

CITY OF SEQUIM, WA - HUMAN RESOURCES APPLICATION AND SELECTION PROCESS

We feel it is important for you, as a job applicant and our customer, to know what to expect from us in the course of your job search with the City of Sequim. The recruitment process, from the time we begin screening job applications to the job offer, can take approximately 4 to 8 weeks.

To apply for a posted vacancy, you must complete the City of Sequim job application form. You may do so through one of the following means:

- Complete the online form through our website: www.sequimwa.gov
- Download the PDF form from the website and either complete it electronically and email to HRjobs@sequimwa.gov or print out and complete by hand to mail, fax or drop off
- Mail printed application to City of Sequim, Human Resources, 152 West Cedar St, Sequim, WA 98382. The envelope must be post-marked by the application closing date.
- Fax your completed and signed application form to Human Resources at 360-681-6608
- Come in person to the City of Sequim offices and ask for a paper application at the desk

Human Resources will collect all job applications up to and including the posted closing date. We do not accept applications received after the posted date, and we do not accept applications/resumes for unposted positions. Occasionally, a job will be posted with no set closing date in which case those applications are reviewed at periodic intervals – and the website will be updated accordingly.

Please note, we do not send notices to all applicants that their application has been received. If you would like to double-check that your application was received by the closing date, you may email HRjobs@sequimwa.gov – simply state the title of position applied for and your name, and HR staff will respond to you by email as soon as possible.

Following the posted closing date, staff will review all applications for minimum qualifications, and create a short list for interviews.

Depending on the complexity of the position and the number of applications received, testing may be required prior to interviews. If you are selected to participate in this testing process, you will be notified by phone or email.

Please note: if you are not selected to continue in the recruitment process, you may not be notified.

If you are selected for an interview, you will be notified by email or telephone. Following interviews, Human Resources will contact the top one or two candidates for several work-related references. Human Resources will not contact any of your references without first notifying you.

Background screening: pursuant to the Revised Code of Washington, all finalists for positions are required to complete an authorization for the City of Sequim to conduct a criminal history check.

Thank you for your interest in working for the City of Sequim!

The City of Sequim is an Equal Opportunity Employer