

CIVILIAN APPLICATION PROCESS

-Upon completion and submission of the required application and forms found here, the materials will be reviewed by a member of the Human Resources Division staff to ensure completion.

-Once the completed application is received, each applicant will be mailed an Application Received letter by Human Resources.

-Each completed application will be processed by Human Resources. This includes the completion of a criminal history check for all applicants. Applicants who are found to have an unsatisfactory criminal history will be mailed a rejection letter by Human Resources.

-Some Civilian positions may require applicants to complete specific tests to be considered. A member of the Human Resources Division staff will coordinate the required testing.

-Applicants who have been selected for interviewing will be contacted by a member of the Human Resources Division staff to coordinate the interview schedule.

-When the interview process is complete, the hiring manager for the position will make a recommendation for selection.

-Once the selection has been approved, a member of the Human Resources Division staff will contact the selected candidate to coordinate the required pre-employment drug screen and physical. Offers of employment are contingent upon the successful completion of the pre-employment drug screen and physical.

-Upon successful completion of the pre-employment drug screen and physical, the selected candidate will be contacted by a member of the Human Resources Division staff to finalize the offer of employment and coordinate the selected candidate's start date.

-Candidates who were interviewed and not selected will be notified by Human Resources within 30-days of non-selection.

-It may take several weeks to complete all phases of the application and selection process.