

Wake County Application Procedures

Wake County Applications are only accepted for vacancies that are currently being advertised. For additional information about a vacant position, you may refer to the Job Opportunities Bulletin, call the JobLine at (919) 856-6115 or visit our website at www.wakegov.com.

Applications submitted by mail or hand-delivered must be received by Human Resources no later than 5:15p.m. of the posted closing date. Applications submitted by fax must be received by Human Resources before midnight of the posted closing date. A separate application must be completed for each vacancy of interest. Applications received after the closing date are not eligible for consideration. Incomplete applications will not be considered. Resumes will not be accepted in lieu of an application but are welcomed as a supplement. Xerox and fax copies of the Wake County Application are accepted. Our fax number is (919) 856-6256. **NOTE: All applications become the property of Wake County and cannot be returned.**

If a typing test is required, the vacancy announcement will state, "Test Required." All applicants, including Wake County employees, must complete the typing test by the advertised closing date. Prospective applicants may take a typing test at any testing center (i.e. Wake County Human Resources, Employment Security Commission, a temporary staffing office, development center, etc.). Please call Human Resources at (919) 856-6090 for more detailed information.

To be considered for employment with Wake County Government, applicants who have obtained their education outside the United States and its territories must have their academic degree(s) validated as equivalent to the Baccalaureate or Master's degree conferred by a regionally accredited college or university in the United States. *A transcript is not sufficient proof of equivalency.* For a list of agencies that perform this service, call (919) 856-6090 or visit our website at www.wakegov.com.

Wake County thanks you for your interest in employment and your application will receive thorough consideration. **In accordance with the provisions of the Personnel Privacy Statute NC G.S. 153-98, Human Resources can only acknowledge receipt of your application by return of your self-addressed, stamped Applicant Acknowledgment Card or in person with proper identification (i.e. a picture ID).** Human Resources will provide notification to all non-selected applicants by mail when the position is filled. This process may span several weeks from the advertised closing date.

Persons with disabilities are encouraged to request assistance during the application process.

NOTE: In compliance with the Immigration Reform and Control Act of 1986, Wake County hires only those individuals who are United States citizens or aliens lawfully authorized to work in the United States. All new employees will be required to complete a verification form and provide documentation of employment eligibility and identity.

Applicant Data Record

(Please detach and return with your application)

Applicants and employees are considered for all positions, and are treated during their employment without regard to their race, color, creed, religion, sex, national origin, age, marital status, sexual orientation, military status, disability or medical condition.

As an employer taking the affirmative to help comply with government record-keeping requirements, we would appreciate you completing this form. However, completion of this form is strictly voluntary. This data will be physically separated from the remainder of your job application before the application is considered for possible employment.

Date (mm/dd/yy): ___/___/___

Position Applied For: _____

Name: _____

Date of Birth (mm/dd/yy): ___/___/___

Personal Traits: (Check one)

Male

C White

A American Indian/Alaskan Native

O Asian/Pacific Islander

Female

B Black

S Hispanic

Check any that apply: Vietnam Era Veteran

Disabled Veteran

Citizenship: Are you legally eligible to work in the United States? Yes No

How did you learn of this position?

01 Job Opportunities Bulletin

11 Career/Job Fair

23 Chapel Hill News

36 Wake Forest Weekly

02 Horizons

12 Cable News

24 Charlotte Observer

37 Winston-Salem News

03 Raleigh News and Observer

13 Radio

25 Clayton News Star

38 Zebulon Record

04 JobLine

14 Walk-in

27 Employment Guide

40 America's Job Bank

05 Durham Morning Herald

15 Community Organization: _____

28 Fuquay Independent

41 American Preferred Website

06 The Carolinian

16 Human Services JobLink Center

29 Garner News

42 Career Marketplace

07 Other Trade Publication: _____

17 Vacancy Announcement

30 Greensboro News

44 Other Website: _____

08 Other Newspaper: _____

19 Wake County Website

31 La Conexion

09 Employment Security Commission

20 Angier Independent

32 La Voz de Carolina

10 County Employee

21 Apex Herald

35 Smithfield Times