

## Welcome to the City of Covington

### Frequently Asked Questions-Employment

If you don't see a specific question, feel free to call, email or stop by the HR Office located at

**City Hall 2194 Emory Street Covington, Georgia 30014**

**Main telephone:** 770-385-2097

**Human Resources email:** [hrdept@cityofcovington.org](mailto:hrdept@cityofcovington.org)

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#### **Q. How do I find out what jobs are available?**

**A:** A list of available positions can be found at City Hall on the job board in the lobby or on the [Covington, Georgia | Official Website](#).

#### **Q. Where can I get a job application?**

**A:** Job applications can be downloaded from our [Covington, Georgia | Official Website](#) or a paper copy can be picked up at City Hall, 2194 Emory Street Covington, Georgia 30014.

#### **Q. Which application do I complete?**

**A:** The [2020 City of CovingtonJobApplication.pdf](#) is used for all positions with the exception of 9-1-1, Fire and Police. Those departments have separate applications and you will complete the [2025 HR PublicSafetyApplication\\_CityOfCovington.pdf](#)

#### **Q. What is the age requirement to apply?**

**A:** Regular/Fire/9-1-1 employment – 18 years old and Police Officers - 21 years old

#### **Q. Where can I get my Public Safety Application notarized?**

**A:** Any notary can notarize your application's selected pages. If you can't locate a notary, your application can be notarized at no charge to you by a notary at City Hall. However, you must have a picture ID and sign the selected pages in the presence of the notary.

#### **Q. Can I apply for a position at any time?**

**A:** The City of Covington accepts applications only when positions are posted. Applications will remain active for a period of **3 months** (Non-Public Safety applicants) and **12 months** (Public Safety applicants).

#### **Q. Where do I submit my application?**

**A:** Applications can be or emailed to [hrdept@cityofcovigton.org](mailto:hrdept@cityofcovigton.org), hand-delivered to City Hall at 2194 Emory Street Covington, Georgia 30014 or by mail to City of Covington, PO Box 1527 Covington, GA 30015.

There is a drop box located in the City Hall lobby for all paper applications. The lobby is open from 8:00am to 5:00pm, Monday through Friday excluding holidays.

**Q. What happens after I submit my application?**

**A:** Applications are reviewed by the hiring department (after the closing date) and a decision will be made on which applications move forward to the interview process. The length of the screening process varies depending on the volume of applications received for the particular job posting. If an applicant is selected for an interview, they will be contacted by telephone.

**Q. Can I just submit a resume only?**

**A:** No. A resume can be attached to an application, but a completed application is required for all positions. The more information you provide, the easier it will be to effectively evaluate your skills, abilities, and qualifications. Incomplete applications may be rejected, so please be thorough.

**Q. I missed the deadline – can I still apply?**

**A:** No. Not for that position. Once a closing date has passed, no application will be accepted or considered. Please continue to visit our site for new job postings as they become available.

**Q. Can I apply for more than one job at a time?**

**A:** Yes. However, a separate application must be completed for each position for which you are applying.