State of Idaho Employment Application

Idaho Division of Human Resources, 304 N. 8th St., Boise, Idaho 83720-0066

PLEASE NOTE: Complete all parts of the application. If your application is incomplete, or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

Announcement Number

Position Title (Job for which you are applying)

**Contact Information**

Name (First, MI, Last)

Social Security Number

Mailing Address

City, State, ZIP Code

Home Phone Number

Message Phone Number

Email Address

May we use email to contact you? Yes  No 

**Additional Information**

Are you currently a classified employee with the State of Idaho? Yes  No 

Are you currently in compliance with the provisions of the Selective Service Act (Draft Registration)? Yes  No 

Are you a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States?

Yes  No 

**Education**

(Schools after high school, or special training received)

School Name

Enrolled

Last Attended

Degree

Discipline

Graduate? (Y/N)

Location

Enrolled

Last Attended

Location

School Name

Graduate? (Y/N)

Discipline

Degree

Last Attended

Enrolled

Location

School Name

Graduate? (Y/N)

Discipline

Degree

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**Additional Information**

**Work History**

Name of Employer Employer’s Address

Your Job Title Employer’s Phone Number Supervisor’s Name

From (Month/Year) To (Month/Year) Hours per Week May we contact this employer?

 Yes  No 

Reason for Leaving

Name of Employer Employer’s Address

Your Job Title Employer’s Phone Number Supervisor’s Name

From (Month/Year) To (Month/Year) Hours per Week May we contact this employer?

 Yes  No 

Reason for Leaving

Name of Employer Employer’s Address

Your Job Title Employer’s Phone Number Supervisor’s Name

From (Month/Year) To (Month/Year) Hours per Week May we contact this employer?

 Yes  No 

Reason for Leaving

**How did you find out about this position?**

DHR Website - dhr.idaho.gov 

 

Idaho Department of Labor or

IdahoWorks System

State Employee or Agency 

Other State Agency Website 

Advertisement – Print, Online, etc. 

Career/Job Fair 

Not Listed 

University/College 

Other Internet Source 

**Job Type/Shift**

(Check all you would be interested in)

Full Time  Part Time  Temporary  6 Month  9 Month 

Seasonal  Limited Service  Shift Work  Nights 

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**Job Locations**

(Check only those cities and/or regions in which you would accept employment)

  **Statewide – All of Idaho**

  **Region 1 – North Idaho**

 Athol  Bayview  Bonners Ferry  Calder  Cataldo

 Clark Fork  Coeur d’Alene  Coolin  Farragut SP  Harrison

 Hayden  Heyburn SP  Kellogg  Kingston  Old Mission SP

 Osburn  Pinehurst  Plummer  Post Falls  Priest Lake SP

 Priest River  Round Lake SP  Sand Point  Santa  Spirit Lake

 St. Maries  Wallace  Worley

  **Region 2 – North Central Idaho**

 Ahsahka  Bovill  Cottonwood  Craigmont  Deary

 Dworshak SP  Flemming  Grangeville  Hells Gate SP  Kamiah

 Kendrick  Kooskia  Lewiston  Lucile  Moscow

 Orofino  Potlatch  Powell  Reeds Bar  Riggins

 Weippe  Winchester  Winchester SP

  **Region 3 – Southwest Idaho**

 Banks  Boise  Bruneau  Bruneau SP  Caldwell

 Cambridge  Cascade  Council  Eagle  Eagle Island SP

 Emmett  Glenns Ferry  Grandview  Hammett  Homedale

 Idaho City  Lake Cascade SP  Lowman  Lucky Peak SP  Marsing

 McCall  Meridian  Mountain Home  Nampa  New Meadows

 New Plymouth  Oxbow, OR  Payette  Ponderosa SP  Riddle

 Three Island SP  Treasure Valley  Weiser  Yellow Pine

  **Region 4 – South Central Idaho**

 Almo  Bellevue  Bliss  Buhl  Burley

 Carey  City of Rocks SP  Cotterel  Fairfield  Filer

 Gooding  Hagerman  Hailey  Hollister  Jerome

 Ketchum  Lake Walcott SP  Magic Valley  Picabo  Rupert

 Shoshone  Sublett  Thousand Springs  Twin Falls  Wendell 

  **Region 5 – East Idaho**

 Aberdeen  American Falls  Ashton  Bear Lake SP  Blackfoot

 Downey  Driggs  Dubois  Eastern Idaho  Grace

 Harriman/Henry’s Lake  Idaho Falls  Inkom  Irwin  Island Park

 Lava Hot Springs  Malad City  Massacre Rocks SP  McCammon  Montpelier

 Mud Lake  Paris  Pocatello  Preston  Rexburg

 Rigby  Ririe  Roberts  Soda Springs  Springfield

 St. Anthony  Sterling  Sugar City  Swan Valley  Terreton

 Victor  Wayan

  **Region 6 – Central Idaho**

 Arco  Challis  Ellis  Gibbonsville  Leadore

 Mackay  North Fork  Salmon  Stanley  Yankee Fork SP

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with the State terminated.

Date

Signature

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State of Idaho Veterans’ Preference Form VP-1

Idaho Division of Human Resources, 304 N. 8th St., Boise, Idaho 83720-0066

As a way of honoring those men and women who have served their country on active duty with the armed forces, the State of Idaho gives preference to veterans by providing them a more favorable competitive position for state government employment, while at the same time acknowledging the larger sacrifice of disabled veterans. Eligible veterans are provided advantages in employment with the State of Idaho, including preference for initial employment and retention in the event of layoffs.

To determine your eligibility for veteran’s preference points, please complete all applicable sections. Veterans’ preference points shall be used only for the purposes of initial appointment to a State of Idaho position and not for the purpose of any promotion, transfer, or reassignment. “Initial appointment” means the first time a qualified veteran, or the spouse, widow, or widower of a qualified veteran, is hired by the state. Initial appointment does not include jobs held by patients, inmates or students in or enrolled at a state institution; temporary or casual employment with the state; or any office filled by an election.

**SECTION ONE: GENERAL ELIGIBILITY**

Were you discharged or released from active duty under honorable conditions (honorable or general discharge) after at least 180 days of service, a disabled veteran, purple heart recipient OR are you the spouse, widow, or widower of an honorably discharged preference-eligible veteran claiming preference under Section Three or Four below?

 YES  NO

If you answered NO to the above question, you are not eligible to receive veterans’ preference.

1. Have you ever received an "initial appointment" by the State of Idaho?

 YES  NO

 If you answered YES to the above question, you are not eligible to receive veterans’ preference.

**SECTION TWO: DISABLED VETERANS & PURPLE HEART RECIPIENTS**

1. Have you served on active duty in the Armed Forces at any time and do you have a current service-connected disability of 10% or more, OR are you a Purple Heart recipient?

 YES  NO

1. Have you served on active duty in the Armed Forces at any time and do you have a current service-connected disability of 30% or more?

 YES  NO

*Veteran’s Preference Form Idaho Division of Human Resources*

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**SECTION THREE: SPOUSES OF DISABLED VETERANS**

1. Are you the spouse of a preference eligible disabled veteran who cannot qualify for any public employment because of a service-connected disability?

 YES  NO

**SECTION FOUR: WIDOWS OR WIDOWERS OF PREFERENCE ELIGIBLE, DISABLED, OR PURPLE HEART RECIPIENT VETERANS**

1. Are you a widow or widower of a preference eligible veteran as shown in Section One, and have you remained unmarried?

 YES  NO

1. Are you a widow or widower of a preference eligible disabled veteran or Purple Heart recipient, and have you remained unmarried?

 YES  NO

**If you have any questions regarding veterans’ preference points, please call the Idaho Division of Human Resources at 208-334-2263 or 1-800-554-5627.**

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Name (Please Print) Signature

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Social Security Number Date

*By my signature above, I certify that all answers and statements on this application are true and complete to the best of my knowledge and I am responsible for providing required documentation when requested. I understand that should an investigation disclose inaccurate or misleading answers, my application may be rejected, my name removed from consideration or my employment with the State of Idaho terminated.*

*Veteran’s Preference Form Idaho Division of Human Resources*

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State of Idaho EEO Self-Identification Form

Idaho Division of Human Resources, 304 N. 8th St., Boise, Idaho 83720-0066

This voluntary Equal Employment Opportunity (EEO) self-identification form serves to fulfill the governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. This is a voluntary self-identification form used to collect confidential gender and racial/ethnic information. All information collected by this form is kept strictly confidential and separate from all other application materials. No applicant will be subject to any adverse treatment as a result of the information provided.

Qualified applicants are considered for employment without regard to race, color, religion, national origin, sex, age, disability, or veteran status.

**GENDER IDENTIFICATION (SELECT ONE)**

* **MALE**
* **FEMALE**

**RACE/ETHNICITY IDENTIFICATION (SELECT ONE)**

* **WHITE (not of Hispanic origin)**: All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
* **BLACK (not of Hispanic origin)**: All persons having origins in any of the Black racial groups of Africa.
* **HISPANIC**: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
* **ASIAN or PACIFIC ISLANDER**: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
* **AMERICAN INDIAN or ALASKAN NATIVE**: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

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Name (Please Print) Signature

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Social Security Number Date

*EEO Self-Identification Form Idaho Division of Human Resources*

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State of Idaho Reference Check Release Form

Idaho Division of Human Resources, 304 N. 8th St., Boise, Idaho 83720-0066

I voluntarily consent to allow the State of Idaho, or any of its officers or employees, to conduct a check of my references. I further understand the purpose of this reference check is to provide information regarding my work experience, job titles, wage history, attendance, or performance as a means of determining my suitability for the position I have applied for with the State of Idaho. This consent also serves to authorize my current or previous employers to provide reference information about me to the State of Idaho.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Please Print) Signature

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Social Security Number Date

The State of Idaho is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, age, veteran status, or disability. The purpose of this reference check is to determine your suitability for the position for which you have applied and will be based solely on valid job requirements.

**PROFESSIONAL REFERENCES**

Employer’s Address and Phone Number

Most Recent Employer

Your Job Title

Contact Name

Employer’s Address and Phone Number

Previous Employer

Your Job Title

Contact Name

Employer’s Address and Phone Number

Previous Employer

Your Job Title

Contact Name

Employer’s Address and Phone Number

Previous Employer

Your Job Title

Contact Name

*Reference Check Release Form Idaho Division of Human Resources*

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State of Idaho Accommodation Request Form

Idaho Division of Human Resources, 304 N. 8th St., Boise, Idaho 83720-0066

In accordance with the Americans with Disabilities Act (ADA), Title VII of the Civil Rights Act, and other applicable federal and state civil rights laws, applicants who are unable to complete any portion of the application process due to disability or religion should contact the Idaho Division of Human Resources (DHR) and request an accommodation. Requests for reasonable accommodations should be initiated at the time an application is submitted, and some requests for accommodation based on a disability may require you to submit documentation from a physician.

Accommodation requests to the Idaho Division of Human Resources can be done either by direct mail, telephone, or email. Our contact information is below:

**Idaho Division of Human Resources**

**304 N. 8th St.**

**P.O. Box 83720**

**Boise, Idaho 83720-0066**

**(208) 334-2263 or 1-800-554-5627**

**idhr@dhr.idaho.gov**

However you choose to request an accommodation, you will be asked to provide the following information. All of the information below will need to be provided for us to process your request as timely as possible.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Please Print) Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Announcement Number Position Title (Job for which you are applying)

Accommodation Requested and Explanation for Request:

 *Accommodation Request Form Idaho Division of Human Resources*

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