

## Town of Boone General Employment Information

### **Current Job Openings:**

When a position becomes vacant, an advertisement is placed with local newspapers and listed on our website [www.townofboone.net](http://www.townofboone.net).

### **To Apply:**

To be considered for an opportunity with the Town of Boone, you must complete a separate Employment Application for each position for which you are applying. Resumes alone do not qualify as an application and will not be considered unless attached to a fully completed and signed Town of Boone Employment Application. **Applications may be rejected if incomplete.** We only consider Employment Applications for currently posted positions. You may download an application from this website or obtain one at Town Hall, 567 West King St., Boone, NC 28607. Applications must be received by mail, delivered to Town Hall Human Resources department or emailed to Linda Council by 5 p.m. on the closing day. All applications received by the closing date are assured of consideration. Your application will be considered only for those vacancies you specify by title.

### **Length of Time Applications are Kept Active:**

Your application will remain active for six months. If it has been more than six months since you completed an application for a previous job opening, you will be asked to complete another one for the new job that you are applying for. However, if another job is posted within the six month period, you can simply call the Human Resources Department at (828)268-6200, to request that your application be processed for the new opening.

### **Drug Screening:**

All applicants considered for employment will be asked to submit to drug testing prior to being offered employment. Employees already employed by the Town will not be required to submit to drug testing to obtain a transfer or promotion, unless the transfer or promotion is into a Commercial Drivers job or Safety Sensitive job from a non-sensitive position. All positions also require physicals, paid for by the Town. These physicals will only be scheduled after a job offer has been extended. Employment is contingent upon a positive recommendation from our physician.

### **Identity and Employability:**

If employed, you must submit proof of identity and eligibility for legal employment in accordance with federal law. The Human Resources Department can be contacted for a

complete list of acceptable documents. The most commonly used documents are driver's license, social security card, and birth certificate.

### **Job Classification and Pay:**

Each position with the Town has a job description and is assigned to a grade and salary range. Starting salaries are based on the selected applicant's relevant training and experience, labor-market considerations, internal salary equity and the availability of funds.

### **Employee Benefits:**

- 10 days vacation per year increasing with service to 24 days.
- Employee Assistance Program
- 12 days paid sick leave per year
- Contributory retirement system (LGERS)
- 8 hours of school leave
- 11 paid holidays per year
- Medical/Hospitalization/Dental insurance
- Life/Accidental Death/Dismemberment insurance
- Performance Pay Plan
- Pretax Program
- Credit Union
- Option to participate in supplementary retirement plans
- 401(k) town contribution of 5%