

Application Procedure

City applications are available at www.ci.woodland.wa.us or at City of Woodland, 230 Davidson Avenue, Woodland, WA. (360) 225-8281.

- * COMPLETED APPLICATIONS WILL BE ACCEPTED ONLY AT THE CITY CLERK-TREASURER'S OFFICE (see above address).
- * A **non-refundable test fee of \$20.00** must be returned with completed application.

Your Completed Packet must include the following:

- 1) The completed City application;
- 2) The signed Supplemental Forms in the application packet;
- 3) Resume
- 4) Personal History Statement
- 5) \$20 fee – cash, check or money order

The city will accept applications until the position is filled. All application materials must be complete and received in our office by the closing date to be considered.

Examination and Selection Process

Oral Board Exam: You will be notified by telephone of your interview time. A confirmation letter and/or email will be emailed to you.

List Certification: Following the Oral Board exam, a Civil Service Eligibility list will be prepared by the Civil Service Commission. The list will consist of the top 10 candidates or those with 70% or higher, whichever is less.

Notification: All candidates will be notified of their standing within 10 days of the Commission certification of the list.

Special

Accommodation: Qualified applicants with disabilities requiring special accommodations for the testing process should contact Gina Anderson, Civil Service Secretary/Chief Examiner, at (360) 225-8281.

Prior to appointment, a candidate must also pass: a comprehensive background investigation including polygraph exam; psychological exam; and a medical exam which includes a drug screening test. The Mayor appoints according to the Rule of Three, pursuant to Civil Service Rules.

Note: In accordance with the Immigration Reform and Control Act of 1986, employment of persons hired by the City after November 6, 1986 will be contingent upon presentation of acceptable documents verifying identity and authorization for employment in the United States.

***THE CITY VALUES DIVERSITY IN ITS WORKPLACE AND COMMUNITY. MINORITY AND WOMEN CANDIDATES ARE INVITED AND ENCOURAGED TO APPLY. THE CITY OF WOODLAND IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, MARITAL STATUS, RACE, COLOR, CREED, NATIONAL ORIGIN, AGE, OR DISABILITY. ***