



Alpine County Personnel Department

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APPLICATION PROCEDURES

Applications for employment are accepted for two purposes:

- 1) **Regular recruitment** for specific positions within the County classification plan; and
- 2) **Temporary Help.**

Regular Recruitment

Applications for specific employment opportunities are accepted only during a time of regular recruitment. When a final filing date is indicated, a completed "Alpine County Application for Employment" form or the online application must be received by the Administration Office before 5:00 p.m. of the closing date.

Temporary Help

Alpine County accepts applications from individuals interested in temporary employment for positions within County service. Submitting a temporary application does not guarantee employment with Alpine County. As well, temporary applications may not be substituted for regular recruitment purposes; a separate application must be submitted for each position for which you wish to apply.

HOW TO OBTAIN AN APPLICATION FORM AND OTHER INFORMATION

To obtain an application, job description and materials for a current opening, applicants may:

- Apply online at <http://www.alpinecountyca.gov/jobs.aspx> under tools to the right of the screen select Apply Online.
- Download or print a copy of the application from the County website;
- If you do not have access to the internet you may call the Administration Office at **530 694-2287** to have the application and materials sent to your postal address.
- Pick up an application packet at the Administration Office, located at the Alpine County Administration Building, 99 Water Street, Markleeville, California.

HOW TO APPLY

1. Please answer all questions and provide enough detail to allow for full review and evaluation. Attach all information as required on the job flyer, such as copies of certificates, resumes, work samples, etc. *Remember, the completed application is an example of your reading comprehension skills, your ability to follow directions, and your attention to detail. Read it carefully before submitting it for consideration!*
2. Only **SIGNED** original applications are accepted or those submitted on Alpine County's website under Apply Online. Resumes are not accepted in lieu of the Alpine County application, but may be used to supplement information provided on the completed application form.
3. You may upload resumes, cover letters and references online however they will need to be scanned as one document.
4. **The Administration Office must receive applications for employment before 5:00 p.m. of the closing date of the advertisement.** Fax, electronic submissions (except for those submitted through Alpine County's website), and postmarks will not be considered. Late applications will not be returned.

SELECTION PROCESS

The County reserves the right to determine the number of best-qualified applicants that may continue through the hiring process.

Each completed application form and attachments will be treated as a confidential record of the County and will not be returned. Neither the names of the applicants for an examination nor the names of those who failed in an examination will be made available to anyone not authorized to receive such information.

Applications will be subject to review by a screening panel, which will rate the candidates according to the information provided in the written application as they compare to the minimum qualifications or requirements of the position. Eligible applicants may be scheduled for an oral interview and/or written examination at a later date. Expenses incurred for participating in the oral interview and/or written examination process shall be the burden of the applicant.

Interviews may be postponed or cancelled in the event that an insufficient number of applications are received, or for other reasons determined to be in the best interest of the County by the department head. The provisions of this bulletin do not constitute an expressed or implied contract; and may be modified or revoked without notice.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Alpine is an Equal Opportunity Employer and does not discriminate on the basis of race, religious creed, color, national origin, gender, medical condition, marital status, age or medical or physical disability, in any of its programs or activities. Minorities, qualified women, and the disabled are encouraged to apply.