



How to Apply for a position

The Town of Apple Valley accepts applications in a variety of ways:

- Apply Online at www.applevalley.org/jobs
 - You will see listing of current job opportunities on this page.
 - Interested in a position? Click on the position you wish to apply for, then click the 'apply here' link.
 - Fill out our online application. Once completed, it will be emailed to our Human Resources Department.
- Apply In-person
 - There are blank applications in both the Town Hall and Development Services Building at 14955 Dale Evans Pkwy, Apple Valley, CA 92307.
 - Interested in a position? Fill out the blank application and place it in one of the drop boxes located in the lobby of either building.

Recruitment Process

The Town of Apple Valley accepts applications for open positions only. Resumes will only be accepted with a complete application. Open positions are posted on the Jobs webpage and in the lobby of Town Hall and the Development Services Building, at 14955 Dale Evans Pkwy, Apple Valley, CA 92307.

The Town of Apple Valley does not accept unsolicited applications or resumes. Completed applications must be received by the Human Resources Department by the closing date and time listed on the job flyer for the position you are applying for.

Once a position has closed, you may expect the following:

- An email or phone call from our Human Resources Department within 2 - 3 weeks of the closing deadline.
 - You will receive a phone call if you have been selected to move forward in the recruitment process.
 - You will receive an email if you were not selected to move forward in the recruitment process.



- Depending upon the position, the next step in the recruitment process may include the following:
 - Supplemental Exam
 - Supplemental Questionnaire
 - Oral Interview
- An eligibility list shall be established once interviews are complete
 - Any candidate on the eligibility list shall remain on the list for 6 months. *At the Town's discretion, list expiration may be extended up to one year from the interview date.*
 - If a position opens up for which a candidate is placed on the eligibility list for, the Town will reach out to them for any next steps.

Should a candidate be successful, and be offered a position with the Town of Apple Valley, they can expect the following as part of the onboarding process:

- Background check that includes fingerprinting
- Pre-employment physical
 - Some positions may require a drug screen and/or Tuberculin skin test
- Some positions may require certifications as a condition of employment
 - i.e. CPR & First Aide, Lifeguard certification, Class B license, etc.
- Submit documents that show your proof of your right to work in the United States **The Town of Apple Valley participates in the E-Verify program**

Application/Recruitment Tips

- Ensure you have enough time to submit an accurate and complete application. The application process may take a while, so try to get all pertinent information (like education and previous employment details) collected before you apply. Doing this can help make the application process smoother for you.
- Be thorough on your application. Include any and all job and/or volunteer history from the past ten years. Be sure to include details that are specific to the position you are applying for. You may submit a resume, cover letter, letters of recommendation, certifications, etc. **in addition** to your application. Resumes will not be accepted in lieu of an employment application. Please do not reference your resume on your application.



- Be sure your application is signed. Applications will be considered incomplete, and will be rejected, if submitted without a signature.
- Check regularly for open positions. You can view open positions at www.applevalley.org/jobs or in person at Town Hall or the Development Services Building at 14955 Dale Evans Pkwy, Apple Valley, CA 92307.
- Add the Town of Apple Valley to your contacts list.
 - Any phone calls regarding your application will come from (760) 240-7000
 - Any emails regarding your application will come from hr@applevalley.org
 - Check your junk email in case an email from the HR Department landed there.
 - On our website, click on 'stay connected' at the top of the page. From there, you can sign up for notifications from the Town of Apple Valley, including when a new job has been posted.

For any updates regarding your application or any other recruitment-related questions, please feel free to call Shelby Doran, HR Assistant at (760) 240-7601.