



Applicant Information

Applications

- Applications are only accepted for current vacancies.
- Positions are posted as they are approved. Positions are generally open for a minimum of two (2) weeks unless otherwise posted. Current job vacancies are posted on Macon County's website (maconnc.org), Facebook page (Macon County Government, NC), Instagram account (maconnc.org), and LinkedIn account (Macon County Government, NC) as well as other job boards.
- Applications must be submitted to the Human Resources Department online via the link provided in the posting and on the county website.
- Resumes are welcome as a supplement to the application, but will not be accepted in place of the application. Additional paperwork and/or documentation may be required during the interview or during the hiring process.
- Applications and all supplemental materials submitted become the property of Macon County and cannot be returned or copied.
- If a closing date is included in the job announcement, applications must be received by the Human Resources Department before 5:00 p.m. on that closing date. Applications received after 5:00 p.m. on the closing date are not eligible for consideration.

Completing an Application

- Review the education and experience requirements for each position. These are minimum standards that applicants must meet or exceed to be given consideration for employment.
- If applying for more than one open position, you should list the title of all open positions you wish to be considered for in the appropriate section on your application.
- Incomplete applications will not be referred to the hiring department. Answer all questions and complete all sections of the application form. You must give complete information on the application ("See Resume" is not acceptable).

Application Process

- Applications are processed in the Human Resources Department and then forwarded to the hiring department.
- After the application deadline date, all applicants will receive notification by email that their application has been received. The hiring department reviews the applications and selects applicants to be interviewed.
- The period of time it takes to hire someone can be impacted by several factors; the number of applications received, the number of job openings within the hiring

department, the workload of the department, holidays, supervisor and department head schedules, and any unexpected events.

- The background check form and driver disclosure form must be submitted with the application. After a conditional offer of employment is made (recommendation to hire), the background, driver's history, and/or credit check will be processed. Unsatisfactory results will cause the conditional offer of employment to be withdrawn. An applicant may also be required to submit to a Drug Screening procedure for the purpose of screening for the presence of illegal drugs or an abusive level of prescribed medication.
- The successful candidate must be able to perform the essential functions of the job.
- New employees serve a minimum nine (9) month probationary period. Those employed in the health and social services departments will serve an additional three (3) months of probation after which time they reach career status.
- After the position is filled, all applicants will receive notification by email that the selection process is complete.
- Applications are considered active for six (6) months from the application date. During that time, an applicant does not have to complete another application unless the information on his/her application changes. To be considered for additional job openings, the applicant may simply notify the Human Resources Department of his/her name and the advertised opening they wish to apply for. After six (6) months, an applicant must submit a new application.

Macon County Employment

- Persons with disabilities should notify the Human Resources Department and request accommodations during the application and selection process, if necessary.
- Macon County is an equal opportunity employer. All applicants for job openings are considered for employment without regard to race, color, sex, religion, disability, national origin, or age as provided by law.
- In compliance with the Americans with Disabilities Act of 1990, as amended, Macon County prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.
- In compliance with the Immigration Reform and Control Act of 1986, Macon County employs 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. The County verifies legal employment eligibility status through E-Verify.
- As a condition of employment, State law requires male applicants who are between the ages of 18 and 26 to certify that they have registered for the military service to be eligible for employment.