



LINCOLN COMMUNITY HEALTH CENTER, INC.

1301 Fayetteville Street • P.O. Box 52119
Durham, North Carolina 27717 – 2119

Dear Applicant:

Thank you for your interest in employment at Lincoln Community Health Center, an Equal Opportunity Employer. We have provided the information listed below to outline the employment procedure.

1. The Human Resources Department will screen internal and external applicants using minimum job requirements and will contact only qualified applicants to schedule an initial interview.
2. **Please do not call and/or email** the Human Resources Department to check on your application status. We are not able to answer these calls and/or emails due to the high volume of applications received.
3. The initial (screening) interview is conducted by the Human Resources to further identify an applicant's qualification for the position.
4. Qualified applicants who successfully complete the screening interview will be referred to the hiring department for a second interview. The hiring department will make the final selection.
5. Employment offers will be generated through Human Resources and are contingent upon licensing, references and pre-employment screening.
6. Interviewed applicants will receive written notification regarding the outcome of his/her interview. Due to volume we are unable to communicate the outcome to all applicants.
7. All applications are maintained in the Human Resources Department for a period of six (6) months. If other positions become available during that time frame; please contact the Human Resources Department with the name of the position originally applied for, approximate date of application and current interest. The Human Resources Department will then activate your application.

Again, thank you for your interest in our employment opportunities.

Sincerely,

A handwritten signature in cursive script that reads "Claretta Foye".

Claretta Foye
Human Resources Director