

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 their entirety. 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 in four different ways:

Email	Fax	Mail	Drop Off
twooden@sumtercountyga.us hr@sumtercountyga.us	(229) 389-2191	Sumter County Human Resources P.O. Box 295 Americus, GA 31709	Sumter County Human Resources Office 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 that all applicants must meet to be considered for employment.

The following documentation must be submitted with an application for the **Sumter County Correctional Institute**.

- Driver's License and Birth Certificate
- High School Diploma/ Degree Documentation
- Accuplacer

An interview may be granted without the documents, but an applicant/candidate will not be employed until all documents have been received.

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. Applying does not guarantee an interview.

INTERVIEW PROCESS

Department Directors and/or designated staff/Human Resources Director will hold oral interviews with selected applicants. The hiring manager and/or 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 under the Georgia Open Records Act.