

County of Peterborough

Recruitment FAQ

How do I apply for a position with the County of Peterborough?

Resumes and cover letters can be sent to The County of Peterborough, Human Resources Department by email, fax, mail or in person. Make sure the competition number and position title are clearly identified on your resume and cover letter.

Human Resources
County of Peterborough
470 Water Street
Peterborough Ontario K9H 3M3
Fax: 705.743.2405
E-mail: hrinfo@county.peterborough.on.ca

Can I send a resume at any time?

The County of Peterborough will only accept resumes in reply to currently advertised positions. We do not keep unsolicited resumes on file.

Can I send in one (1) resume for more than one position?

A separate resume and cover must be sent for each position you are applying for, each resume and cover letter should clearly identify the job number and title of the position you are applying for.

Will someone contact me to let me know that my resume has been received?

Due to the volume of resumes received, only those selected for an interview will be contacted.

Is there a cutoff date for sending my resumes?

Yes. Each advertised position has an end date and time of which all resumes need to be received by. This information is noted on each posting.

What is the next step after the position closes?

A member of the Human Resources search committee reviews all resumes. We look at all the applications and compare them to the Hiring Criteria we have established, selecting for an interview those applications that most closely meet the criteria we are looking for. Only those selected will be contacted for an interview.

What can I expect if I am selected for an interview?

You will receive an email with confirmation of time, location, directions and requested materials if required. The County typically conducts panel interviews, with a member of the Human Resources team, a manager or director of the position being interviewed for and one other department representative. The length of the interview depends on the position being interviewed. Each candidate is asked the same questions in the same order. You may be required to provide proof of education or license.

Testing

If testing for a position is required, the candidate will be notified in advance. Any request for accommodation required for testing must be identified at that time.