

## **Application and Selection Process Information**

*Before completing an application, please review information below on:*

- Submitting an Application
- Application Contents
- Selection Process
- Assistance with your Application
- Applicant Data, Confidentiality, & Compliance

### **Submitting an Application**

- A-B Tech only accepts applications for employment that are submitted via this website.
- All applications received *before* 8:00am (EST) on the posted “application review date” **will be** reviewed. Applications received *after* 8:00am (EST) on the posted “application review date” date **may not be** reviewed.
- A separate application must be submitted for each position for which you want to be considered. However, applicant data (such as transcripts, resume, and application text) will be saved to your applicant account once you complete your first application. To apply for additional vacancies, login and apply for additional positions.

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### **Application Contents**

- Applicant Information: personal information, education and experience, references, etc.
- Transcripts: Unofficial copies of transcripts must be electronically uploaded and attached to your application, unless the job posting indicates otherwise. This also applies to current A-B Tech employees. If hired, official transcripts from a regionally accredited institution are required two business weeks prior to start date.
- Cover letter: Cover letters are required for all applications. The Cover letter should address how your education, knowledge, skills, and experience meet the minimum requirements and preferred qualifications of the position.
- Additional documents: Other documents may be required, as indicated on the job posting. Examples may include: certifications, licenses, letters of recommendation, etc.

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## **Selection Process**

- Applicants must meet all minimum requirements to be considered.
- Incomplete applications will be removed from consideration. Resumes are not accepted as a substitution for a completed application. Your application should include detailed information about your education and work experience. It is critical to our screening and salary determination process that applications contain comprehensive information.
- Screening of applications is normally completed within two to three weeks of the application review date. Interviews are usually scheduled within three to four weeks of the application review date. Candidates selected for interview will be telephoned. Applicants not selected will be contacted via email when the position is filled. Please be patient, as this process can be lengthy at times.

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## **Assistance with your Application**

- If you are in need of accommodations to complete your application, due to a disability, please contact the Human Resources office at (828) 398-7114.
- After your application has been submitted, you will no longer have access to make changes. To make a change to your application, call the Human Resources office at (828) 398-7114 to receive further instruction. The Human Resources staff is not authorized to make changes or add documents to your application on your behalf.

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## **Applicant Data, Confidentiality, & Compliance**

- Applications are stored on a secure site and kept confidential. Only authorized employees and hiring authorities have access to submitted information.
- A-B Tech participates in E-Verify.

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