



City of Anacortes Employment Process

Thank you for your interest in employment with the City of Anacortes. This information is provided to assist you in understanding the City of Anacortes employment process. Please read it carefully before completing the application.

EQUAL OPPORTUNITY

The City of Anacortes provides equal employment opportunity in all terms, conditions and privileges of employment for all qualified job applicants without regard to any individual's sex, race, color, religion, national origin, pregnancy, age, marital status, disability, military status or any other characteristic protected by law.

JOB ANNOUNCEMENT

You can view current job opportunities on the City of Anacortes web site: www.cityofanacortes.org. The website is updated as soon as there is an external job opening. Each job announcement provides a brief summary of the position, essential duties, qualifications and other requirements. Please review the information carefully to assure you meet position qualifications before applying. If you have additional questions you may call Human Resources at (360) 299-1970 or (360) 299-1941.

APPLICATION PROCESS

The application form is required in order to be reviewed. **Applications will be accepted for current job openings only.** Submit materials requested in the job posting announcement by the deadline. You may download the application and job description and fax or email the completed application along with a signed job description to fax: (360) 299-1982 or barberl@cityofanacortes.org. Please print clearly and fill out all sections and information on the application as completely as possible, even if you are attaching a resume. Applicants who *only* submit a resume will not be accepted for review. Applications must be received in the Human Resources office by noon on the closing date.

MULTIPLE APPLICATIONS

If applying for more than one City of Anacortes position, a separate application must be submitted for each position. You may leave the position, date, and signature lines blank on the application form and make a copy to complete for each position. An original signature is required on each application submitted.

NOTIFICATION AND STATUS

After the job posting deadline, a job announcement will be taken off the website. Generally, if you have been selected for an interview or for testing, you will be contacted either by phone or email. Applicants who were not selected for an interview or testing will be contacted by letter or email.

TESTING

Test scores for civil service positions will be valid for one year. If the required score was not met, you will be eligible to retest if you apply for another vacancy and are selected for testing.

AUTHORIZATION TO WORK

In accordance with the Immigration Reform and control Act, all new employees must present documents to show authorization to work in the United States. Identity will be verified with the required documents and an I-9 form completed within three days of hire.

VETERANS' PREFERENCE

For non-civil service positions, the City of Anacortes applies veterans' preference per state law. If two or more candidates are basically equal in qualifications, as determined by the City's standard employment process, the veteran shall receive preference.

This job announcement informational sheet is for applicant general information only and does not constitute actual or an implied contractual commitment. Again, thank you for your interest in employment with the City of Anacortes.