



# Employment Information

## Town of Apex Human Resources Department

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We welcome and appreciate your interest in employment with the Town of Apex. Outlined below is the information describing the Town's employment process.

### 1. Equal Employment Opportunity

It is the policy of the Town of Apex to foster, maintain and promote equal employment opportunity. The Town selects employees based on the applicant's qualifications for the job, and provides compensation and opportunities for training and promotion without regard to age, sex, race, color, religion, national origin, disability, political affiliation, or marital status.

### 2. Job Opening Information

A list of current job openings are posted at Town Hall and on our website [www.apexnc.org](http://www.apexnc.org). Applicants may apply online or download an application and mail to: Human Resources Department PO Box 250 Apex, NC 27502. Applications may be obtained or delivered to the Human Resources Department at 73 Hunter Street (located on the 1st floor of Town Hall).

The Town of Apex only accepts applications for specific open positions. If no opening is available in your area of interest, you may complete an employment interest card, which will allow us to notify you if a position becomes available. Interest cards are kept on file for 6 months.

### 3. Employment Application

The employment application is designed to assist the hiring department in evaluating your qualifications for the position for which you are applying. Please read the position advertisement carefully to be sure your background meets the requirements of the position. On your application, show your specific qualifications which relate to the position. Use the application continuation sheet to provide any additional experience information necessary for your application to be complete.

If you wish to apply for more than one position, please submit a separate application for each position. A copy is acceptable as long as it shows the specific position title and has an original signature. A resume may not be submitted in place of a completed application but may be included to supplement the application.

To ensure consideration of your application, it must be received in the Town of Apex Human Resources Department no later than 5:00 p.m. on the closing date. Applications received after the closing date are accepted until the position is filled but not guaranteed the same consideration as those received by the closing date.

Completed applications and supplemental materials submitted become the property of the Town of Apex and will not be returned unless prior arrangements are made with the Human Resources Department.

## 4. Application Consideration

The application review process begins after the closing date. The Human Resources Department reviews each application with care and attention to identify the candidates whose qualifications most closely match the position requirements. From this group the hiring department conducts interviews for the position.

We have a thorough application review process, designed to assure careful and fair consideration of each candidate. Candidates being offered an interview may not be contacted immediately following the closing date. Simply fulfilling the minimum qualifications for a position does not assure an interview.

The employment process normally takes 2-3 weeks from the position closing date. We appreciate your patience in this process.

The Town of Apex reserves the right to re-advertise positions or to delay or cancel the filling of a position.

If you need special assistance in any way in the employment process, please let us know.

## Questions?

Contact the Human Resources Department:  
Phone: (919) 249-3420  
FAX: (919)-249-3309

## 5. Application Tips

Facsimiles of applications are accepted, but not recommended due to the resulting poor quality of some copies, especially faxes from colored paper. When faxing, we suggest you call and confirm that we received your materials. The Town of Apex is not responsible for faxed copies that are not legible or received.

Applications and accompanying forms should be typed or printed legibly. Applications should be completed fully and provide sufficient description of your prior work experience.

Be sure to complete the "Position Applied For" sections on the front of your application to assure correct consideration of your application.

## 6. Pay and Benefits

The Town of Apex offers a competitive salary and benefits package. Some of the benefits include: participation in the Local Government Employee Retirement System, a 5% employer-paid 401K contribution, health, dental and life insurance coverage with no cost to the employee, vacation and sick leave, paid holidays, and tuition assistance of up to \$750 dollars for eligible expenses per fiscal year.

**Please Feel free to keep this "Employment Information" handout for your use.**

*Equal Opportunity Employer*