

Thank you for your interest in employment with the Town of Brownsburg. Please note, due to the volume of applications, we will only contact those that meet the requirements for the positions applied for.

**Applicant and Screening Process:**

Complete the online application form with your full profile along with uploading your resume, cover letter, and/or references. Please be sure to fully complete the application and DO NOT put “please see attached resume” as we will only consider those who fully complete the process which includes filling the application out in full.

Once you have uploaded your resume and fully complete the application, your information will be sent directly to the Human Resources Department (please note, due to the volume of applications, we will only contact those whose qualifications meet the requirements needed to fill the position applied for). Should you be considered as a qualified applicant, a member of the Human Resources Department will contact you to begin the screening and interview process. Candidates selected will be interviewed via phone and/or in person and will progress to the next steps in the hiring process based on interview results. For some positions, additional skills testing may be required.

After the interview process is complete, a contingent offer of employment will be offered to selected individual(s) that exceed expectations based on qualifications and relevant experience. Official offer of employment will be made contingent upon successful completion of reference checks, criminal background check, drug and alcohol screen.

Only candidates interviewed will be notified of the outcome by the Human Resources Department. Failure to complete the application on our website will result in an incomplete submission for the desired job listed.

***The Town of Brownsburg is an Equal Opportunity Employer.***

***No part of an applicant's interview process is intended to create an employment agreement at any point for any term.***