

APPLICATION INFORMATION

Thank you for your interest in employment with the Town of Mooresville. Before completing your online application for open positions, please read the information below.

- You may apply for jobs with the Town of Mooresville by **ONLINE APPLICATION ONLY**.
- We only accept applications for currently posted positions.
- Answer all questions on the application completely. Incomplete applications may be rejected.
- A copy of your resume may be submitted along with your online application, but **NOT** in lieu of one.
- You will receive an application confirmation to the email address that was provided on your application. Please ensure your email address is correct. If you do not receive this correspondence after checking your Junk Mail folder, you may call the Department of Human Resources.
- Online Applications are forwarded to the respective department(s) for review.
- The hiring department will call candidates to schedule interviews and select the applicant to be hired.
- Each open position listed includes minimum qualifications. Applicants not meeting the minimum qualifications listed for a position will not be considered for employment.
- Not all applicants will be interviewed.
- All positions are subject to close without notice.
- There are no time restrictions to complete this process.
- Job listing opportunities are updated as needed.
- A criminal background check, drug screen and pre-employment physical are required for all positions. Some positions may require additional testing and/or screening.

FOR RETURNING APPLICANTS

Once your initial application has been completed online and after it has been submitted, you will be given a PIN number. This PIN number will be a requirement to use for future job opportunities. The information previously submitted will be available for updating on future applications. Applications are held on file for two years from date of submission.

HOW TO APPLY?

The easiest way to apply is from a personal computer. There are also computers at our Library located at 304 S. Main Street in downtown Mooresville and one computer at the Mooresville Town Hall, 413 N. Main Street.

NEED HELP?

Application assistance is available at our office in Town Hall Monday - Friday, 8:30 a.m. – 5 p.m. For more information, call 704-799-4070.