



EMPLOYMENT OPPORTUNITY

- POSITION:** GIS Intern (2)
- WAGE RANGE:** \$12.00 – 18.00/hour, DOQ
- DEPARTMENT:** Public Works
- DESCRIPTION:** Performs data collection and validation, supports initiatives of the Water, Sewer and Storm Comprehensive Plans and assists with Engineering Vault scanning and organization.
- QUALIFICATIONS:** Completion of a college level course in Geographic Information Systems (GIS), Geography or Computer Science or comparable experience in Geographic Information Systems (GIS) preferred.
- Good working knowledge of computers and Microsoft programs.
- Must possess a valid Washington Driver License.
- HOW TO APPLY:** Please go to www.wenatcheewa.gov to view the job description including qualification requirements and download application materials.
- The following constitutes a complete application package in the following order:
- 1) Letter of Interest/Cover Letter
 - 2) Resume
 - 3) Application for Employment
- Complete application packages may be emailed (HR@WenatcheeWa.Gov), faxed (509-888-3636), or mailed to:
- City of Wenatchee
Human Resources Department
PO Box 519
Wenatchee, WA 98801-0519
- An incomplete application packet will not be considered.**
- CLOSING DATE:** 5:00 P.M., Friday, March 29, 2019

Apple Capital of the World



P.O. Box 519
301 Yakima Street, 3rd Floor
Wenatchee, WA 98807-0519
(509) 888-3603 fax (509) 888-3636

APPLICATION FOR EMPLOYMENT

The City of Wenatchee is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions, and privileges of employment for qualified applicants and employees without regard to race, creed, color, religion, national origin, sexual orientation, gender, gender identity, age, marital status, disability, veteran or military status, or any other characteristic protected by law.

NAME _____
Last First M.I.

ADDRESS _____
Street Apt. #

City State Zip

PHONE _____
Include Area Code Home Work Cell

EMAIL _____

List specific position/title applying for _____

Date available for work _____ Will accept: Regular Full-time Yes No
Regular Part-time Yes No
Temporary Yes No

Have you filed an application or been employed here before? Yes No Date(s) _____

Are you able to provide proof of your eligibility to work in the U.S. if offered employment? Yes No

Do you have a valid Washington State Driver's License? Yes No

LIC #: _____ Expiration Date: _____

Are you able to perform the primary duties of the job as outlined in the job description? Yes No

If no, please explain: _____

(No applicant will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the primary job duties.)

EDUCATION AND FORMAL TRAINING

HIGH SCHOOL

Do you have a high school diploma or GED?

Yes No

COLLEGE OR UNIVERSITY

Please list names of educational institutions you attended which are relevant to the position you are seeking.

<u>NAME</u>	<u>LOCATION</u>	<u>DEGREE OR COURSE OF STUDY</u>	<u>DATE ATTENDED</u>
-------------	-----------------	--------------------------------------	----------------------

--	--	--	--

SPECIALIZED TRAINING

<u>NAME</u>	<u>LOCATION</u>	<u>COURSE OF STUDY</u>	<u>DATE ATTENDED</u>
-------------	-----------------	------------------------	----------------------

--	--	--	--

List any skills you possess or machines you can operate that qualify you for the position:

--

List any special licenses, registrations or training, including seminars and workshops, which qualify you for the position:

--

EMPLOYMENT HISTORY

Begin with your current or most recent job and list your employment experience. Include military service and any volunteer work which has provided you experience that qualify you for this position. Use additional sheets if necessary.

PLEASE NOTE: Information obtained from previous employers and/or references is confidential.

EMPLOYED		ORGANIZATION NAME:	ADDRESS/CITY/STATE/ZIP:	
FROM				
MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE:	PHONE: Include Area code	
TO				
MONTH	YEAR	POSITION(S) HELD:	REASON FOR LEAVING:	
TO				
MONTH	YEAR	WAGE/SALARY:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PRIMARY DUTIES:

EMPLOYED		ORGANIZATION NAME:	ADDRESS/CITY/STATE/ZIP:	
FROM				
MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE:	PHONE: Include Area code	
TO				
MONTH	YEAR	POSITION(S) HELD:	REASON FOR LEAVING:	
TO				
MONTH	YEAR	WAGE/SALARY:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PRIMARY DUTIES:

EMPLOYED		ORGANIZATION NAME:	ADDRESS/CITY/STATE/ZIP:	
FROM				
MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE:	PHONE: Include Area code	
TO				
MONTH	YEAR	POSITION(S) HELD:	REASON FOR LEAVING:	
MONTH	YEAR	WAGE/SALARY:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PRIMARY DUTIES:

EMPLOYED		ORGANIZATION NAME:	ADDRESS/CITY/STATE/ZIP:	
FROM				
MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE:	PHONE: Include Area code	
TO				
MONTH	YEAR	POSITION(S) HELD:	REASON FOR LEAVING:	
MONTH	YEAR	WAGE/SALARY:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PRIMARY DUTIES:

ADDITIONAL INFORMATION

Please provide any additional information which may more fully describe your qualifications and capabilities. This space may be used to continue descriptions of your education or experience.

PLEASE READ CAREFULLY BEFORE SIGNING

I confirm the information I have provided in my application is true, complete and accurate. I understand that any information I provide (or fail to provide) that is found to be false, incomplete or contains a misrepresentation in any respect will be sufficient cause to (i) cancel further consideration of this application or (ii) subject me to discipline, up to and including termination, if I am hired.

I expressly authorize, without reservation, the City of Wenatchee, its representatives, employees or agents to contact and obtain information from all current/previous employers and references and to verify the accuracy of information provided by me in this application. I hereby waive all rights and claims I may have regarding the City of Wenatchee or its representatives for seeking, gathering and using such information in the employment process and all other persons or organizations for furnishing information about me.

I have read, fully understand and accept all terms listed above. I also understand that if my application is not signed, it is not complete and I may be disqualified from being considered for this position.

Signature

Date