

## **The Application and Selection Process**

1. The City of Monte Vista distributes the job announcement throughout the community when recruiting begins.
2. Interested persons can fill out the proper application forms only during the recruitment period.
3. Persons meeting a position's minimum qualifications are evaluated by the appropriate hiring authority.
4. The top candidates are interviewed. Depending upon the job classification, the candidate(s) who is selected from the interview is offered conditional employment upon passing the following:
  - a. Medical examination
  - b. Drug screen
  - c. CBI background check

**Many of our employees enjoy a long career with the City.**

**We have excellent retirement and benefit plans.**

**Where to get more information on getting started:**

**Contact the city of Monte Vista at**

**[cmv@ci.monte-vista.co.us](mailto:cmv@ci.monte-vista.co.us) or**

**call City Hall at (719) 852-2692**