



# Employment Frequently Asked Questions

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## **How do I apply for a position at the CCFPD? Are paper applications accepted?**

All applications must be submitted through our online applicant tracking system at <http://www.ccfpd.org/Get-Involved/Employment>. Paper applications are not accepted at this time. If you require a reasonable accommodation (in accordance with the ADAAA) in order to complete the application process, please contact Human Resources at 217-586-3360 or [dedgington@ccfpd.org](mailto:dedgington@ccfpd.org).

## **What happens after I apply?**

Once you have submitted your online application, the hiring manager and/or Human Resources will review your application materials and will determine if your qualifications match the job opening for which you have applied. If your application is selected for an interview, you will be contacted to schedule an interview with our staff. This initial interview may be a telephone interview or an in-person interview, depending on the position and a variety of other factors.

## **Can I apply for more than one position?**

Yes, applicants are welcome to apply for any position for which they are qualified and which meets their interests.

## **How long does the hiring process take?**

The length of the hiring process is different for each position, but may take as little as a few weeks or up to a few months. Positions may be posted with a specific close date or may be open for applicants until the position is filled. The interview process may consist of a single interview or may include several interviews and reference checks. Once a hiring decision has been made, the prospective employee will be required to complete all applicable pre-employment testing which may include a medical examination, drug screen, skills testing, drivers license abstract review, and/or a criminal background check.

## **Who do I contact if I have questions about the position or my application?**

Human Resources is available to answer any questions regarding the status of your application. Please contact Human Resources at 217-586-3360 or [dedgington@ccfpd.org](mailto:dedgington@ccfpd.org).

## **What happens if I am not selected for the position?**

If you are not selected for a position, you will be notified regarding the status of your application once the position has been filled.