

IMPORTANT INFORMATION FOR ALL APPLICANTS



Applications must be complete and all required or supplemental documents (college transcripts, driver's license, and/or certifications) must be scanned, attached and submitted at the time of submitting the application.

INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED

Documents will NOT be accepted after an application is submitted for a job posting.

If an applicant is disqualified, he/she may apply for future job postings.

Only one application will be accepted per applicant per job posting.
Subsequent applications submitted for the same job will be rejected.

See the job posting and the supplemental questions for required documents for each job posting.

Resumes will not be accepted in place of completing the Education and Work Experience sections of the application.

JobOpps Account Information

All applications must be submitted online through the Mobile County Personnel Board Job Opportunities page. **Paper applications will be returned to the sender and will not be accepted.** An email address will be required to establish a *JobOpps* account. For additional information on obtaining an email address, visit the *FAQs* on the *Employment* page of the Mobile County Personnel Board website. Note: the Mobile County Personnel Board does not endorse any particular provider.

- Each applicant must have a unique *JobOpps* account, with a unique username, password and email. Do not use another person's username, password and email to apply for a job as this could result in your application being rejected or an inability to score a test.
- Do not create more than one *JobOpps* account. Exam scores will be associated to only one account.
- Once logged into your account, you may track the progress of your application by selecting the your name at the upper right of the page, then select "Applications & Status."
- Applicants can update their applicant information (name, address, education, experience, etc.) via their *JobOpps* account. However, the changes made will not be reflected on applications submitted in the past.
- If you have forgotten your username and/or password, click on the "Forgot Username" or "Reset Password" links located on the applicant login screen.

College Transcript Information

Valid college transcripts must be submitted with the completed application to receive credit for college courses. Transcripts must be either an official or student copy issued by the educational institution. (A legible copy of either will be accepted.)

Grade Reports and computer downloads of grades are not transcripts and will not be considered.

See the [College Transcript Information](#) link on the [Job Opportunities](#) page for additional information regarding educational transcripts.

IMPORTANT NOTICE REGARDING COMPLETION OF APPLICATIONS: Accuracy and truthfulness are felt to be of primary importance for Merit System employment and all applications are reviewed with this in mind. Errors, omissions and inaccurate information on the application will be construed as misrepresentation and will result in rejection of the application. Therefore, special attention should be given to each and every question and every attempt made to answer each correctly.

Job postings are open to all who meet the requirements as set forth in the job posting and who may lawfully be appointed to a position. Applicants for sworn law enforcement positions must be U.S. citizens.

RESIDENCE REQUIREMENTS: Unless otherwise stated in the job posting or supplemental questions, there are no residence requirements in order to apply. Applicants must bear all expenses incurred in reporting for testing or appointment. Upon appointment, the law gives the right to each Appointing Authority (Employer) to fix any further legal requirements regarding residence.

FINAL DATE FOR FILING APPLICATION: The completed application should be submitted as soon as possible. In the event of tied scores, Rule 8.1 dictates that ties will be broken by the order in which applications are filed. Applications must be submitted by the final filing date and time specified on the job posting.

VETERANS PREFERENCE: For complete information on Veterans Preference points on an open competitive application, view the *Veterans Information* link on the *Job Opportunities* page of the Mobile County Personnel Board website.

The Mobile County Personnel Department reserves the right to limit the number of applicants summoned for interview. In such instances, a preliminary appraisal of qualifications, as indicated by the completed application, will be utilized as a guide in the selection of candidates to be summoned.

Aid and assistance in the examination procedure is available for the visually or otherwise disabled. If assistance is needed relating to the written examination procedures, please contact the Examination Department at certifications@personnelboard.org. If assistance is needed relating to the application process, please contact applications@personnelboard.org.

IMPORTANT NOTICE REGARDING EXAMINATION: A "Practice Test Seminar" is held in the Personnel Department Office, 1809 Government Street, Mobile, Alabama, at 9:00 a.m. on the third Wednesday of every month. The purpose of these seminars is to acquaint applicants or interested citizens with design format and procedures utilized by the department in its administration of written test selection devices. Inasmuch as testing facilities are limited, the seminars will be on a first come, first served basis, as long as space remains available.

MEDICAL EXAMINATION: Eligibles selected for appointment must meet the established medical and physical standards for the class of work. The medical examination must be by one of the physicians designated by the Personnel Board. Appointees must bear the cost of the examination.

NOTICE: The continuing eligibility for appointment of those who secure a place on the eligible list is subject to future changes in specifications.

LIANA W. BARNETT, DIRECTOR
THE AGENCIES WE SERVE ARE EQUAL OPPORTUNITY EMPLOYERS