



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. 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.
- 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.
- Applicants (new and returning) must be able to 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 or other accredited facility. Each applicant 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.
- Only those students who are deemed best 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.



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- Those students who are 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 FORM

I, _____, hereby declare my good faith intent to accept (if offered) temporary, summer employment with Pend Oreille County Public Utility District #1 for 2015. 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 Human Resources Manager and remove myself from consideration for employment.

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

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