Department of Budget & Management
Recruitment & Examination Division
State of Maryland
Special Options Eligible List (SOEL)
Application Procedures

1. Locate and Submit Documentation:

   - Applicants will need to obtain a letter from their DORS counselor or employment specialist, documenting that they are eligible for the Special Options Eligible List.

   - These letters should be emailed/faxed to Denise Carter-McCormick, Employment of People with Disabilities, denise.carter-mccormick@maryland.gov 410-767-4932 (voice).

   - Please Note: A separate application will need to be submitted per job classification (title).

2. Go to the Layoffs/Reinstates/Transfers page of the State of Maryland Recruitment Website: http://jobaps.com/MD/sup/abfreenames.asp.
   Scroll down to the section called "Certified by Division of Rehabilitative Services (DORS)."

   - Click on the radio button also called "Certified by Division of Rehabilitative Services."

   - Click on the button called "DORS Application."

3. On the list of all available positions that comes up after the "DORS Application" button, find the specific job class being applied for and **click on that class code/job title**.

   - **DO NOT** check the check-box next to the class code/job title.

4. When you select the class code/title, a new window will open with the position description for that job classification. Click on the "If you are submitting an application associated with a Layoff/Reinstate/Transfer please click here" link at the top of the page.

5. You will be prompted to fill out the State of Maryland Online Application.

6. After the application is complete and submitted:

   - The individual has applied to be placed on the Special Options Eligible List for the selected job classification. The application will be reviewed and certified by an DBM RED Analyst.

   - DORS is responsible for providing SOEL letters to DBM before approval can be granted.

   - The candidate will receive an email, if the application has been denied.

   - Note: Being on the SOEL, marks an applicant as qualified, which allows the applicant to be filtered to the eligible list automatically. The applicant will remain on the eligible list for 1 year.