## Job Applicant Information

For Your Information. Do Not Return With Application.

## **AFSCME BARGAINING UNIT POSITIONS**

Vacant positions in our AFSCME bargaining unit are filled *first* by current bargaining unit employees. If no qualified bargaining unit employee bids on the position, outside applications received during the posting period will be reviewed. The most qualified applicants will be interviewed, and the successful candidate from the interviews will be offered the position.

## **NON-BARGAINING POSITIONS**

Vacant non-bargaining unit positions are filled from among those candidates who submit an application during the posting period. Qualified current employees are given first consideration. If a current employee is not hired, outside applications received during the posting period will be reviewed. The most qualified applicants will be interviewed, and the successful candidate from the interviews will be offered the position.

## **KEEPING APPLICATIONS "ON FILE."**

The City only considers applications received during the posting period for each vacancy. We do not keep applications "on file." If you wish to be considered for a vacancy, you must submit an application during the posting period for that vacancy.

Thank You Human Resources Director