

**How to Apply
for a position**

APPLICATION PROCESS

**APPLICATION
INSTRUCTION**

When applying for positions within Central State Hospital:
Only electronic applications submitted via e-mail are accepted. Send applications to: HR@centralstatehospital.org. Applications **MUST** indicate in the subject line the title and position number, unit and shift for which you are applying. Separate applications **MUST** be submitted for each vacancy for which you are applying.

WEB ADDRESS

**To view Central State Hospital Careers,
visit us online at: www.centralstatehospital.org**

**DEADLINE FOR
SUBMISSION**

**Deadline to submit applications for open positions -12:00 Noon every Thursday.
A new job announcement will be available every Friday.**

**CRIMINAL
RECORDS CHECK
& DRUG SCREEN**

Applicants chosen for employment will be subject to a criminal records background investigation. All positions are subject to fingerprinting and some to pre-employment drug screening. All male applicants between 18 and 26 years of age must present proof of having registered with the Selective Service as required by federal and state law, or of being exempt from such registration.

**EQUAL
OPPORTUNITY
EMPLOYMENT**

Central State Hospital does not discriminate on the basis of disability in the administration or access to, or treatment of employment in its programs or activities. An applicant who has a disability which requires special accommodations should contact this office.

In accordance with the Immigration and Control Act of 1986, Central State Hospital employs only U.S. citizens and lawfully authorized alien workers. All persons hired by the hospital will be required to verify identity and employment eligibility. Central State Hospital does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

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