

Where does the City of Florence announce its job vacancies?

The City of Florence posts job vacancy announcements on its website at [www.florenceal.org](http://www.florenceal.org). The City also posts job vacancy announcements in the Human Resources office located at 110 West College Street Suite 107 Florence, AL 35630. Job vacancies are also posted on the City of Florence Facebook page at <https://www.facebook.com/CityofFlorenceAlabama>. Periodically, the City may advertise some job vacancies in the local newspaper, magazines, specialized journals and newsletters.

2. How do I apply for employment with the City of Florence?

The City of Florence only accepts online employment applications for job vacancies. In order to apply online, you must set up an account with a username, password and email address. Please keep your username and password for your future reference. Once your account is established, an online employment application can be created and submitted for available positions with the City. An online employment application must be submitted for each available position for which you desire to apply. A resume will not be accepted in lieu of a City online employment application. Online employment applications must be received by 5:00 p.m. on the closing date of the job vacancy announcement. The City of Florence is an Equal Opportunity Employer.

3. How do I attach a resume, cover letter or additional information to my application?

You may attach one document to the application. Preferably, it should be in Word (doc) or Adobe (pdf) format and must be no larger than 1MB. You may also cut and paste or type text into the "Resume" field of the online employment application.

4. What information will I have to provide on the online employment application?

You will be asked to provide personal information such as your name, address, phone number and etc. Also, you will need to provide information about your education, employment history, references (at least three) and etc. An email address is also required.

5. How do I get an email address?

If you do not have an email address, free email is available through a number of providers. The City of Florence does not endorse any particular provider.

6. Do I have to submit an online employment application?

Everyone is required to submit an online employment application for available positions with the City. Required information on the online employment application is denoted with an asterisk (\*). The more information you provide, the easier it will be to effectively evaluate your skills, abilities and qualifications. Incomplete employment applications may be rejected. Resumes and paper applications will not be accepted by fax, email and/or postal service. All applications must be submitted through the online process.

7. Can I get help with completing the online employment application?

The Human Resources department is committed to assisting individuals with the online employment application process. If you need assistance, please contact Human Resources at 256-760-6360 or you may visit our office located at 110 West College Street Suite 107 Florence, AL 35630.

8. What if I do not have a computer or access to the Internet?

**There are several ways to access the City of Florence's online application process:**

- The City has set up computer kiosks for public access. Two computer kiosks are set up in the Human Resources Office located at [110 West College Street suite 107 Florence, AL 35630](#). These computers are available Monday-Friday, 8:00 a.m. to 5:00 p.m. Please note: There may be a wait time to use these computers based upon citizen demand.
- You may also use the public computers at the Public Library. You should be prepared to sign up to use a computer and there may be a time limit.
- Family and friends may also have Internet access available for you to use.

9. What if I am interested in a position that is not currently being advertised?

If you desire to be notified when a position in which you are interested becomes available, please go to the "[Job Specification](#)" link. Click on the interested position title. Then click the "Email me when jobs like this become available" link and complete the online Job Interest Card.

10. Is there an application deadline?

The closing date for a particular position will be listed on the position vacancy announcement as posted on the City's website. Applications must be received by 5:00 p.m. on the specified closing date for the vacant position. Once the position closes, the vacancy announcement will be removed from the website and applications will no longer be accepted. Some position vacancy announcements are listed as "Continuous" under the closing date. The position vacancy announcements will remain open until filled.

11. Can I still apply if I missed the deadline?

Once a closing date has passed, no employment application will be accepted or considered. Please visit [www.florenceal.org](http://www.florenceal.org) and apply for new jobs as they become available. Also, you may want to complete an online Job Interest Card to be automatically notified when a position you are interested becomes available.

12. How and when can I update my online employment application?

You can make changes to your online employment application at anytime before it is submitted. Once you submit your online employment application for a particular position, you cannot go back and make changes to your submitted online employment application. If you make changes and submit your revised online employment application before the position closes, we will consider your most recent online employment application. Also, you may make changes before submitting your online employment application for any new available position in which you are interested.

13. How do I check the status of my application?

Please go to [www.governmentjobs.com](http://www.governmentjobs.com) and click on the "Career Seeker" tab. Then enter your username and password. Click on "Application Status" and you will see the list of positions in which you have applied and the status of each application.

14. How long does it take to fill a job vacancy?

There are many factors which can affect how long it takes to fill a position with the City of Florence, for example: background checks, the hiring department's schedule, drug screening or etc. However, it can generally take from 4 to 6 weeks after the closing date to fill a position. Public Safety positions have special requirements and procedures therefore may take longer period of time to fill.

15. Who will conduct the interview?

A representative from the hiring department or division will contact selected individuals for an interview and also conduct the actual interview.

16. Where is the City of Florence Human Resources Office located?

Our address is 110 West College Street Suite 107 Florence, AL 35630 Human Resources is located on the first floor of the City Hall building. Our office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

17. Why am I receiving the "Login page has expired" message when I try to apply for a position with the City of Florence?

The "Pop-up Blockers" and the "Session Cookies" setting on your computer should be adjusted. Please follow the steps below to adjust:

1. Open your Internet Browser, such as Internet Explorer.
2. Click on the "Tools" tab.
3. Click on the "Internet Options" tab.
4. Click on the "Privacy" tab.
5. Make sure "Turn on Pop-Up Blockers" is not checked.
6. Click on the "Advanced" tab.

7. Then make sure the following are checked:

Override automatic cookie handling

Accept under the first-party cookies

Accept under the third-party cookies

Always allow session cookies

8. Click on "Ok" or "Apply" to exit

9. Click on "Ok" on any other tab.