

CORPORATE POLICY

SUBJECT: Receipt of Employment Applications	CATEGORY: Human Resources
	ORIGINAL DATE: May 1, 1996
	REVIEWED DATE: August 23, 2017
	REVISION DATE: November 18, 2020

I. POLICY:

Applications for employment are to be received online through the Lake County website [or the Lake County Health Department and Community Health Centers Careers website.](#) ~~For applicants without a computer or internet access, online applications can be completed at computers located at the Lake County Health Department, 3010 Grand Avenue, Waukegan or the County building, 18 N. County Street, Waukegan.~~

II. SCOPE:

All Lake County Health Department and Community Health Center employees.

III. PROCEDURE:

A. All applicants for employment will be instructed to apply online and submit other information, as required. ~~Applicants without a computer or internet access can utilize computers at designated County offices.~~

B. Current employees wishing to apply for a posted vacancy will be instructed to apply online and ~~that they should to~~ [click the box to](#) indicate on the application they are a current employee.

C. Applications for employment are initially reviewed by Human Resources.

IV. REFERENCES:

None

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____