SPALDING COUNTY BOARD OF COMMISSIONERS

119 E. Solomon Street,
P.O. Box 1087
Griffin, Georgia 30224
www.spaldingcounty.com

HOW TO COMPLETE THE EMPLOYMENT APPLICATION
You will need Adobe Reader in order to open the application.

Apply Online
1. Please use **Internet Explorer** for this application process.
2. Download the employment application from the County's website.
3. **SAVE THE FILE TO YOUR COMPUTER.**
4. **Open the saved file,** complete the application and save your completed file again. (Information typed directly into the browser will NOT be saved.)
   - Be sure to include the job title you are applying for.
5. Email the completed application, proof of education and any other supplemental information to Employment@spaldingcounty.com.
   - Applications sent via email must be received by 5:00 pm ET on the closing date.

Apply via U.S. Mail
1. Download the employment application from the County's website.
2. Save the file to your computer and complete the application.
   - Be sure to include the job title you are applying for.
3. Print and mail the completed application, proof of education and any other supplemental information to Spalding County Human Resources, P.O. Box 1087, Griffin, Georgia 30224.
   - Applications sent via U.S. Mail must be postmarked by the closing date.

Apply in Person
1. Download the employment application from the County's website.
2. Save the file to your computer and complete the application.
   - Be sure to include the job title you are applying for.
   - If you are unable to download the application, you may come to the Courthouse Annex Building and obtain an application in person.
3. Bring the application, proof of education and any other supplemental information to the Spalding County Human Resources Department, located in the Courthouse Annex Building, 119 East Solomon Street, Room 110, Griffin, Georgia 30223.
   - Applications delivered in person must be received by 5:00 pm ET on the closing date.

Apply via Fax
1. Download the employment application from the County's website.
2. Save the file to your computer and complete the application.
   - Be sure to include the job title you are applying for.
3. Print and fax the completed application, proof of education and any other supplemental information to 678-734-3142.
   - Applications sent via fax must be received by 5:00 pm ET on the closing date.