



Pend Oreille County Public Utility District

Administrative Offices - P.O. Box 190 • Newport, WA 99156 • (509) 447-3137 • FAX (509) 447-5824
Box Canyon Hydro Project - P.O. Box 547 • Ione, WA 99139 • (509) 446-3137 • FAX (509) 447-6790

Summer Employment Guidelines

It is the District's desire to provide summer employment opportunities to students entering or attending college or trade school. Students who wish to work for the District must demonstrate a firm commitment to attend post-secondary schooling at an accredited facility on a full-time basis. The District is an Equal Opportunity Employer. **Incomplete applications will not be considered.**

- All applicants for summer employment must complete a District employment application.
- For **initial** employment, a resume and cover letter **must** accompany the employment application.
- Along with the application and resume, three written references **must** be provided: one work-related, one school-related and one personal.
- **All applicants (new and returning) must** provide the District with a current grade transcript. Students must demonstrate a minimum 2.0 cumulative grade point average in order to be considered for employment. The transcript must also validate continuous, full-time attendance at the institution of record.
- If the student has not yet begun their post-secondary education (i.e., high school seniors), they need to provide proof of acceptance to a college, university, trade school or other accredited facility. Applicants must be enrolled as a full-time student.
- Returning students do not need to re-submit a resume and references, but they do need to complete a new employment application, possess a valid state driver's license, provide evidence of satisfactory academic performance, and be enrolled for the upcoming fall quarter/semester.
- Interviews **will** be conducted as part of the assessment/hiring process.
- Those selected for employment must be able to provide documents that establish eligibility to work in the United States (under Federal law).
- Applicants **must** be 18 years of age (or older) and possess a valid state driver's license in order to be considered for employment.
- The student must inform the District of their dates of availability for full-time employment. **Page two (2)** of this form **must** be complete and submitted with the application.
- Students who are deemed qualified for open positions will be considered. Those who have previously worked for the District are **not** guaranteed a position; however, assuming previous work performance was satisfactory, full consideration will be given.
- Students employed by the District will be expected to understand and comply with all District policies, including (but not limited to) those related to safety, dress code, drug/alcohol use, care and use of District property, anti-harassment and general conduct.



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SUMMER EMPLOYMENT

ACKNOWLEDGEMENT/AVAILABILITY FORM

I, _____, hereby declare my good faith intent to accept (if offered) temporary, summer employment with Pend Oreille County Public Utility District #1. I have read, understood, and agree to abide by the conditions set forth for summer students employed at the District (see reverse side of this form). I understand that if I am not able to meet any of the stated requirements or ongoing obligations, I will immediately notify the District's Director of Human Resources and remove myself from consideration for employment.

I will be available for full-time employment as of _____ (approximate date), and will be able to continue such employment through _____ (approximate date).

The best way to contact me between now and until my availability date is _____ (telephone number and/or e-mail address).