



Employment Bulletin

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An Equal Opportunity, ADA Compliant Employer

Applicant Information

Equal Opportunity: Any person meeting the requirements set forth in this announcement is encouraged to apply without regard to age, color, creed, disability, national origin, race, marital status or sex unless in accordance with a bona fide occupational qualification.

Reasonable Accommodation: The Health District is an ADA compliant employer and will make reasonable accommodation to assist a qualified individual with a disability perform the essential functions of the job, whenever possible, in accordance with the District's Reasonable Accommodation policy. Contact Human Resources in room 345 or at 324-1506 (324-1464 TDD) for a copy of the policy or further information.

Right to Work: The United States Immigration and Naturalization Service requires that successful applicants provide evidence of U.S. citizenship or admittance to the U.S. under conditions that will allow them to work. This includes completion of an I-9 form within 72 hours of the time of hire.

Background Inquiry: Applicants for positions which may be directly responsible for the care, supervision, or treatment of children or disabled persons, or who are required by law by nature of the position they are applying for, will be required to complete an "Applicant Disclosure and Authorization for Background Inquiry" and Washington State Patrol Identification and Criminal History Information form. An additional FBI background check may be required for certain positions.

Professional Licensing: Certain health positions require licensing by the State of Washington. Information regarding professional licensing procedures may be obtained from the Department of Health, Professional Licensing Division, and P.O. BOX 1099, OLYMPIA, WA 98507-1099. For specific information on RN license renewal, call (360) 753-2686.

Veteran's Preference: Special credit will be added to passing scores of qualified veterans who complete and submit a "Veteran's Preference" form with their completed application.

Application Procedure: All applicants must complete a Health District application form to be considered for employment. Applications will be kept "active" for a period of 6 months, and will only be considered for one position, unless an application update/affirmative action form is completed for additional positions during the 6-month time frame. All applications are evaluated solely on the information provided by the applicant--resumes will not substitute for a completed application. Incomplete information cannot be evaluated. To be considered for examination, applicants must provide all information required under "Selection Process" on the reverse of this employment bulletin. In addition, minimum qualifications, including the successful testing of skills competencies (if any), and successful completion of a criminal background check (if needed) must be demonstrated prior to consideration for an employment interview.

All applications that meet the above criteria will be scored and ranked in numerical order for the employment registry for that position.

Use of Automobile: For positions that require use of an automobile, employees must provide their own personal automobile, proof of insurance and a valid drivers' license for their state of residency.