

3.4 APPLICATION FOREMPLOYMENT

When a specific vacancy exists, each person desiring employment with the county may obtain an Application for Employment from the department where the opening exists, Human Resources or the Austin County website (www.austincounty.com). Completed applications should be returned to the department. To be valid, an application must be made on the county's official application form. The Department Head or Elected Official should retain each employment application for two years after receipt of the application.

It is the responsibility of the employing department to make appropriate checks to verify education, experience, character, and required certificates and skills of an applicant prior to extending an offer of employment. In the case of applicants for positions with the county that require driving a vehicle, the Elected Official or Department Head must check the prospective employee's driving record prior to offering the applicant employment with the county. In addition, this information will be checked at least annually. (*Reference Policy 3.10 Driving Record*)