

## APPLICATION INSTRUCTIONS AND GENERAL INFORMATION

- 1) The first review of applications will be Monday, June 30<sup>th</sup>, 2025. Please submit a complete application to:

In Person: 7121 E Loop Road, PO Box 371, Stevenson, WA 98648

OR Email: [HR@ci.stevenson.wa.us](mailto:HR@ci.stevenson.wa.us)

- 2) To be considered complete, applications must include a completed and signed "City of Stevenson Application for Employment". (Resumes encouraged.)
- 3) Carefully read the job description for the position for which you are applying. Your application will be screened for the qualifications listed in the position description. By signing this application, you are affirming that all information you provide is accurate and complete.
- 4) A screening committee will review all applications. Incomplete applications will not be forwarded to the screening committee. All application materials will become the property of the City and will be retained by the City in accordance with Washington State Law.
- 5) In accordance with Federal law, proof of identity and proof of authorization to work in the United States is required upon employment.
- 6) If, due to a disability, you require special arrangements to participate in the application or selection process call City Hall at (509) 427-5970 (TDD:1-800-833-6388).
- 7) You will be notified of the status of your application. A screening committee will review all applications and will select from three to five candidates to interview.
- 8) Please contact City Hall at (509) 427-5970 if you have any questions regarding this position or your application.

**The City of Stevenson is an equal opportunity employer and drug free workplace. The City of Stevenson does not discriminate on the basis of race, color, national origin, sex, religion, marital status, age or disability in employment or the provisions of service.**