

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.
- 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.
 - B. Current employees wishing to apply for a posted vacancy will be instructed to apply online and 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: _____