



BUNCOMBE COUNTY

NORTH CAROLINA

Job Policies

Buncombe County participates in E-Verify:

- Current job opportunities are posted on the Buncombe County website and at the local Employment Security Commission. Selected vacancies may be published to additional print, online, and other media outlets.
- Applications are accepted for posted position vacancies only. If you want to apply for more than one position, you must submit a separate application for each position.
- A college transcript must accompany applications for Social Worker positions. Please email a copy to hr@buncombecounty.org.
- Resumes are not accepted in place of applications. Resumes will not be accepted via e-mail. Resumes may be submitted in addition to a completed application.
- Your application for this position will be considered active for six (6) months, unless otherwise specified. For consideration after that you must reapply.
- As a public employer, the County of Buncombe is entrusted with the health and safety of its citizens. In keeping with this obligation and as a condition of employment, prior to the offer of employment, the applicant will be required to submit to a Urinalysis Drug Screening procedure for the purpose of screening for the presence of illegal drugs or an abusive level of prescribed medication. It shall be the policy of the County of Buncombe that a negative result from this screening is a condition of employment. A confirmed positive test result indicating the presence of illegal drugs or an abusive level of prescribed medication shall result in a rejection of the applicant for employment and will bar the applicant from securing employment with the County of Buncombe for at least one year.
- In compliance with the Immigration Reform and Control Act of 1986, Buncombe County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the U.S. If you are hired by the County of Buncombe, you will be required to complete an Employment Eligibility Verification Form (I-9). In accordance with the Immigration, Reform and Control Act of 1986, you will need to furnish documents to verify your eligibility for employment in the U.S. before you can begin work. A valid state Drivers License and a Social Security Card will meet the eligibility requirements. If you do not possess both of these, other documents may be used for verification. Complete lists are available in the Human Resources Office.
- As a condition of employment, State law requires male applicants who are between the ages of 18 and 26 to certify that they have registered for the military service to be eligible for employment.
- You must respond to all parts of this application and answer all questions for your application to be considered complete. Failure to respond to all parts of this application may result in your application not being considered.
- If you are hired into a regular position (non-temporary or seasonal), you will serve a probationary period ranging from six to twelve months, which is an extension of the selection process.
- In compliance with the Americans with Disabilities Act of 1990, as amended, Buncombe County prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.