

# **APPLICATION AND EMPLOYMENT POLICY**

**HOW TO APPLY** - To be considered for a position with Eddy County, we require applicants to complete our application form. It is our policy not to accept unsolicited applications and/or resumes. We only accept applications when there is a job opening available, advertised and/or posted on our "Job Openings" board. Only signed and completed applications will be considered. All positions are also posted with the New Mexico Department of Labor through the local Workforce Development Centers. We do accept faxed applications. All applications are held in the Human Resources Department until after the closing date of the application period; then they are processed with all applications received.

**CITIZENSHIP/RESIDENCY POLICY** - Eddy County hires only individuals who have a legal right to work in the United States. Some positions may have specific residency requirements; those requirements will be stated in the job specifications.

**EQUAL OPPORTUNITY EMPLOYMENT** - Eddy County does not discriminate in its employment practices or in its programs, services and facilities on the basis of race, color, national origin, religion, sex, physical or mental disability, sexual preference, marital status, age, gender identity, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era, except where sex or age is a bona fide occupational qualification.

**DRUG & ALCOHOL ABUSE POLICY** - Eddy County has established all County premises as a drug free workplace. The County will not permit employees to work, remain on County property or perform County business while under the influence of prohibited and/or controlled substances. The County will not permit employees or any other persons to use, possess, manufacture, sell or distribute prohibited and/or controlled substances at work, when on County premises, or on County business. The County has a drug and alcohol abuse policy that requires all employees to be tested pre-employment, post-accident, and random with reasonable suspicion. All safety sensitive employees and those that must comply with Department of Transportation Drug Testing Policy are subject to quarterly random testing that includes testing for both drugs and alcohol.