

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

**PLEASE READ BEFORE COMPLETING APPLICATION**

**APPLICATION PROCEDURES**

Applicants must complete an application for each position. Please follow the instructions shown on the applications. 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 attached but does not take the place of the official Sumter County Application.

*Applications can be submitted four different ways:*

Email	Fax	Mail	Drop Off
<a href="mailto:deharris@sumtercountygga.us">deharris@sumtercountygga.us</a>	(229) 928-4564	<b>Sumter County Human Resources</b> P.O. Box 295 Americus, GA 31709	<b>Sumter County Human Resources Office</b> 500 W Lamar Street Suite 110 Americus, GA 31709

**JOB REQUIREMENT**

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 qualifications will be forwarded to the appropriate department for consideration.

The hiring manager and/or Human Resources Department will contact the applicant if they are selected to move forward with the interview process. There is no need to contact the department. Due to the high volume of applications received, we might not be able to notify each applicant unless they are selected for an interview. The timing of interview notification varies based upon the positions for different departments. Submitting an application does not guarantee an interview.

**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 and/or email of the scheduled interview date and time.

When the selection has been made for the most suitable candidates, all interviewed applicants will be notified that they were not selected, via email or mail.

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