

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.*

Policy No.: 3-5

Effective: 01/01/07

Revision No.: 2

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## **Filing an Application**

**OVERVIEW:** This policy describes the process of submitting of an employment application or Position Interest Form.

**SCOPE:** This policy applies to all positions including temporary positions.

### **PROVISIONS:**

1. Applicants for posted positions shall complete and submit to the Human Resources Office a written, typed, or online official Employment Application for each position of interest during the posting period.
  - a. Applications will be submitted by mail, online or fax. Faxed applications must be signed during the applicant's interview.
2. Applicants claiming Veterans' Preference will indicate this claim on the Employment Application and will submit proof of eligibility by the deadline established by the Human Resources Office.
3. All applicants submitting resumes will be required to complete and submit an Employment Application for each position of interest by the deadline established by the Human Resources Office.
  - a. Photocopied applications with the applicant's original signature and current date are acceptable.
4. Applications mailed to the Human Resources Office will be accepted if they are postmarked by midnight of the established deadline date of the posting period.
5. **Applicant Pool.** Upon the written request of the department director, the Human Resources Office will establish an open applications file for positions.
  - a. Applications submitted by County employees will be included in the applicant pool.
  - b. The Human Resources Office will maintain applications in the pool for a six-month period and will notify applicants of their placement in the applicant pool.
  - c. After six months, an applicant must resubmit an application in order to be considered for employment opportunities.

6. Applications will be accepted only for positions that are posted on the Employment Opportunities Listing or for positions approved for an applicant pool.
7. **Position Interest Forms.** External applicants, and County employees interested in promotional opportunity, may complete Position Interest Forms for County positions that are not currently posted on the Employment Opportunities Listing, or that have not been approved for an applicant pool. Applicants applying on line may request to be notified via e-mail when a position becomes available.
  - a. When a position becomes available, the Human Resources Office will contact the applicant who submitted a Position Interest Card to request submission of an official employment application.
  - b. Position Interest Forms remain active for a twelve month period.
8. **Transfer Form.** A county employee who wishes to transfer laterally or to a lower classification must submit a Transfer Form to the Human Resources Office.
9. Failure to provide any information called for in an application or Position Interest Form and/or the provision of any false, inaccurate, or incomplete information asked for on an application or Position Interest Form will be grounds for rejection of the application or Position Interest Form, or termination, if the omission, falsity, or inaccuracy is discovered after employment or appointment.

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County Manager

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County Attorney