

Application Procedures

Thank you for your interest in employment with Douglas County Government. Our online application system allows applicants to easily search and apply for our open positions.

If this is your first time applying online, when you click on our Career Portal or specific job ad you will be prompted to register, create an account and select a username and password. You cannot complete an application until your account has been set up. The information in your account will be saved and you will use that account to apply for additional open positions in the future. Apply to any of our job postings by clicking on the “Apply Now” button of the job posting to which you are interested. Keep a record of your username and password for future use.

Please note:

- **We don’t accept paper applications, mailed applications or emailed applications. We only accept applications for positions that are currently open and advertised.**
- **If you have applied in the past with a paper application you will need to reapply online to any current positions to which you are interested.**
- The (1) one year active application period will no longer be a factor which means; if you have applied with us in the past, you will need to apply again through the online application system.
- There will be no need to send an email requesting to have your application submitted to another position - you’ll just apply for that position through our Career Portal.
- If you would like to attach a resume you may, but an attached resume does not replace the need to complete the online application entirely.

After your initial registration, you can apply to **additional job postings** by clicking on the “Apply Now” button. Additional applications will have your information prefilled and you can add, change or delete information as needed.

You’ll have the capability to upload your resume, a cover letter and any additional documents that may be required or that you deem appropriate to include with your application materials.

We’re positive that you will find this change more expedient and conducive to your job search! We thank you for considering Douglas County Government as your next employer and we wish you the very best in your career search.

FREQUENTLY ASKED QUESTIONS

How can I find out if there are vacancies at Douglas County Government?

You can view our open positions on our [Human Resources](#) website or our [Career Portal](#).

Do you accept applications for positions that are not listed on the Career Portal?

Applications are only accepted for open positions.

Do I have to complete an application or will a resume suffice?

Applicants are required to complete the online employment application. It is important that the application be completed in its entirety. You can upload a resume.

I want to apply for more than one position; do I have to complete more than one application?

Yes, a separate application is required for each position of interest.

What happens after I submit the employment application?

The Hiring Department reviews the applications and will contact the individuals they are interested in interviewing. Applicants will be contacted by the Hiring Department. Please do not call Human Resources for a status on your application.

I interviewed for a position, how do I find out if I was selected?

The Hiring Department will contact you if you are selected for a position. Please do not call Human Resources for a status on your interview.