

APPLICATION INSTRUCTIONS

Applications are accepted for open positions only. Please read each job announcement carefully for the specific minimum qualifications and deadlines. You must possess these qualifications and your application must be received by the deadline in order to be considered.

Applications must be completed, signed and dated in order to be accepted. The completion of this application, and any other documents you prepare and submit, represents your ability to follow directions and provide written communication. It is the primary source of information for managers making selection decisions. You are encouraged to state your employment interests fully and provide the information requested to the best of your ability.

If you wish to attach additional information such as references or certificates they must be submitted with the application. Make photocopies before submission, as submitted documents must be retained by Grant County.

Application forms are available on this website and outside the Human Resources Office on the lower level of the Grant County Courthouse.

HIRING PROCESS

Grant County employment practices require applicants to qualify through a competitive process of screening, interviews and/or examinations, and the applicant most suited for the opening is selected. The initial screening is from information in the cover letter, resume and application form, with only qualifying applicants progressing to the next level of the screening process.