



Below are some helpful tips that can help you through the Town employment process.

Sources of Information on Town Job Vacancies

- Town website: <http://www.jamestown-nc.us/EmploymentOpportunities.html>
- Town Hall – Public Notice Posting

Eligibility Requirements

State law prohibits local governments from employing males between the ages of 18 and 25 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. All persons selected for part-time and full-time employment must successfully complete a pre-employment drug and alcohol screening and clearance on a background check before employment.

Employment Applications: Important Information

- Applications are accepted only for *current* vacant positions.
- The Town requires a separate application for each vacant position.
- Applications must be **completed in full**, including attached supplements and transcripts when requested. **Resumes may be included, but are not accepted in lieu of the application.**
- Resumes, transcripts, letters of reference, and other information submitted with the employment application becomes property of the Town of Jamestown.
- Incomplete applications or those received after the closing date will not be processed.
- Applications must be received at Town Hall before the closing date of the announcement.
- Town Hall operating hours is Monday through Friday, 8:30 am to 5 pm, except holidays.

How to Apply

- Application forms available at Town Hall (address below), or
- Download from the Town Website at: <http://www.jamestown-nc.us/EmploymentOpportunities.html>

Office Hours and Times Applications Can Be Received

Walk-ins at Town Hall from 8:30 am to 5:00 pm, Monday through Friday with the exception of holidays.
Jamestown Town Hall, 301 East Main St., Jamestown, NC 27282

Regular mail to this address (postmarked by midnight of closing date)
Jamestown Town Hall, PO Box 848, Jamestown, NC 27282 Attn: Town Manager

Fax to 336-886-3504 (by midnight of closing date)

Application Status

To check the status of your application (at least 7-10 days after closing date), call 336-454-1138 and ask for the hiring department director.

Thank you for your interest in working for the Town of Jamestown!