

TIPS FOR COMPLETING EMPLOYMENT APPLICATION

THE SELECTED CANDIDATE IS SUBJECTED TO A MANDATORY DRUG SCREENING. A BACKGROUND CHECK IS REQUIRED FOR SELECTED CANDIDATES 18 YEARS AND OVER.

Your application is the first point of contact for the Hiring Manager. The application that you submit should reflect the knowledges, skills, and abilities to adequately perform the tasks outlined in the announcement. Before applying for any position with the Dorchester County Government, please do the following:

1. Read the entire announcement.
2. Compare your qualifications with the requirements listed.
3. Compare your work and volunteer qualifications with the duties outlined under essential duties.
4. Look to see if there are any special qualifications listed for the position.
5. If so, ask yourself do you have them?
6. There are certain special requirements that you do not have to possess at the time of applying for the positions. **For example: Will you be able to complete a certification within 6 months of being hired?**
7. Make sure you update your work history. If you have had any breaks in work history, please explain... unemployed, going to school, etc.
8. Make sure to give a clear work description under the duties section of the application. **Use action verbs.** Do not give one- or two-words description, **i.e., customer service and filled orders.** You can also use bullets with complete phrases to describe your work responsibilities. i.e. Provide
9. Check for spelling errors.
10. If the application asks for typing speed or certificates, please provide information or indicate none. By leaving the area blank, you are indicating that you do not the skill or certification.
11. We recommend that you indicate at least 3 references who can attest to your skills, knowledge, and abilities. You can use paid or volunteer work -current or former managers, teachers, or etc.
12. You may attach a resume, but keep in mind that the **application is the official document** that is used in considerations when applying for employment.
13. Finally, answer questions truthfully.