

Applying for a Job with the City of Post Falls

Information for Applicants

Applications are accepted for advertised openings only. Jobs are normally advertised in one or more of the following manners: the Coeur d'Alene Press, Spokesman Review, on the City of Post Falls Cable Channel 13, the official web site of the City <http://www.postfallsidaho.org>, or through Idaho Job Service. Applications may be picked up and must be returned to the Post Falls City Hall, 408 Spokane St., Post Falls, or requested through phone (208) 773-3511 or fax (208) 292-1191. Applicants who submit resumes also must submit the applicable City of Post Falls employment application form and any additional materials as stated on the specific job announcement. Please check to make sure that the position has not closed and identify the title of the position for which you wish to apply. Allow sufficient time for mailing/faxing both ways, as applications must be postmarked or received by electronic transmission by 4:00 p.m. on the closing date.

Before you submit your application, be sure that you meet the minimum qualifications and any specific position requirements stated in the job announcement, and that you list all experience that shows you to be qualified. Stated minimums refer to full-time work; part-time work will be converted to full-time equivalents. Complete all sections and questions on all required supplemental forms. Incomplete applications will not be considered. Type or write your application materials legibly. We accept photocopied applications when signatures and dates are original. Remember to sign your application and supplemental materials. Keep a copy of your application materials, as originals will not be returned.

All persons hired must provide proof of identity, proof of citizenship, permanent resident status, or employment authorization. Documents which satisfy the above requirements include a valid driver's license and one other document such as a social security card, passport, alien registration card, birth certificate, certification of US citizenship or naturalization. [List of Acceptable Documents.](#)

The City of Post Falls is an equal opportunity employer and, as such, ensures that all persons shall have equal employment opportunities regardless of race, color, religion, gender, national origin, age, familial or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status. The City promotes a drug-free work environment.