

EMPLOYMENT FACT SHEET

CITY OF FOREST PARK
PERSONNEL DEPARTMENT

THINGS YOU NEED TO KNOW

Thank you for your interest in Forest Park as a potential employer. In order to process your employment inquiry, we require that you complete an application for employment. You will not be considered an official applicant for any city position until we have your application on file. All sections of the application and supplements must be completed entirely, even if you have (or will) submit a resume. Please be advised that an incomplete application may result in an applicant receiving no further consideration for employment.

When your completed application is received, it will be evaluated to determine if you meet minimum employment qualifications. The Personnel Department will select applicants for interviews. **NOT EVERY ELIGIBLE APPLICANT WILL BE INTERVIEWED. You will be either CONTACTED for an interview or will be NOTIFIED when the job vacancy has been filled.**

Since we do not review applications on file, it will be your responsibility to keep up-to-date on our vacancies and to notify us by mail or by coming to our office at 785 Forest Parkway, Forest Park, Georgia, prior to the closing date of an open position.

**JOB LINE
(404) 608-2309**

If you have any questions, please contact us at (404) 608-2347.

SPECIAL NOTES

In order to comply with the 1986 Immigration Reform and Control Act, all employees will be requested to show proof of citizenship or authorized alien registration cards through verification of drivers license, Social Security card, birth certificate or other authorized document.

Any applicant selected to fill a vacancy is required to take and pass an employment medical exam prior to becoming an employee of the City. The medical examination is conducted by the City's designated physician, and is paid for by the City.

BENEFITS: 10 paid holidays; vacation/sick leave; paid medical and life insurance; retirement program; and credit union availability.