

FREQUENTLY ASKED QUESTIONS

1. Can I turn in one application for several openings?
If you are interested in more than one job opening with the County, you will need to apply for each position through the website. The online application system allows you to save your application so you will not need to complete the entire application each time you apply for another opening.
2. Where can I find a Vance County job application?
Click the green "Apply" button next to the job opening you are interested in to complete an online application. Vance County receives applications online only. If you do not have access to a computer with internet connection at home, please visit the Perry Memorial Library during business hours.
3. What are some tips to help me complete my application?
Complete the application as thoroughly and accurately as possible. The initial phase of the selection process will be based on the application and materials furnished with the application. Our application form is the basis for candidate evaluation and interview selection and therefore needs to be complete and accurate. Incomplete applications may not be forwarded to the hiring supervisor for consideration.
4. Can I submit a resume instead of filling in all of my employment history?
NO. You may submit a resume to accompany your application, but you need to complete the job application thoroughly and accurately, including your complete job history, to ensure your application is given full consideration. A personal resume may supplement the application, but it is not a substitute for completing the employment application in detail.
5. What happens after I submit my application?
The Human Resources Department processes and screens applications to ensure candidates' qualifications meet the job requirements. Applications are then referred to the department filling the job opening. The hiring department will contact selected applicants to discuss the vacancy further or to arrange in-person interviews. Due to the number of applications we receive, not all applicants are contacted for interviews. Please do not call Human Resources to check on the status of your application.
6. Will I be notified of the status of my application?
Yes. All applicants will be notified by email.
7. How long does it take to fill a position?
The period of time it takes to fill a position can be impacted by several factors – the number of applications received, the number of job openings within the hiring department, the workload of the hiring department, holidays, and the schedule of the hiring supervisor and department head, as well as other unexpected events. It can take a few weeks to a few months.
8. I do not see a job I am interested in on the website. Can I send you a resume and have you keep it on file so you can notify me when a position I'm suitable for opens up?
No, unfortunately our system is not set up to do this. You can sign up to receive a text or email alert when a new job is posted on our website. Click on the GREEN "Notify Me" button.