



# 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
- Download and complete the Supplemental Questionnaire. This form is a Word document. You can format your responses to your own preferences—and then answer all the questions, sign and date the form.

**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, Supplemental Questionnaire and Equal Employment Data form (optional).
- You may also want to 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: Human Resources  
PO Box 1090  
Port Angeles, WA 98362

**Hand deliver directly to a PUD office. Place in a sealed envelope – Attn Human Resources.**

Port Angeles PUD 2431 E. Highway 101	Sequim PUD 502 S. Still Road	Forks PUD 31 Spartan Avenue	Clallam Bay / Sekiu PUD 15 Sekiu Airport Road
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**Via Email:** [humanresources@clallampud.net](mailto:humanresources@clallampud.net)

**Via Fax:** 360.457.8774 (confidential fax in Human Resources)

Feel free to call us at 360.565.3228 or email us at [humanresources@clallampud.net](mailto:humanresources@clallampud.net) if you have questions.