

## RECRUITMENT GUIDE

Job Information Sources

**Web Page:** [www.monocounty.ca.gov](http://www.monocounty.ca.gov)

Lists current job openings

### Job Boards:

- Annex I Lobby – Bridgeport
- Minaret Mall Lobby – 2<sup>nd</sup> floor – Mammoth Lakes
- Sierra Center Lobby – 3<sup>rd</sup> floor – Mammoth Lakes

### Human Resources Office Location:

74 North School Street  
Bridgeport, CA 93517  
Annex I – 1<sup>st</sup> Floor

### Mailing address:

P. O. Box 696  
Bridgeport, CA 93517

**Phone: 760.932.5412**

**E-Mail: [HR@mono.ca.gov](mailto:HR@mono.ca.gov)**

**Employment information is available in Human Resources from:**

8:00 a.m. – noon  
1:00 p.m. – 5:00 p.m.  
Monday through Friday

## COMPLETING THE MONO COUNTY EMPLOYMENT APPLICATION

A separate application must be submitted for each position.

Be sure to:

- Type and submit on-line if at all possible.
- If you do not have access to a computer, please call HR and make sure your writing is legible when completing the form.
- Fill in the "Position Applying For" at the top of the application.
- Thoroughly complete each section.
- Include Supplemental Questions when required.
- Sign your application

### Carefully read Recruiting Announcements.

Announcements list the application deadline, Minimum Qualifications, Necessary Special Qualifications, and Supplemental Questions, if required.

### Thoroughly complete each section of the application.

Mono County does not accept resumes in lieu of a thoroughly completed application. Do not state "See attached" in any Duties section and refer to a resume in lieu of completing that section, otherwise your application may be considered incomplete.

**Employment history.** Include all work history, whether paid or unpaid, in chronological order including volunteer work. In the Duties section, make sure that you accurately reflect the knowledge, skills, abilities, and employment experiences for the type of work for which you are applying. Your application must thoroughly and truthfully reflect your employment and volunteer experience.

### Sign and date the application form.

Unsigned applications will not be processed.

### Submitting your completed application.

All applications, and supplemental questions if required, must be received in Human Resources by 5:00 p.m. on the deadline listed on the Recruiting Announcement. Preference is that applicants complete on-line applications forms. If this is not possible, please call Human Resources and request an application form. Submit the form by email or fax and send the original application by U.S. Mail.

**Notification of status.** After a recruitment closes, applications are reviewed for minimum qualifications. If you are not contacted by the department within 3 weeks after closing date of a recruitment, you may call Human Resources to check on the status of the recruitment.

## UPDATING YOUR APPLICATION

If you need to update your phone number or address after you have submitted your application, please notify Human Resources at 760.932.5412 or email HR@mono.ca.gov. It is important for us to have current contact information.

## ADA ACCOMODATION

If you are an applicant with a disability as defined under the Americans with Disabilities Act and need a reasonable accommodation or assistance at any time during the recruitment process, please contact Human Resources.

## FREQUENTLY ASKED QUESTIONS

### 1. How do I apply?

If you have access to a computer, fill out an on-line application and submit electronically. If you do not have access to a computer, please call Human Resources for an application form. Submit your thoroughly completed and **signed** application and submit to Human Resources by 5:00 p.m. on the closing date listed on the Recruiting Announcement. Please note fax and email information at the beginning of this document.

### 2. Must I submit a separate application for each position I am applying for?

Yes, a separate application is required for each position. Legible photocopies are acceptable as long as they include your original signature. Be sure to fill in the "Position Applying For" at the top of each application and Affirmative Action form.

### 3. How will I know if my application has been received?

You may call Human Resources to confirm receipt.

**Mono County is not responsible for applications that are:**

- **Not signed**
- **Illegible**
- **Not thoroughly completed**
- **Lost or delayed in the mail**
- **Missing or incomplete as a result of transmittal by fax**
- **Submitted to offices other than Human Resources**
- **Missing supplemental questions or other required information, as stated in the Recruiting Announcement**

### 4. How will I know my status?

Once a recruitment closes, please allow up to 3 weeks for the department to review applications. The department will phone you if they wish to schedule an interview. Not all applicants will be invited to interview. You may check the status of a closed recruitment on our web page

[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

## EOE

Mono County is an Equal Opportunity Employer and, as such, states its commitment to providing equal employment opportunities to all persons in matters affecting, but not limited to, recruitment, employment, compensation, benefits promotions, training, discipline, transfer and layoff practices without regard to a person's race, color, religion, national origin, sex, age, marital or family status, sexual orientation, association, disability, injured worker or Veteran's status (except where age or non-disability are bonafide occupational qualifications).
