

## How to Apply and Other Frequently Asked Questions (FAQ)

### Do I have to fill out an application?

- An application must be filled out for each position you are applying for. No resumes will be accepted in lieu of an application. You are welcome to attach a resume to the application, and in some instances, a resume is required.

### How do I apply?

- We only accept applications for current opportunities.
- If you are applying for more than one job, you need to submit an application for each position.
- Please read the job announcement carefully to be sure your background meets the position requirements.
- Some jobs do have a closing date, so make sure you submit your application by the closing date.
- Late applications will not be considered (Postmarks no later than the closing date are acceptable).
- Applications are available on our web site (<http://co.gilpin.co.us>) or at the Gilpin County Human Resources office, 495 Apex Valley Road, Black Hawk, Colorado. Our office hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

### How do I submit an application?

For Sheriff's Office positions, submit applications to the  
Gilpin County Sheriff's Office  
Attn: Captain Tonia Kapke  
2960 Dory Hill Road  
Black Hawk, CO 80422

#### For all other County Positions:

***In Person:***

Gilpin County Human Resources  
495 Apex Valley Road  
Black Hawk, CO 80422

***Mail:***

Gilpin County Human Resources  
P.O. Box 366  
Central City, CO 80427

***Fax:***

303-951-3675

## **What happens after I apply?**

- We evaluate your application to determine whether you qualify by comparing your background to the job qualifications and/or requirements.
- We may then have qualified applicants come in for pre-employment testing.
- Appropriate candidates are then selected to interview.
- Please note that simply fulfilling the minimum qualifications or requirements does not ensure an interview.

## **How do I find out the status of my application?**

- You can call the Human Resources office at 303-951-3673 or email [gilpincountyhr@co.gilpin.co.us](mailto:gilpincountyhr@co.gilpin.co.us)
- For Sheriff's Office applications, contact Captain Tonia Kapke at 303-582-3576 or via email at [Kapke@co.gilpin.co.us](mailto:Kapke@co.gilpin.co.us).

## **Does Gilpin County offer accommodations?**

- Any qualifying individual requiring an ADA accommodation during any part of the selection process should advise Human Resources of the need.

## **Applicant Tips and Miscellaneous Information**

- Be sure to put the job title you are applying for on your application.
- You should review the job announcement for the qualifications and explain on your application or cover letter how your background meets those qualifications.
- You need to include dates when describing your experience. Applications or resumes without this information usually do not pass the initial screening.
- If you held several positions while employed with one organization, please add a new work experience for each position.
- Applications may be rejected if incomplete.
- Temporary and part-time work should be detailed with how many hours you worked per week or per month.
- We may consider volunteer experience and count it if it is related to the job vacancy and you provide the amount of time spent. (Examples: 3 hours a week for 1 year, 4 days a month for 2 years, etc.).