The following positions are available to all qualified individuals:

**CUSTODIAN (CS07-001): $1,891 - $2,433. This is an open and continuous recruitment from December 30, 2002. Recruitment may be closed at any time with three days notice.**

**General Duties:** This position is responsible performing custodial tasks to maintain cleanliness and care of facilities within assigned area. A complete job description is available on the EWU HR webpage.

**Special Notes:** This recruitment is to establish an eligible list for future vacancies. Successful applicant will be required to work rotating shifts, which could include evenings, nights and weekends and may be required to lift up to 50 pounds. This position, during the course of employment, will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults, or children under the age of 16. Successful candidate will be required to pass a background check prior to beginning employment. Successful candidates will be required to pass a background check and pre-placement physical. This is an Agency Shop position.

**Minimum Qualifications:** Physical ability to do required work.

**Application Procedure:** Contact the Human Resources Office to have an application packet mailed or faxed. Applications may also be printed from the Human Resources web page. Submit EWU application by 5:00 PM on the closing date to the address listed below. This is an Agency Shop position.

**FISCAL SPECIALIST 1 – (CS07-074): $2,547 - $3,311. This is an open & promotional recruitment to fill a vacant position in the Office of Controller. Recruitment period from October 8, 2007 through October 15, 2007.**

**General Duties:** Provide administrative fiscal support, using independent judgment, in the interpretation and application of State and University travel policies and procedures. The position is located within the Office of Controller. See the human resources web page at [http://www.ewu.edu/x33278.xml](http://www.ewu.edu/x33278.xml) for a complete job description.

**Special Notes:** This position, during the course of university employment, will be involved in the receipt of, or accountability for, university funds or other items of value. Successful applicant will be required to pass a background check prior to beginning employment. This is an Agency Shop position working a Monday – Friday 8:00 AM to 5:00 PM shift.

**Desirable Qualifications:** Three years of fiscal record keeping experience OR equivalent education/experience. Candidate must also have problem solving abilities and be able to handle sensitive and confidential information with discretion. Additionally, as Eastern is committed to increasing and retaining the diversity of its faculty, staff, students and programs, consideration will be given to individuals with experience with and/or interest in diverse populations, cultures and nationalities.

**Application Procedure:** Contact the Human Resources Office to have an application packet mailed or faxed. Applications may also be printed from the Human Resources web page. Submit EWU application by 5:00 PM on the closing date to the address listed below. A complete application packet will include an EWU application, chronological resume, and cover letter along with the names and contact information for 3 professional references. Submit EWU application by 5:00 PM on the closing date to the address listed below.
EMPLOYMENT OPPORTUNITIES

Eastern Washington University is a comprehensive public university and is Washington State’s fastest growing public institution. With more than 70,000 alumni, many in the region, we are a driving force for culture, economy and vitality of the Inland Northwest region. Over 10,000 students, 800 staff and 600 faculty make Eastern their destination of choice for learning opportunities and professional achievement in high-quality liberal arts and professional programs offered in Spokane, Bellevue, Everett, Kent, Seattle, Shoreline, Tacoma, Vancouver and Yakima, as well as our beautiful campus in Cheney. The city of Cheney offers a safe, small-town atmosphere 20 minutes from Spokane, Washington’s second largest city and outstanding four-season recreational opportunities.

BULLETIN INFORMATION: This bulletin, which is published each Monday as positions become available, lists administrative, athletic and classifies staff positions at Eastern Washington University. **Applications will only be accepted for positions listed during the dates and times indicated on 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, and 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 webpage at the address at [http://www.ewu.edu/HRHome](http://www.ewu.edu/HRHome) or [http://www.ewu.edu/jobsnow](http://www.ewu.edu/jobsnow).

MINIMUM QUALIFICATIONS/SELECTION CRITERIA: Applicants must meet the minimum qualifications in order to be considered for any position listed. Meeting the minimum qualifications does not guarantee successful completion of the application process. Applicants may also be required to meet additional selection criteria in order to be considered for an interview.

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 Human Resource Services at the number listed below.

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

Eastern Washington University is committed to increasing and retaining the diversity of its faculty, staff, student and academic programs. We are an affirmative action/equal opportunity employer. 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 (509-359-2777) or from the EWU Web site ([http://www.ewu.edu/x2142.xml](http://www.ewu.edu/x2142.xml)).

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 form and 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/or provide all requested application materials.** Sign your application and keep a copy of your application packet. Eastern Washington University will not provide copies of applications on file.

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.

ADDITIONAL APPLICATION MATERIALS: The additional application materials will be used to rate your experience as it relates to the job. The ratings will determine whether you are considered further.

Be sure to review the request for additional application materials 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.

Permanent status classified employees may receive preference over outside applicants.

Revised – 7/12/05
JOB REFERALS: Your name will be referred to the employing department if you are among the top group of applicants. The employing department will contact you if you are selected for an interview.

VETERANS PREFERENCE: You must submit a copy of your DD214 form in order to receive any veterans preference in the recruiting process.
**Personal Data**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
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<tbody>
<tr>
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<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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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>
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</thead>
<tbody>
<tr>
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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>High School or Name of School Where GED Received</th>
<th>Institution and Location</th>
<th>No. of Years Attended</th>
<th>Degree or Diploma</th>
<th>Major</th>
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<thead>
<tr>
<th>College or University (Undergraduate)</th>
<th>Institution and Location</th>
<th>No. of Years Attended</th>
<th>Degree or Diploma</th>
<th>Major</th>
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<tbody>
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<table>
<thead>
<tr>
<th>College or University (Graduate)</th>
<th>Institution and Location</th>
<th>No. of Years Attended</th>
<th>Degree or Diploma</th>
<th>Major</th>
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<tr>
<th>Technical, Business or Other</th>
<th>Institution and Location</th>
<th>No. of Years Attended</th>
<th>Degree or Diploma</th>
<th>Major</th>
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</table>

**Military**

- **Have you served in the Armed Forces?**
  - [ ] No
  - [ ] Yes
- **Branch**
- **Entrance Date**
- **Discharge Date**
- **Total Active Duty Years/Mos/Days**

- **Final Rank or Grade**

- **Present Military Status**

- **Veterans Discharged Honorably May Claim Veteran’s Preference.**
  - [ ] Yes
  - [ ] No

- **Do You Claim Such Preference?**
  - [ ] Yes
  - [ ] No

- **Describe Your Duty Assignments**
Are you presently employed?  

No □ Yes □

May we contact your employer(s)?  

No □ Yes □

List Professional Licenses or Permits. Include Driver's License.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Title and Duties</th>
<th>Reason for Leaving</th>
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</thead>
<tbody>
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<td>Firm Name</td>
<td>From Mo Yr To Mo Yr</td>
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<td>Street Address</td>
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<tr>
<td>City, State and Zip Code</td>
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<tr>
<td>Type of Business</td>
<td>Salary Start</td>
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<tr>
<td>Supervisor and Telephone</td>
<td>Last</td>
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<tr>
<td>Firm Name</td>
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</tr>
<tr>
<td>Supervisor and Telephone</td>
<td>Last</td>
<td></td>
</tr>
</tbody>
</table>

Are you presently employed?  

No □ Yes □

May we contact your employer(s)?  

No □ Yes □

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>
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</thead>
<tbody>
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</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 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 confidentially. Thank you for your cooperation.

Position Applying for: ____________________________________ Phone: _________________________________________________
Last Name: _____________________________________________ First Name: _____________________________________________
Street Address: ____________________________________________________________________________________________________
City: _______________________________ State: ___________ Zip: ______________
Sex: Male / Female Age 40-70: Yes / No

Please describe yourself in terms of race, tribe, ethnicity and/or national origin:
Race/Tribe
\(\square\) American Indian/Native American
\(\square\) Asian/Pacific Islander (Circle One)
Aleut Chinese Eskimo Filipino Japanese Hawaiian
Korean Samoan Thai Vietnamese Other: ____________________________
\(\square\) White/Caucasian
\(\square\) African American/Black
\(\square\) No, not Hispanic
\(\square\) Yes, Hispanic (Circle One)
Cuban Chicano Mexican American Mexican Puerto Rican
Other:  ___________________________

Complete the information below and provide a copy of your DD214 form if you wish to claim veteran’s preference:
Military Status
\(\square\) Non Veteran
\(\square\) Disabled Other Veteran
\(\square\) Disabled Vietnam Vet
\(\square\) Other Veteran
\(\square\) Persian Gulf Veteran
\(\square\) Spouse of Deceased Vet
\(\square\) Vietnam Era Veteran
\(\square\) Crisis in Lebanon
\(\square\) Invasion of Grenada
\(\square\) Operation Joint Endeavor
\(\square\) Operation Just Cause
\(\square\) Operation Restore Hope
\(\square\) Operation Uphold Democracy

Dates of Active United States Military Service: _________________ Type and date of discharge: ________________________________

Education: Year Obtained Institution Major
\(\square\) High School:
\(\square\) Associate:
\(\square\) Bachelor’s:
\(\square\) Master’s:
\(\square\) Other Doctorate:
\(\square\) Ph. D:
\(\square\) Vocational Certification State: _____________________ Date: _____________________ Field: _____________________

Disabled Person: Yes / No
\(\square\) Ambulatory/Mobility
\(\square\) Visual
\(\square\) Hearing
\(\square\) Mental/Psychological
\(\square\) Multiple Handicap
\(\square\) Other:  ____________________________________________

COMPLETE UPON HIRING
Date of Birth: _____/_____/_____
Emergency contact name: __________________________________ Phone: ____________________
Please keep my home address confidential: Yes / No Please keep my home phone confidential: Yes / No
Work Building: _______________________ Room: ______________________________ Mail Stop: _______________________
Work Phone: _________________________ Work Fax: ___________________________ Email Address: _______________________

Revised June 2006