

PLEASE READ BEFORE COMPLETING APPLICATION

APPLICATION PROCEDURES

Applicants must complete an application for each position. Please follow the instructions shown on the application. All applications must be completed in full. Because the initial screening is based strictly on the completed application, it is important to include all information requested.

TO PROVIDE ADDITIONAL INFORMATION A RESUME MAY BE ATTCHED BUT DOES NOT TAKE THE PLACE OF THE OFFICIAL SUMTER COUNTY APPLICATION.

We require the official application to have original signatures and notary signature. Please do not fax or send the application electronically. All applications must be brought to the Board of Commissioners office or mailed to:

Sumter County Board of Commissioners
Attention Human Resources Department
P.O. Box 295
Americus, GA 31709

JOB REQUIREMENTS

The education and/or experience requirements are listed in the Position Announcement and the Job Description. These are the minimum standards which all applicants must meet in order to be considered for employment.

APPLICATION REVIEW AND HIRING PROCESS

An official application should be received in the Human Resources Department by the advertised closing date stated on the position announcement. All applications received by the closing date will be reviewed for minimum qualifications by the Human Resources Department.

All applications received that meet the minimum qualification will be forwarded to the appropriate department for consideration. ***This does not guarantee an interview for the position.***

INTERVIEW PROCESS

Department Directors or designated staff and Human Resources Director hold oral interviews with selected applicants. The Human Resources Department notifies the applicants selected by telephone or letter the scheduled interview date and time.

When the selection has been made for the most suitable candidate, all candidates who are interviewed, but not selected, are informed of the decision.

NOTE: Applications and documents submitted with the application become the property of Sumter County Board of Commissioners and cannot be returned. The information you have provided on the application may be subject to public disclosure under the Georgia Open Records Act.