City of North Bend Instruction Letter

Dear Applicant:         December 17, 2018

The following information is a part of the City of North Bend’s hiring practice procedure. Please read the instructions carefully on this City of North Bend instruction letter. Applicants will not be considered unless all instructions are followed and all required forms are received which include; city’s instruction letter, city’s employment application, and resume’.

When completing the City’s application form, be sure to print in pen or type your information. Use N/A when questions do not apply.

SPECIFIC INFORMATION

1. This application packet will be considered for the position of **Cataloging Specialist** with a closing date of **January 14, 2019**.

2. Return the completed application packet to:  **City of North Bend, Rene Collins, City Recorder at rcollins@northbendcity.org**.

3. A pre-employment drug/alcohol screening may be performed for certain jobs.

4. A physical exam will be conducted for those hired for full-time employment in the Public Safety divisions.

5. A background investigation will be conducted.

6. An orientation period will be for a certain length of time depending on the position.

7. An I-9 form must be filled satisfactorily

8. References will be contacted for verification. _______________ (Please initial)

9. Former employers will be contacted for verification. _______________ (Please initial)

10. Any job offer will be contingent on results of item # 3, 4, 5, 8, and 9.

The City of North Bend is an EQUAL OPPORTUNITY EMPLOYER.

Signature ___________________________ Date ______________

PLEASE RETURN THIS FORM WITH YOUR APPLICATION and RESUME’