



Applicant Information

Thank you for your interest in employment with the City of Waycross. Please read the following before completing your application.

- **Employment Policy** The City of Waycross is an Equal Opportunity Employer.
- **Application Procedures** Applicants must complete a City of Waycross Application for Employment for each position. Please follow the instructions shown on the application. All applications must be completed in full. A resume may be attached or included to provide more information but does not take the place of completing the application.
- **Job Requirements** Please note the education and/or experience requirements listed on the Vacancy Notice. These are minimum standards that all applicants must meet to be considered for employment.
- **Application Review** Completed applications should be reviewed in the Human Resources Department by the established closing dates as stated on the Vacancy Notice. The information you provide may be subject to public disclosure under the Georgia Open Records Act.

Selection Process; Human Resources prepares the notices to publicize vacancies and to assist in locating qualified candidates for vacant positions. Various media and areas of recruitment shall be used as may be expected to bring notice of vacancies to as many qualified persons as possible and to assure obtaining well-qualified applicants.

- **Open Continuous Applications** Before possible consideration for employment, each applicant must have a written employment application on file in the Human Resources Department. As a general policy, in order not to lose competent applicants, applications will be accepted at any time, whether a vacancy has been announced or not. Applications will remain on file for six months. As a result of a single application, a candidate shall be considered for all classes of positions for which he/she is qualified.
- **Method of Application and Evaluation** Reference and investigation requirements will be used to determine the reputation, competence, honesty, stability, dependability, etc., of each applicant. Such investigation may include fingerprinting, criminal background investigation, employment references, drug screening, credit checks, motor vehicle report, physical and any other investigation as may be required due to the nature of the position.
- **Interviews** Upon initial review and removal of applicants from consideration that are rejected in accordance with the standards set forth above, the Human Resources Director shall forward the remaining applications to the Department Director for further consideration, which may include conducting personal interview with those remaining applicants.

- **Pre-Employment Tests** Pre-employment physicals and drug screens are given to all applicants. All offers of employment by the City are made conditionally based on the requirements that candidates shall pass both a physical exam and drug screen. Pre-employment Tests include but are not limited to drug screen, criminal history check, psychological exam, and truth verification. A final offer of employment is extended once all results are satisfactory.
- **Employment Selections** Candidates selected for employment are required to provide proof of identity and authorization of employability as outlined by the United States Bureau of Citizenship and Immigration Services. Other documentation required include official high school diploma, GED certificate, college transcript, motor vehicle record check, and a DD214 (if applicable).* All applicants are informed who and who are not interviewed in writing by the Human Resources Department.