

Background and Application Instructions for Part-Time Positions

This is to provide a summary on the background behind the hiring for part-time positions and to issue a standard set of application instructions to all interested individuals. All applicants are expected to be high school graduates and possess a valid driver's license. All applicants must pass a drug screen and background investigation.

The Town is currently accepting applications for the following part-time positions:

- Office Assistant
- Utility Specialists

There are no health insurance, vacation/holiday leave time or retirement plan benefits available for part-time positions. Hiring rates depend upon the qualifications of the individual or individuals selected for offers of employment.

The Town will give preference to applicants that have appropriate experience and good people skills.

Applicants are to fill out a Town of Amherst application form available on the Town's web site at www.amherstva.gov and return it to the Town Hall at P.O. Box 280; Amherst, VA 24521. A resume will not be considered an acceptable substitute for this application.

Applications will be reviewed on the basis of apparent qualifications. Unqualified individuals will not be considered. **General inquiries by the applicant via telephone or in person are discouraged.**

Applications will be considered until the positions are filled. Screening interviews will be scheduled as applications are received. Applicants will be subject to background investigation and drug testing prior to hire.

If you are interested in any position, please press the Control key and click on this link to download the application form:

<http://www.amherstva.gov/menu/departments/forms/Employment%20Application%20080422.doc>