

City of Gautier

Office of Human Resources
(P) 228.497.8000 / (F) 228.497.8028
Email: hr@gautier-ms.gov
Website: www.gautier-ms.gov

EMPLOYMENT APPLICATION PROCESS

All persons interested in employment with the City of Gautier must have a current application on file with the Office of Human Resources and shall remain on file for one (1) year. It is your responsibility to keep your application up to date with your most recent address, phone number, or employment information.

Instructions:

- Complete and sign all sections on your application. It is imperative that you take your time and fill out application legibly and completely; and attain and submit all required documents. An incomplete application without the required documents **WILL NOT** be considered for employment.
- A resume' must be accompanied by a completed and signed application and all required documents.
- Employment applications and required documents must be returned to the Office of Human Resources between 8:00 a.m. and 5:00 p.m., Monday through Friday by the closing date of the position being applied for at:

*City of Gautier
Attn: Office of Human Resources
3330 Hwy 90
Gautier, MS 39553
Phone: (228) 497-8000, Fax: (228) 497-8028
Email: hr@gautier-ms.gov*

All Applicants **MUST** meet the minimum following requirements:

- Applications received after the closing date **will not** be considered.
- Applicant must be eligible to work in the United States
- Applicant must meet any minimum age requirements listed in the job description
- Applicant must provide proof of a high school diploma or GED equivalent. (attach a copy to your application)
- Applicant must be an elector of the county in which he/she resides. Out of state applicants must provide proof of voter registration. (attach a copy to your application)
- Applicant must have a valid driver's license (driver's license number and state must be listed on the application)
- Police and Fire candidates must perform and successfully complete a physical agility test. (The pre-employment agility test release in the application packet must be signed, notarized and submitted with your application and other required documents.)
- Police, Fire and some Administrative positions will also be required to take and pass a written examination.
- Applicant must meet any other educational requirements listed in the job description and must provide proof of a college degree or transcript verifying course work if it is required.
- Applicant must provide proof of prior experience if listed as a requirement in the job description. A Verification of Prior Experience form in the application packet must be submitted to your prior employer for experience verification. Your prior employer will complete these forms on your behalf verifying your prior work experience and will forward them to us at the Office of Human Resources for the City of Gautier.

These required documents **MUST** be submitted with the application. Applications without these documents will not be considered for employment.

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.