

ATTENTION APPLICANTS

PLEASE READ

The first step in our hiring process is to review each application form submitted to us. The following are important points we feel you should know about our review process:

1. We will reject every application form which is not completely filled out, regardless of an applicants qualifications.
2. You are more than welcome to supplement this application form with a resume. Providing us with a resume does not exclude you from filling out this application form completely. We treat a resume as an indication of interest in employment with the Rutherford-Polk-McDowell District Health Department. Without an application form on file, we will not consider you for employment with us.
3. The reason we have each applicant fill out an application form is so that we have at least a certain level of like information on each applicant. This makes it easier for us to review each applicant's qualifications and allow us to treat all applicants in a consistent and fair manner.
4. The only means we have of reviewing your qualifications for employment with the Rutherford-Polk-McDowell District Health Department is this application form. It is to your advantage to be explicit when completing this application. If you have certain experiences or certain skills, list them. We will not assume more than what you tell us.
5. After we review all the applications, the most qualified candidates will be invited to participate in other phases of our hiring process. All applicants are judged only on job related factors.
6. The Personnel Department or designee will inform the successful applicant in writing of the selection and starting date. Candidates not selected will be notified that the position has been filled.
7. All offers of employment are contingent upon a negative drug screen, reference check and background check.
8. It is the policy of the Rutherford-Polk-McDowell District Health Department to provide reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment. If you are a qualified individual with a disability and need a reasonable accommodation in the testing or interview phase of our hiring process, please contact the Personnel Department at (828) 287-6488 48 hours in advance. Each request for accommodation will be reviewed on a case by case basis and will be provided unless it is determined by the Personnel Director to be unreasonable.
9. If you are having problems filling out the application form or if you have any questions, please call the Personnel Department for assistance.