



Application Submittal Checklist

Employment applications are accepted only for positions which are currently posted. The application package for each position is customized based on job requirements.

Go the Job Posting site you are interested in; use the links at the bottom of the page to:

- Review the Opportunity Notice for application submittal deadline and any additional requirements;
- Review the Job Description for essential job functions and job standards for the position; and

Print the Employment Application.

- Complete the entire Employment Application form in all spaces, including your employment history with complete addresses and phone numbers. (Note: “See Resume” is not acceptable; information must be completed on the form.) Sign and date the application.

Complete the Equal Employment Data form (optional).

- Print the Equal Employment Data form. Completion of this form is voluntary. It will be retained separate from your application and will not be used in evaluating your application. Your signature at the bottom of the page is also voluntary.

Application Packet.

- All documents submitted are retained by the PUD. Keep copies of your completed application form and supplemental questionnaire before submittal.
- Submit your completed Employment Application and Equal Employment Data form (optional).
- Include a cover letter, resume, letters of recommendation, transcripts, training certificates, etc. to support your application.

Submit Application Packet.

Via mail:

PUD#1 of Clallam County
Attention: General Manager
PO Box 1090
Port Angeles, WA 98362

Hand deliver directly to a PUD office. Place in a sealed envelope – Attn General Manager.

Port Angeles PUD	Sequim PUD	Forks PUD	Clallam Bay / Sekiu PUD
2431 E. Highway 101	502 S. Still Road	31 Spartan Avenue	15 Sekiu Airport Road

Via Email: nicolec@clallampud.net

Via Fax: 360.452.9725

Feel free to call us at 360.565.3231 or email us at nicolec@clallampud.net if you have questions.