About Your Application

- It is important that your application show all the relevant education and experience(s) you possess. **Do not leave out any jobs you've held during the last 10 years.** If you held more than one job during your tenure at the same employer, please list each job separately (e.g. promotion, demotion, transfer, etc.).

- Applications that state "See Resume" or similar wording in the "Duties" section will be considered incomplete and, therefore, will not be reviewed for the minimum requirements of the applicant's position of interest. An attached resume is not a substitute for the required information on the application.

- **Please do not indicate any personal information** on your application/resume (e.g., marital status, medical, etc.). Once submitted, your application becomes public record and can be requested/subjected for review at any time.

- You may use the same application to apply for several positions. However, you will need to reapply for each position when/if it has been advertised.

- The County does not accept hard copy (paper) applications. All applications are created and stored on-line at a secure site. Only authorized Personnel staff and hiring authorities have access to the information submitted.

- **NOTE:** It is the responsibility of the applicants to keep their application current and updated. Once submitted, your application becomes a public record and can be requested/subjected for review at any time.