

## **Franklin County Community Based Correctional Facility (CBCF)**

### **Frequently Asked Questions Regarding the CBCF Application Process**

**The Franklin County Community Based Correctional Facility is an excellent equal employment opportunity and we thank you for your interest in becoming part of our team.**

**Once you have completed and submitted an application, the following is how the CBCF processes applications:**

- Human Resources receives the application
- Human Resources, Managers, and/or Supervisors review the application for the following:
  - Completion
  - Qualifications
  - Education
  - Experience
  - Skills Sets
- The most qualified applicants are selected for interviews
- Human Resources calls the selected applicants to set up interviews
- The selected applicants are interviewed by a team of staff members
- The interviewing staff may or may not require a second interview
- An applicant is selected from the interviewees and offered employment

**Please note that while you may be qualified for a particular position, you may or may not be called for an interview. The CBCF receives many applications each week and it would be impossible to interview each applicant. The CBCF maintains applications on file for six (6) months. If you are not selected for an interview, we encourage you to resubmit your application at a later date.**

**The CBCF staff will not discuss why an applicant was not selected for an interview.**