.

Employee Signature \_\_\_\_\_ Date\_\_\_\_\_

Human Resource Representative Signature \_\_\_\_\_ Date\_\_\_\_\_

Submit completed form electronically to: [LAYOFFandGGTP@des.wa.gov](mailto:LAYOFFandGGTP@des.wa.gov). If you have changes to your preferences or have questions, please email us at this address.