Eastern Washington University, in Cheney and Spokane, Washington, is a comprehensive university in a major urban community, serving a large traditional and non-traditional student population. Eastern Washington University provides high-quality liberal arts and professional education with co-curricular opportunities for its undergraduates and graduates. The university maintains a strong commitment to excellence in instruction, scholarship, and public service. Other programs continue to be integrated into the curriculum as the university responds to the ever-changing demographics of the Inland Northwest and the nation.

**BULLETIN INFORMATION:** This bulletin, which is published each Monday as positions become available, lists administrative, civil service, and coaching positions at Eastern Washington University. Applications will only be accepted for positions listed during the dates and times indicated in this bulletin.

Changes and/or modifications to this bulletin will be posted in the glass bulletin board on the first floor of Showalter Hall and outside of the Office of Human Resources, Showalter Hall, Room 314.

Applicants are encouraged to use the 24-hour job hotline at (509) 359-4390 for up-to-date information regarding positions available at Eastern Washington University or access our web page at www.ewu.edu/AdminGuide/HumRes/openings.html.

**MINIMUM QUALIFICATIONS:** Applicants must meet the minimum qualifications in order to be considered for any of the positions listed. Meeting the minimum qualifications does not guarantee successful completion of the application process.

**SPECIAL ACCOMMODATIONS:** Eastern Washington University strives to satisfy all requests for special access needs for persons with disabilities. Requests for such accommodation are welcome and may be made by calling the office of Human Resources at the number listed below.

**QUESTIONS??** For questions regarding the information contained within this employment bulletin please call (509) 359-2381.

Eastern Washington University operates under an approved Affirmative Action plan. In accordance with applicable Washington Administrative Codes, supplemental certification shall be used for hiring and promoting members of underutilized, protected groups into job classes/categories for which goals and timetables have been set. Eastern Washington University is committed to increasing the diversity of its faculty, staff, students, and academic program offerings and to strengthening sensitivity to diversity throughout the institution. We are an affirmative action/equal opportunity employer and applications from members of historically underrepresented groups are especially encouraged.

The successful candidate will be required to show proof of eligibility to work in the United States pursuant to Immigration and Naturalization Services law.

Federal Regulations (34 CFR Part 668) require that all prospective employees be notified regarding the availability of the Campus Safety and Security Report. This report contains comprehensive information and statistics on campus crime and safety for the three most recent calendar years, as well as policies and procedures for reporting crimes, policies concerning the security of and access to campus facilities, policies concerning campus law enforcement, and campus safety and crime prevention programs. Information on this report is available upon request from the EWU University Police Department (509-359-6300) or from the EWU Web site (http://www.ewu.edu/AdminGuide/PolSafety/).

**PLEASE POST AND DISTRIBUTE**
INSTRUCTIONS FOR CIVIL SERVICE APPLICANTS

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION PACKET FOR THIS POSITION.

APPLICATION PACKET: Each application packet will consist of an application and a supplemental application plus any miscellaneous material specific to the position available. The complete application packet must be received in the Human Resources Office by the closing date shown on the recruitment notice. Applications mailed must be postmarked on the closing date and received within three days to be considered. There are no exceptions to this rule.

Applications may be typed or handwritten, provided they are clear and legible. Be sure to answer all the questions and complete all sections on both the application and supplemental application. Sign your application and keep a copy of your application packet. Eastern Washington University will not provide copies of applications on file.

Resumes will not be accepted in lieu of the application and/or supplemental application, but may be attached if desired.

Additional information may not be added to your application packet after the closing date.

MINIMUM QUALIFICATIONS: Before you submit your application be sure that you meet the minimum qualifications stated in the recruitment notice and list all experience that shows you meet them. Applicants who do not meet the minimum qualifications will not have their supplemental applications rated.

SUPPLEMENTAL EXAMINATION: This examination is used to rate your experience as it relates to the job. The ratings received on the supplemental application will determine whether you are considered further.

Be sure to read each question on the supplemental application carefully and state all of your relevant experience and training for each item. You cannot be given credit for experience or training you do not tell us about. Incomplete or unclear information may lower your rating.

INTERVIEW/ORAL BOARD: If you are among the top group of applicants to be considered further, you may be invited to an interview/oral board. This will verify your background and experience as it relates to this position.

EXAMINATION RESULTS: You will be notified in writing of the status of your application. If you have questions regarding your final status call the Office of Human Resources at (509) 359-2384 or email via hr@mail.ewu.edu. You may request a formal review of your application within 15 days after you are sent the results.

ELIGIBLE LISTS: If you pass the entire examination, your name will be placed on the appropriate eligible list. This list will be used to fill openings in the job for which you applied.

Revised – 1/12/00
Permanent status classified employees and employees of other state agencies/related boards who pass the final phase of the examination process will receive preference over outside applicants.

Other ranks will be determined based on the score from your supplemental application.

**JOB REFERALS:** You will be referred for a job opening only if your name is one of the top seven names on the eligible list. In the event the seventh name is tied with the other applicants, those other applicants will also be referred. Additional names of affirmative action protected group members may also be referred if applicable. The hiring authority must consider all applicants referred, but will interview only those who best meet the specific requirements of the job.
### Personal Data

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Home Telephone</th>
<th>Business or Message Telephone</th>
<th>Who Referred You to Us?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

- **Have you ever worked at this University or any other Washington State Agency?**
  - [ ] No
  - [ ] Yes
  - If yes, give Agency and Dates:

- **Can you prove eligibility to work in the United States pursuant to Immigration and Naturalization Services law?**
  - [ ] Yes
  - [ ] No

- **In case of emergency notify:** Name, Address and Telephone

- **Name, Relationship, Position and Department of Relative(s) working at the University**

### Education

<table>
<thead>
<tr>
<th>No. of Major</th>
<th>Institution and Location</th>
<th>Years Degree or Diploma</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

- **High School or Name of School Where GED Received**
- **College or University (Undergraduate)**
- **College or University (Graduate)**
- **Technical, Business or Other**

### Military

<table>
<thead>
<tr>
<th>Have you served in the Armed Forces?</th>
<th>Branch</th>
<th>Entrance Date</th>
<th>Discharge Date</th>
<th>Total Active Duty Years/Mos/Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] No</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>[ ] Yes</td>
<td></td>
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</tr>
</tbody>
</table>

- **Final Rank or Grade**
- **Present Military Status**
- **Veterans Discharged Honorably May Claim Veteran’s Preference. Do You Claim Such Preference?**
  - [ ] No
  - [ ] Yes

- **Describe Your Duty Assignments**

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**Eastern Washington University**

**Application for Employment**

Eastern Washington University is an affirmative action/equal opportunity employer and applications from members of historically underrepresented groups are especially encouraged.
### EMPLOYMENT RECORD
List Present or Most Recent Employer First
Use Additional Sheet If Needed

<table>
<thead>
<tr>
<th>Employer</th>
<th>Title and Duties</th>
<th>Reason for Leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Name</td>
<td></td>
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<tr>
<td>Firm Address</td>
<td></td>
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</tr>
<tr>
<td>City, State and Zip Code</td>
<td>Hours Worked Per Week</td>
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<tr>
<td>Type of Business</td>
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<tr>
<td>Supervisor and Telephone</td>
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<tr>
<td>Firm Name</td>
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</tr>
<tr>
<td>Supervisor and Telephone</td>
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</tr>
</tbody>
</table>

Are you presently employed? □ No □ Yes
May we contact your employer(s)? □ No □ Yes
List Professional Licenses or Permits. Include Driver’s License:

### REFERENCES
(Indicate references who have first-hand knowledge of your character, ability to work effectively with people, and other professional abilities.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Address and Telephone</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

1. Bonding requirements for certain positions require that the incumbent have no record of conviction of a felony. Would you be able to meet such a requirement? □ No □ Yes
2. If not, was the date of conviction within ten years of the date of this application? □ No □ Yes

If Question No. 2 was answered “Yes,” please explain.

I certify that what is written on this form and the attachments is true to the best of my knowledge. Furthermore, I attest under penalty of perjury that my answer to the question regarding eligibility to work in the United States is true and correct. I authorize the University to obtain information from any source necessary for an employment decision. I understand that neither this document nor any offer of employment from the University constitutes an employment contract unless a specific document to that effect is executed by the University and employee in writing. If employed, I understand that false or misleading information given in my application materials or interviews may result in discharge. I understand, also, that I am required to abide by all University rules and regulations.

Signature ___________________________ Date ___________________________
Eastern Washington University
Applicant Data Sheet

Voluntary Information

Eastern Washington University is an affirmative action employer. In order to assist us in meeting our affirmative action commitments and providing the necessary reports to federal and state agencies, we would appreciate you providing this information. All information will be maintained in a confidential manner.

Name: __________________________________________ Position: __________________________

Street Address: ___________________________________ Home Phone: (_____) _____________

City: __________________________________________ State: __________________ Zip: __________

Sex: Male ___ Female ___

Age 40-70: Yes ___ No ___

Name, Relationship & Position of Relative(s) Working at the University:
________________________________________________________________________________
________________________________________________________________________________

Which race do you consider yourself to be:

___ (800) White
___ (941) Aleut
___ (600) Asian Indian
___ (870) Black or African-American
___ (605) Chinese
___ (935) Eskimo
___ (608) Filipino
___ (597) American Indian - Tribe ( ):

___ ( ) Other Asian or Pacific Islander:
___ ( ) Other Race:

Are you OR are you not of Spanish/Hispanic Origin?

___ (999) No, not of Spanish/Hispanic Origin
___ (703) Yes, Cuban
___ (722) Yes, Mexican, Mexican/ American, Chicano
___ (727) Yes, Puerto Rican
___ ( ) Yes, other Spanish/Hispanic:

Disabled Person:

Yes ______ No ___

If yes, please complete the second page of this form.

Military Status:

___ ( ) Non-Veteran
___ (VV) Vietnam Era Veteran
___ (OV) Other Veteran
___ (SV) Spouse of Deceased Vet
___ (DV) Disabled Vietnam Vet
___ (DO) Disabled Other Veteran
___ (OV) Persian Gulf War Veteran

Additional Military Information:

Please check only if you received a campaign badge/medal:
___ (OV) Crisis in Lebanon
___ (OV) Invasion of Grenada
___ (OV) Operation Just Cause
___ (OV) Operation Restore Hope
___ (OV) Operation Uphold Democracy
___ (OV) Operation Joint Endeavor

Education:

(04) High School: __________________ Year Obtained: ______ Institution: __________________ Major: __________________
(07) Associate: __________________ Year Obtained: ______ Institution: __________________ Major: __________________
(08) Bachelor’s: __________________ Year Obtained: ______ Institution: __________________ Major: __________________
(09) Master’s: __________________ Year Obtained: ______ Institution: __________________ Major: __________________
(11) Other Doctorate: __________________ Year Obtained: ______ Institution: __________________ Major: __________________
(12) Ph.D.: __________________ Year Obtained: ______ Institution: __________________ Major: __________________

Vocational Certification (05): State ______ Date ________________ Field __________________
Disabled Person:
___ (1) Ambulatory/Mobility
___ (2) Visual
___ (3) Hearing
___ (4) Mental/Psychological
___ (5) Multiple Handicap
___ (9) Other ________________________________

This information will be used in accordance with the American's with Disability Act.

TO BE COMPLETED UPON HIRING:
Date of Birth: ___/___/______ Work Address: Bldg ____________ Rm ________ MS# ________
Work Phone: _______________ Fax Number: _______________ E-mail Address: _______________
Confidential Home Address: Yes ___ No ___ Confidential Home Phone: Yes ___ No ___
Emergency Contact: Name ______________________________ Phone Number (______) ____________
JOB ELEMENT EXAMINATION
SUPPLEMENTAL APPLICATION

Position __________________________________________________________

Name __________________________________________________________

On the following page is a list of questions about your experience and training related to this position. For each question, briefly discuss this experience or training on a SEPARATE ANSWER SHEET. Include relevant training and experience, paid or unpaid, part-time or full-time whether gained in school, spare time, or previous employment. Answer "none" or "no" if you have had no training or experience that relates to a given question.

Be certain that you clearly number each of your answers with the question number from the question list.

Read all of the questions before you start to answer them. Answers should be brief, but complete. YOU CANNOT BE GIVEN CREDIT FOR EXPERIENCE OR TRAINING YOU DO NOT TELL US ABOUT.

If you have any knowledges, skills or abilities related to this position which are not covered by questions in this Supplemental Application, please describe them at the end of the separate answer sheets.

This Supplemental Application must be submitted with an application no later than the published closing date.

STATEMENTS CONCERNING QUALIFICATIONS WILL BE VERIFIED.

Misleading answers may cause disqualification of your application or dismissal if you become hired.

==================================================================

I certify that all statements made in this application are correct to the best of my knowledge.

______________________________  _______________________
Signature                          Date