

Process for Employment with the City of Canton:

1. Completely fill out the city's application and submit it. A resume may be attached but not required.
2. If you are selected for an interview process you will be contacted either by phone or email.
3. Should you be selected for a job with the City of Canton you will need to go for a pre-employment drug screen.
4. An appointment will be set up for you to come in and meet with our Human Resources Department to fill out the necessary paperwork in order to start work. You will need to bring with you a copy of your valid driver's license and a copy of your social security card or a copy of your valid passport.
5. At your Human Resources appointment you will be given a list of your benefits, a copy of the city's personnel policy, a copy of the city's safety policy, a copy of the city's internet and email usage policies and a brief description of your medical and dental insurance.
6. The Medical and Dental Insurance benefits go into effect the 1st, first of the month after you have been employed for thirty (30) days.
7. Annual and sick leave will not accrue until after six (6) months of employment. If any time off is needed during this first six (6) months it will have to be taken as leave without pay if the supervisor approves for it to be taken off.