



**GREAT BASIN UNIFIED
AIR POLLUTION CONTROL DISTRICT**
157 Short Street, Bishop, California 93514-3537
Tel: 760-872-8211

APPLICANT INSTRUCTIONS

Available applicant information for this position opening includes a position announcement, job description and a Great Basin Unified Air Pollution Control District (GBUAPCD) employment application.

Instructions:

Your responses to the application requirements stated herein are a part of the review and testing process. Please type or print legibly and provide all information as requested below and in the attached documents.

1. A letter of interest is required. It should present a summary of your most significant experience and education in relation to the position responsibilities as described in the attached job description.
2. A District employment application is required and must be fully completed and signed. Please pay particular attention to the work history section, wherein it asks for your last ten years of experience. While a resume may be included with your application, it may not be substituted for the work history section. Insertion of the phrase "see resume" is not acceptable in lieu of summarizing relevant job duties.
3. If a supplemental questionnaire or assignment is required, it will be included as a part of this packet for all applicants or as a final part of the interview process for interviewees only.
4. Applicants are responsible for ensuring that their completed signed application materials are received in hard copy form by the Great Basin Unified Air Pollution Control District. Faxes or emails are not acceptable.
5. Failure to provide information as requested and/or incomplete applications may be grounds for rejection from further consideration.

Initial review of applicant responses will begin as stated in the notice of opening. This position will remain open until filled.

The GBUAPCD is an equal employment opportunity employer. As a matter of policy and law, the GBUAPCD does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age marital status, medical condition or physical or mental disability, that can be reasonably accommodated. The District makes every effort to provide reasonable accommodation to disabled candidates in the interview/examination process. Please advise this office of your needs two working days prior to any interview/examination appointment by contacting Jim Allan or Shirley Ono at (760) 872-8211.