

NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER 4.09

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DATE 05/01/01

SUBJECT: APPLICATION FORMS FOR FULL-TIME EMPLOYMENT

APPROVED:



OBJECTIVE: To establish a procedure for the acceptance of application forms for full-time employment.

STATEMENT: All employees of the Office of Human Resources, prospective applicants and any individual(s) designated to accept applications for full-time employment must adhere to this policy to ensure that the process of applying for positions is fair and equitable.

Procedure:

1. Applications for full-time employment will be accepted at any New Castle County Government location, preferably during the announcement of a specific position vacancy.
2. Applications must be filled out completely and returned, by the applicant, directly to the New Castle County Government Center, Office of Human Resources, 87 Reads Way, New Castle, DE 19720 by the closing date listed on the job announcement. Applications which are mailed must be postmarked by the closing date of the job announcement.
3. A separate application form must be submitted for each position for which an individual is applying.
4. When necessary and where the budget permits, vacancies may be announced in the news media. The typical day for advertisements to appear in The News Journal shall be on Sunday. Applicants should be encouraged to contact the New Castle County Job Information Telephone Line at 395-JOBS (5627) to learn of jobs which are posted.
5. Individuals who submit applications for positions which are not currently posted shall have that application placed in a file for a one year period from the date on which it was received. If the need to establish an eligible list occurs during that period of time, that individual will be contacted in writing as to his or her eligibility.

REQUIRED ACTION: The Office of Human Resources staff and other individuals providing applications on behalf of New Castle County Government shall be responsible for the communication, explanation, implementation and maintenance of this policy to assure compliance. The Office of Human Resources reserves the right to reject any application which is not received in that office by the closing date listed on the job announcement.

Established: 07/14/87
Revised: 04/01/94
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