

## **ANSWERS TO QUESTIONS MOST ASKED CONCERNING THE EMPLOYMENT APPLICATION PROCESS**

**Can I apply for any position with the City of Murfreesboro or Murfreesboro Water & Sewer Department, even if the City has not advertised an opening?**

**Answer:** No. Applications are generally accepted ONLY for positions which have been advertised and only during the period specified; however, job descriptions and salary schedules are available for review at any time in the Human Resources Department or on the City's website. Applicants must reapply each time there is a job opening for which they feel they are qualified. Postmarked material will be returned when received after the last date specified for accepting applications.

**Do I have to come to City Hall to apply for an advertised job opening?**

**Answer:** It is not necessary for an individual to physically come to City Hall to either obtain or submit an application. We will be happy to fax the application, instruction sheet and job description upon request, or the applicant may download the application, instruction sheet and job description from the City's website. Applications may also be returned by fax to the Human Resources Department at 615-904-6506. Any questions concerning employment with the City of Murfreesboro should be directed to the Human Resources Department at 615-848-2553.

**How do I know if I am qualified for the position?**

**Answer:** Interested individuals are provided with a job description which defines the essential functions of the required knowledge, skills, and abilities desired for the position. The applicant will be asked to review the job description prior to submitting the application to be sure they can perform the essential functions of the position.

**How do I find out about current available job openings with the City of Murfreesboro?**

**Answer:** Each week positions are posted in the first floor rotunda at City Hall, 111 West Vine Street, Murfreesboro, Tennessee 37133-1139 and advertised in the Sunday Edition of The Post. Additional sources which may be accessed to obtain information on currently available job openings are:

- **Internet Web Site <http://www.murfreesborotn.gov>.**
- **Cable Channel 3 – City of Murfreesboro Governmental Channel.**
- **For those individuals requiring the use of a text-telephone, information may be obtained by calling the City's TDD Phone #615-849-2689.**
- **All job openings, both full-time and part-time are listed with the State of Tennessee Department of Employment Security Phone #615-898-8050.**
- **Each week a listing of jobs available with the City is posted at the Patterson Park Community Center Facility at the information center.**
- **A copy of the City's advertisement and additional information for each full-time position available is mailed to the President of the NAACP.**
- **A list of current openings is faxed to Corporate Connections/University of Tennessee-TIE for the Americans with Disabilities Act, Phone #931-388-2845.**
- **The City's JobLine can be accessed by calling the Personnel Office at 615-848-2553.**
- **Some positions are advertised in the Nashville Tennessean Newspaper.**

- **For job openings in certain specialized positions, notification is sent to various organizations, universities and other advertising medias.**