

Information for Applicants

Applications are accepted for advertised openings only. Jobs are normally advertised in one or more of the following manners: the official website of the City of Payette, www.cityofpayette.com, through Idaho Job Service, or through local or regional newspaper ads. Applications may be picked up at, and must be returned to, Payette City Hall, 700 Center Avenue, Payette, or requested through phone (208) 642-6024 or fax (208) 642-1412. Applicants who submit resumes also must submit the applicable City of Payette 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 5:00 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. 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.

The City of Payette 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. **If you have questions regarding your treatment by the City of Payette in this application process, please contact the Human Resources Department.** The City promotes a drug-free work environment.