
How to obtain an Applicant ID number

All applicants applying for a State of Kansas job vacancy must obtain an Applicant ID number, if they haven't already done so in the past. The applicant ID number is an 11-digit number assigned to each applicant and is not your State of Kansas driver's license number.

State of Kansas employees do not need to register for an Applicant ID. State of Kansas employees will instead use their Employee ID number as part of their letter of interest.

If you have previously completed the Personal Data Form in the past, you may skip this step if no changes have been made to your personal information. If your name, address, phone number or level of education has changed recently, please complete the registration form again to update your information.

IMPORTANT: Please be aware that the Applicant ID number is a separate requirement from the **Tax Clearance Certificate**. Your submission for an Applicant ID number is not an application for the Tax Clearance Certificate.

To obtain your Applicant ID number

Navigate to the State Employment Center

<https://admin.ks.gov/services/state-employment-center/>

1. Click on the "Personal Data Form" link
2. Enter your personal information

By completing the Personal Data Form, you are registering your name in a database which will generate an Applicant ID number. This number is needed when completing your application form and you should receive this number by mail within 7 to 10 business days.

- If you have not received your Applicant ID number in the mail and are ready to complete your application, please enter "Pending" in the Applicant ID field on the application.

Submitting your Applicant ID to KDWPT

Once you've received your assigned Applicant ID number you may submit it to KDWPT as part of your cover letter in your application packet. If you've already submitted your

application packet (and entered "Pending" for the Applicant ID), you may report your Applicant ID via e-mail or phone:

- E-mail: kdwprecruitment@ksoutdoors.com; *(Please include in your e-mail which position you've applied for)*
- Phone: (620)672-5911 and request Human Resources

Please **keep** your letter from the Dept of Administration with your assigned Applicant ID. You do not need to mail a copy to KDWPT.