**APPLICATION PROCESS**

**Thank you for considering employment with Montgomery County. We invite you to review our site and search our current job postings. Online job postings are always kept current. Please do not contact our office to inquire about available positions. You may refer to our website or come in to see the jobs book in our office.**

**IMPORTANT INFORMATION**

* **APPLICATIONS WILL BE ACCEPTED FOR POSTED POSITIONS ONLY.**
* **An employment application is required to be considered for a position with Montgomery County.**
* **ALL REQUIRED PAPERWORK MUST BE SUBMITTED TOGETHER WITH YOUR APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

**CLERICAL TESTING**

* **Some positions require clerical testing prior to submitting an application.**
* **Individuals testing will be automatically set up for the following tests: Administrative, Math, Word, Excel, Typing (2 separate tests – completion of both typing tests are recommended as we record your highest score on the application, and 10-key (Numeric Data Entry). Please review the job posting of interest for specific tests.**

**(You are encouraged to take all tests, but you may take only the tests required for the particular job.)**

* **If you do not meet the position minimum score requirements or you would like to improve on your test scores, you may re-test the following week.**

**ONLINE CLERICAL TEST REQUEST**

* **Clerical Testing is administered online. To request the Clerical Test link:**
* **Please send an email to** **jobs@mctx.org**
* **Subject Line: clerical test request**
* **Body of Email: Type in your first and last name (No additional information is required)**
* **You will receive an email response with the clerical test link within 72 business hours.**
* **The clerical test will expire 72 hours after receiving email link.**
* **Upon completion of the test, results will be emailed to you. Please save your results. Human Resources will also receive and record your results on a spreadsheet.**
* **Clerical Testing changes due to Holidays or inclement weather will be posted on the Job Opportunities Page.**

**APPLICATION SUBMISSION**

* **Applications will be accepted for posted positions only.**
* **Human Resources will accept applications only after all position requirements have been met.**
* **ALL REQUIRED PAPERWORK MUST BE SUBMITTED TOGETHER. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**
* **Applications may take several days to process depending on the volume of applications we receive.**
* **Applications and test results will stay on file and be valid for 2 years.**
* **We do not edit applications. If you need to update any information on your application you must submit a new revised application.**
* **When submitting an updated application, please request that your test scores and resume are transferred to your new application.**
* **If you have submitted an application and your test scores have improved, please email** **jobs@mctx.org** **to request to have your clerical test scores updated on your application.**

**REQUEST APPLICATION FORWARDING**

* **Once your application is on file you can request that we forward your application to new positions.**
* **Make sure that you meet all requirements and that your application and test scores are valid.**
* **Call Montgomery County at (936) 539-7886 or e-mail us at** **jobs@mctx.org** **and request your application be forwarded. Submit one e-mail for each request. List the DEPARTMENT and JOB TITLE in the “Subject” line.**
* **If the position requires additional testing, you must pass the additional test(s) before your application is forwarded.**
* **If you do not meet the minimum requirements or you have not completed the application process, your application will not be processed for that position.**

**APPLICATION STATUS**

* **Due to the volume of applications received, we are unable to advise applicants on their application status.**
* **When the hiring department receives your application, it will be up to them to contact you directly if they are interested in setting up an interview with you.**

**AMERICANS WITH DISABILITIES ACT**

**Montgomery County is an equal opportunity employer and complies with the Americans with Disabilities Act. If you require any accommodations to apply for a position, please request assistance from the Human Resources Department at (936) 539-7886.**