

Employment Information

General Employment Information

Human Resources Office: (919) 496-5994

Employment Information

Equal Employment Opportunity

Franklin County is an equal opportunity employer and applicants are considered for employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, or other legally protected status.

Eligibility Requirements

State law prohibits local governments from employing males between the ages of 18 years through 25 years who have not complied with Selective Service regulations.

As a condition of employment, all persons selected for employment must provide proof of eligibility to work in the United States.

Employment Applications

- Are accepted only for vacant positions.
- Require a separate application for each vacant position.
- Applications must be completed in full, including providing supplements and transcripts when requested. Resumes may be included, but are not accepted in lieu of the required application.
- Resumes, transcripts, letters of reference and other information submitted with the employment application becomes property of Franklin County.
- **Incomplete applications or those received after the closing date will not be processed.**
- Must be received by the County's Human Resources Office before the closing date of the announcement. Human Resources Office hours are Monday through Friday, 8 am to 5 pm, except holidays.

Once you locate a job opening and decide to apply, complete an employment application:

- Application forms available at the Human Resources Office at 113 Market Street, Louisburg, NC
- Download from the Franklin County Website,

or

- Employment Security Commission.

Walk-in at this office address (By 5 pm on closing date): Franklin County Administration Building, 113 Market Street, Louisburg, NC.

Mail to this address (MUST BE RECEIVED BY CLOSING DATE)—Franklin County Human Resources Office, 113 Market Street, Louisburg, NC 27549.

Fax to this number (By 5pm of closing date) – (919) 496-2683.

Application “Equal Employment Opportunity Statistical Information” as part of the Application Form: It is used only for Federal EEO statistical collection & reporting. The information is: 1) requested on a voluntary basis, 2) not required for employment, 3) filed separately & confidentially from the Employment Application, and 4) not provided to hiring officials.

Special Note: Positions that are subject to the State Personnel Act (Department of Social Services and Health) that are posted required the completion of a State Application (PD-107). The application can also be downloaded from the Franklin County website or the Employment Security Commission.

Conditions of Employment

The conditions of employment include a probationary period.

Probationary Period

All new full time employees are subject to a probationary period of at least six (6) months. If performance and conduct meet acceptable standards, a regular appointment is given. If acceptable standards are not met the probationary period may be extended. Employment may be terminated at any time during the probationary period.

Thank you for your interest in employment with Franklin County!