

Employment Process

Thank you for your interest in employment with the City of Federal Way. This information is provided to assist you in understanding the City of Federal Way employment process. Please read it carefully before completing the application form.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Federal Way does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or veteran status, or any other legally protected status, in the provision of services, in programs or activities, or in employment opportunities and benefits.

JOB ANNOUNCEMENT

For each position advertised, a job announcement is provided. The job announcement lists the nature of work, desired knowledge, abilities and skills, and required training and experience for the position. It is important that you review the job announcement carefully to assure that you meet the minimum qualifications before completing the application form.

EMPLOYMENT APPLICATION

The application form is required for all city job openings. It is important that you review the application form carefully. An incomplete application form may disqualify you. Applications will be accepted for current job openings only. If you are applying for more than one job opening, a separate application form is required for each position.

OTHER ATTACHMENTS

Applicants may attach other information that will assist us in the review and selection process. Such information may include letters of recommendation, licenses, or certificates. **ATTACHMENTS WILL NOT BE RETURNED, SO PLEASE DO NOT INCLUDE THE ORIGINALS!**

INTERVIEWS/TESTING

Human Resources will notify successful applicants for an interview and/or testing; unsuccessful applicants will be notified by letter. If you wish to inquire about the status of your application, you may contact the Human Resources Department at 253-835-2531. Please allow fifteen working days from the position closing date.

REASONABLE ACCOMMODATION

Any individual requiring ADA accommodation during any part of the selection process should advise the City of the need.

FUTURE JOB OPPORTUNITIES

To assist you when inquiring about current city job openings, the City has installed a 24 hour job information line. The job information number is 253-835-2505. This recording will list the current job openings along with the salary, qualifications and closing date for each position. Further, City job openings are advertised in the Tacoma News Tribune and Seattle Times.

If you have any questions about the process, please feel free to request clarification. Our focus is to provide a process that is as fair and as unbiased as possible in order to assure that each applicant is given an equal opportunity for employment.

Again, thank you for your interest in the City of Federal Way.

IMMIGRATION PROCESS

In accordance with the Immigration Reform and Control Act, Section 274A, all new employees must provide proof of a legal right to work in the United States after hire. Applicants are advised that this documentation must be submitted within 72 hours of the date of hire. This is a condition of employment with the City of Federal Way.