

ADDITIONAL INFORMATION FOR JOB APPLICANTS

In addition to the information on this page, further details about the hiring process, employee benefits, etc. can be found by following other links to and from the "[Job Opportunities](#)" page, "[Frequently Asked Questions](#)" and the [Division of Human Resources](#) home page on the Frederick County Government website (www.FrederickCountyMD.gov).

You are welcome to address other questions and inquiries to Human Resources staff by e-mail (Human_Resources@FrederickCountyMD.gov), by telephone (301-600-1070), by visiting the Human Resources office during business hours, or by letter addressed to Division of Human Resources, 12 East Church Street, Frederick MD 21701.

APPLICATION PROCESS AND HIRING PROCESS:

A completed [Frederick County Employment Application](#) form is the most effective way to present your background information for County review, and this completed form will be required before hire if you are selected for a County job. We therefore encourage you to use this form at the time you apply for a Frederick County job. The Frederick County Employment Application form is available from the Division of Human Resources office and is also linked to the Job Opportunities page on the Frederick County Government website. Unless a recruitment announcement specifies otherwise, a resume and/or other application materials may be submitted to Human Resources without an application form and will be equally considered for interview.

All applications for advertised Frederick County job opportunities must be submitted to the Division of Human Resources, unless the referenced recruitment announcement gives different instructions for that specific hiring process.

Application materials submitted to Human Resources will be considered "on time" (having met an advertised deadline to apply) if they are:

- Brought to the Human Resources office during business hours on or before the deadline date;
- Sent to Human Resources by regular Postal mail, with post-mark date on or before the deadline date;
- Transmitted to Human Resources electronically before 4 p.m. on the deadline date; or
- Submitted in another manner compliant with special instructions on the referenced job announcement.

Employment application materials may be rejected (regardless of applicant qualifications) if:

- Insufficient information is provided by the applicant, or the information provided cannot be read;
- The materials are not submitted to Human Resources in time to meet the advertised deadline; and/or
- The materials are not submitted in a manner consistent with instructions on the referenced recruitment announcement.

Human Resources will send a reply to each applicant for an advertised job opportunity, to advise the applicant's status in that selection process. This notification is sent by Postal mail unless an alternate notification arrangement is requested.

Employment applicants whose degree is from outside the United States must submit a certified Education Credential Evaluation at the time of application, verifying that their degree equates to the requirements stated for the referenced position. Sources for this service can be found on the Internet. The applicant is responsible for any fee charged.

When "work experience" is stated as a requirement, this is specific reference to on-the-job experience as a paid employee.

When considering part-time experience history, 2080 hours = 1 year of experience.

The examination process for advertised positions will vary with each position, and will be stated on the recruitment announcement for the position. Any portion of the examination process may be eliminated at County discretion. All applicants will be notified as to whether or not they qualify on any examination.

Frederick County normally will not pay relocation costs or reimburse travel expenses.

At the discretion of Human Resources, candidates on the Eligible List from any hiring process may be contacted in future months regarding related employment opportunities with Frederick County Government.

AFTER EMPLOYMENT:

A new employee ordinarily starts work at the pay rate specified in the recruitment announcement.

Pay adjustments are usually made at the end of the fiscal year (June 30) as determined by the Board of County Commissioners.

Each recruitment announcement states whether employee benefits are or aren't available for the referenced position. Details about annual leave, sick leave, holidays and other fringe benefits are linked to the [Division of Human Resources](#) home page on the Frederick County Government website. Employee benefits may be pro-rated or unavailable for part-time positions, and unavailable for temporary positions.

Employees normally serve a probationary period of six months before attaining regular status. Length of the probationary period may vary. The probationary period is considered part of the examination procedure.

County employees are subject to probable cause drug testing. Some positions are also subject to post-accident, return-to-duty and/or random drug and alcohol testing, as well as other special testing particular to the position involved.

FREDERICK COUNTY PUBLIC LIBRARIES:

The **Frederick County Public Libraries** (FCPL) system operates under the authority of the FCPL Board of Trustees. FCPL has adopted the Frederick County (Government) Personnel Rules except where those rules conflict with state law relating to public libraries or with FCPL personnel procedures. FCPL regular employees who qualify are required by state law to participate in the Maryland State Teachers' Pension System and are subject to the laws governing this plan.

Frederick County Government does not discriminate on the basis of race, color, national origin, sex, religion, age and/or disability in employment or in the provision of services.

Sign language interpreters and/or other special accommodations for individuals with disabilities will be provided upon request.