

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)
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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 <input type="checkbox"/> No <input type="checkbox"/>

Additional Information
Are you currently a classified employee with the State of Idaho? Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you currently in compliance with the provisions of the Selective Service Act (Draft Registration)? Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>

Education (Schools after high school, or special training received)			
School Name	Location	Enrolled	Last Attended
Degree	Discipline		Graduate? (Y/N)

School Name	Location	Enrolled	Last Attended
Degree	Discipline		Graduate? (Y/N)

School Name	Location	Enrolled	Last Attended
Degree	Discipline		Graduate? (Y/N)

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 <input type="checkbox"/> No <input type="checkbox"/>	
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 <input type="checkbox"/> No <input type="checkbox"/>	
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 <input type="checkbox"/> No <input type="checkbox"/>	
Reason for Leaving				

How did you find out about this position?					
DHR Website - dhr.idaho.gov	<input type="checkbox"/>	Idaho Department of Labor or IdahoWorks System	<input type="checkbox"/>	State Employee or Agency	<input type="checkbox"/>
Other State Agency Website	<input type="checkbox"/>	Career/Job Fair	<input type="checkbox"/>	Advertisement – Print, Online, etc.	<input type="checkbox"/>
Other Internet Source	<input type="checkbox"/>	University/College	<input type="checkbox"/>	Not Listed	<input type="checkbox"/>

Job Type/Shift (Check all you would be interested in)									
Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Temporary	<input type="checkbox"/>	6 Month	<input type="checkbox"/>	9 Month	<input type="checkbox"/>
Seasonal	<input type="checkbox"/>	Limited Service	<input type="checkbox"/>	Shift Work	<input type="checkbox"/>	Nights	<input type="checkbox"/>		

Job Locations

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

Statewide – All of Idaho

Region 1 – North Idaho

- | | | | | |
|---------------------------------------|--|--|--------------------------------------|---|
| <input type="checkbox"/> Athol | <input type="checkbox"/> Bayview | <input type="checkbox"/> Bonners Ferry | <input type="checkbox"/> Calder | <input type="checkbox"/> Cataldo |
| <input type="checkbox"/> Clark Fork | <input type="checkbox"/> Coeur d'Alene | <input type="checkbox"/> Coolin | <input type="checkbox"/> Farragut SP | <input type="checkbox"/> Harrison |
| <input type="checkbox"/> Hayden | <input type="checkbox"/> Heyburn SP | <input type="checkbox"/> Kellogg | <input type="checkbox"/> Kingston | <input type="checkbox"/> Old Mission SP |
| <input type="checkbox"/> Osburn | <input type="checkbox"/> Pinehurst | <input type="checkbox"/> Plummer | <input type="checkbox"/> Post Falls | <input type="checkbox"/> Priest Lake SP |
| <input type="checkbox"/> Priest River | <input type="checkbox"/> Round Lake SP | <input type="checkbox"/> Sand Point | <input type="checkbox"/> Santa | <input type="checkbox"/> Spirit Lake |
| <input type="checkbox"/> St. Maries | <input type="checkbox"/> Wallace | <input type="checkbox"/> Worley | | |

Region 2 – North Central Idaho

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|--------------------------------------|-------------------------------------|--|--|----------------------------------|
| <input type="checkbox"/> Ahsahka | <input type="checkbox"/> Bovill | <input type="checkbox"/> Cottonwood | <input type="checkbox"/> Craigmont | <input type="checkbox"/> Deary |
| <input type="checkbox"/> Dworshak SP | <input type="checkbox"/> Flemming | <input type="checkbox"/> Grangeville | <input type="checkbox"/> Hells Gate SP | <input type="checkbox"/> Kamiah |
| <input type="checkbox"/> Kendrick | <input type="checkbox"/> Kooskia | <input type="checkbox"/> Lewiston | <input type="checkbox"/> Lucile | <input type="checkbox"/> Moscow |
| <input type="checkbox"/> Orofino | <input type="checkbox"/> Potlatch | <input type="checkbox"/> Powell | <input type="checkbox"/> Reeds Bar | <input type="checkbox"/> Riggins |
| <input type="checkbox"/> Weippe | <input type="checkbox"/> Winchester | <input type="checkbox"/> Winchester SP | | |

Region 3 – Southwest Idaho

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|--|--|--|--|--|
| <input type="checkbox"/> Banks | <input type="checkbox"/> Boise | <input type="checkbox"/> Bruneau | <input type="checkbox"/> Bruneau SP | <input type="checkbox"/> Caldwell |
| <input type="checkbox"/> Cambridge | <input type="checkbox"/> Cascade | <input type="checkbox"/> Council | <input type="checkbox"/> Eagle | <input type="checkbox"/> Eagle Island SP |
| <input type="checkbox"/> Emmett | <input type="checkbox"/> Glens Ferry | <input type="checkbox"/> Grandview | <input type="checkbox"/> Hammett | <input type="checkbox"/> Homedale |
| <input type="checkbox"/> Idaho City | <input type="checkbox"/> Lake Cascade SP | <input type="checkbox"/> Lowman | <input type="checkbox"/> Lucky Peak SP | <input type="checkbox"/> Marsing |
| <input type="checkbox"/> McCall | <input type="checkbox"/> Meridian | <input type="checkbox"/> Mountain Home | <input type="checkbox"/> Nampa | <input type="checkbox"/> New Meadows |
| <input type="checkbox"/> New Plymouth | <input type="checkbox"/> Oxbow, OR | <input type="checkbox"/> Payette | <input type="checkbox"/> Ponderosa SP | <input type="checkbox"/> Riddle |
| <input type="checkbox"/> Three Island SP | <input type="checkbox"/> Treasure Valley | <input type="checkbox"/> Weiser | <input type="checkbox"/> Yellow Pine | |

Region 4 – South Central Idaho

- | | | | | |
|-----------------------------------|---|---|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Almo | <input type="checkbox"/> Bellevue | <input type="checkbox"/> Bliss | <input type="checkbox"/> Buhl | <input type="checkbox"/> Burley |
| <input type="checkbox"/> Carey | <input type="checkbox"/> City of Rocks SP | <input type="checkbox"/> Cotterel | <input type="checkbox"/> Fairfield | <input type="checkbox"/> Filer |
| <input type="checkbox"/> Gooding | <input type="checkbox"/> Hagerman | <input type="checkbox"/> Hailey | <input type="checkbox"/> Hollister | <input type="checkbox"/> Jerome |
| <input type="checkbox"/> Ketchum | <input type="checkbox"/> Lake Walcott SP | <input type="checkbox"/> Magic Valley | <input type="checkbox"/> Picabo | <input type="checkbox"/> Rupert |
| <input type="checkbox"/> Shoshone | <input type="checkbox"/> Sublett | <input type="checkbox"/> Thousand Springs | <input type="checkbox"/> Twin Falls | <input type="checkbox"/> Wendell |

Region 5 – East Idaho

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|--|---|--|--|--------------------------------------|
| <input type="checkbox"/> Aberdeen | <input type="checkbox"/> American Falls | <input type="checkbox"/> Ashton | <input type="checkbox"/> Bear Lake SP | <input type="checkbox"/> Blackfoot |
| <input type="checkbox"/> Downey | <input type="checkbox"/> Driggs | <input type="checkbox"/> Dubois | <input type="checkbox"/> Eastern Idaho | <input type="checkbox"/> Grace |
| <input type="checkbox"/> Harriman/Henry's Lake | <input type="checkbox"/> Idaho Falls | <input type="checkbox"/> Inkom | <input type="checkbox"/> Irwin | <input type="checkbox"/> Island Park |
| <input type="checkbox"/> Lava Hot Springs | <input type="checkbox"/> Malad City | <input type="checkbox"/> Massacre Rocks SP | <input type="checkbox"/> McCammon | <input type="checkbox"/> Montpelier |
| <input type="checkbox"/> Mud Lake | <input type="checkbox"/> Paris | <input type="checkbox"/> Pocatello | <input type="checkbox"/> Preston | <input type="checkbox"/> Rexburg |
| <input type="checkbox"/> Rigby | <input type="checkbox"/> Ririe | <input type="checkbox"/> Roberts | <input type="checkbox"/> Soda Springs | <input type="checkbox"/> Springfield |
| <input type="checkbox"/> St. Anthony | <input type="checkbox"/> Sterling | <input type="checkbox"/> Sugar City | <input type="checkbox"/> Swan Valley | <input type="checkbox"/> Terreton |
| <input type="checkbox"/> Victor | <input type="checkbox"/> Wayan | | | |

Region 6 – Central Idaho

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|---------------------------------|-------------------------------------|---------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Arco | <input type="checkbox"/> Challis | <input type="checkbox"/> Ellis | <input type="checkbox"/> Gibbonsville | <input type="checkbox"/> Leadore |
| <input type="checkbox"/> Mackay | <input type="checkbox"/> North Fork | <input type="checkbox"/> Salmon | <input type="checkbox"/> Stanley | <input type="checkbox"/> 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.

Signature

Date

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

2. 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

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

2. 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.

Name (Please Print)

Signature

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.

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.

Name (Please Print)

Signature

Social Security Number

Date

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

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

Most Recent Employer	Employer's Address and Phone Number
Your Job Title	Contact Name

Previous Employer	Employer's Address and Phone Number
Your Job Title	Contact Name

Previous Employer	Employer's Address and Phone Number
Your Job Title	Contact Name

Previous Employer	Employer's Address and Phone Number
Your Job Title	Contact Name

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: