

## **Brunswick County Government**

### **Application Process Q & A**

#### **Equal Employment Opportunity Statement**

Brunswick County provides equal employment opportunities to all employees and applicants and does not discriminate based on an employee's race, color, sex, religion, age, national origin, ancestry, veteran status, physical or mental disability, sexual orientation or other characteristics protected by law.

#### **Where may I pick up a County application?**

Contact the Employment Security Commission, 5300-7 Main St, Shallotte, NC 28470; to request by email: [esc.jobs.shallotte@ncmail.net](mailto:esc.jobs.shallotte@ncmail.net) or call 910-754-6120; .

#### **If I am interested in applying for more than one position can I submit just one application?**

*No. One application must be submitted for each position for which you wish to apply.*

#### **Where do I turn in the application once it is completed?**

The Employment Security Commission receives all County applications. You may submit the application in person at the ESC, or you may mail it to ESC, 5300-7 Main St, Shallotte, NC 28470. Please remember to sign the completed application before submitting. **Resumes are not accepted in lieu of an application, but may be submitted with a completed application.**

#### **What happens to the application once it is turned into the ESC?**

The ESC logs all received applications for each position. The County applications are picked up by the Human Resources Dept each Thursday morning by 8am. (If the application is submitted on Thursday, the application will be picked up on the following Thursday). Once HR receives the application, it is then forwarded to the hiring manager/department for review.

#### **I turned in the application a couple of weeks ago and I have not heard anything. Who do I need to contact to find out the status of my application?**

Please contact the ESC at 910-754-6120.

**How long does the selection process take?** If there is interest in the applicant, the hiring manager/department will contact the applicant directly in order to schedule an interview. The process may take a few days, or may take a few weeks. This may depend on the complexity of the job requirements for the vacant position.

**How will I know if the position is filled?** Once the position is filled, the applicant will receive a letter stating a selection has been made and the position will be removed from the vacancy listing.

#### **Where can I find a list of vacant positions for Brunswick County?**

The vacancy listing is updated each Thursday and can be found on the following websites:

<http://www.brunswickcountync.gov/>  
[www.ncesc.com](http://www.ncesc.com)

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***Other Helpful Information:***

*All applications must be received by the ESC by 5:00pm on the closing date listed for the position. If the position is listed as Open Recruitment there is not a specified closing date.*

*If a position is marked with \*\* there is a residency requirement. The selected candidate must establish legal residency within Brunswick County within 12 months from the date of initial employment.*

*Final applicants are subject to pre-employment drug screening and background checks. (Employees working in safety sensitive jobs are subject to random drug screens and periodic Driver's License checks).*

**Brunswick County Government  
P O Box 249  
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