

SECTION II – EMPLOYMENT

APPLICATIONS

The Town of Ashland City shall make every effort to attract qualified applicants for various types of positions. When a vacancy occurs or a position is made available, the department head is to notify ~~the City Recorder~~ **Human Resources** by email of the department vacancy. Salary and or other considerations need to be discussed prior before posting vacancies. Applications are only accepted when vacancies exist and will only be considered for specific positions applied. ~~The Mayor may also provide notice of vacancies in alternate media, including taped messages, radio announcements, or other methods to ensure effective communication to someone with disabilities.~~ Open positions may be advertised internally and externally concurrently. In no situation will an open position be advertised externally prior to being advertised internally. Open positions will be sent out via email to all town employees ~~and will also be posted in breakrooms of city buildings.~~ Employees will have one (1) week prior the position being advertised externally to submit applications. External advertisements may include publication in the officially designated newspaper, social media, the town website, and/or other websites based on the position in order to attract qualified applicants. All employment applications are received at ~~Workforce Essentials~~ **City Hall** in Ashland City, TN. Applications are given a beginning and end date for receiving and given thorough consideration by the Mayor, **Human Resources**, and/or Department Head. The Mayor will make reasonable accommodations in the application process to applicants with disabilities making a request for such accommodations.