

## **~ FAQs ON APPLYING FOR EMPLOYMENT WITH THE CITY OF COVINGTON ~**

***Q: I know I can access job descriptions of employment openings online, as well as the employment application. However, my printer is broken right now. Is there any other way that I may obtain an application packet?***

A: Yes, there are two other options for obtaining an application packet, besides downloading and printing the online information. You may either visit City Hall, Monday through Friday between the hours of 8 a.m. to 5 p.m., to pick up an application packet in our front lobby; or you may call the Human Resources Manager at (253) 638-1110, ext. 2240, to have an application packet mailed to you.

***Q: I see two employment positions currently open that I am interested in. Can I apply for more than one position; and, if so, may I submit just one application for both positions?***

A: Yes, you may apply for as many open positions that you are interested in, but you must fill out a separate application for each position and attach any additional supporting documents (i.e., cover letter, resume) to each application. You may, however, forward multiple application packets to the City together in one single, large envelope.

***Q: May I submit an application or even just a resume for the City to hold on file for a position that I do not currently see an advertised employment opening for?***

A: No. Please check to make sure that an employment opening exists for the position you are seeking, as the City only accepts resumes when accompanied by a completed and signed application in response to a current job opening. Applications and/or resumes submitted that are not in response to a current employment opening will not be reviewed or retained.

***Q: I filled out the employment application and signed it. Do I still need to attach a resume and cover letter?***

A: The signed employment application is the most critical piece of the application process, because it is the official, signed document that you are submitting to the City. For this reason, please be sure that you read and follow all directions on the application completely. However, unless you have very limited business experience, a resume is very important, too. The cover letter, while only mandatory for certain positions as noted in the employment ad, is definitely a good idea—it is your opportunity to highlight to the City how your skills uniquely fit the listed job requirements.

***Q: I've heard over and over that resumes should be brief—no more than one page. Is this true?***

A: That depends on the organization. While a resume that goes on and on in excruciating detail makes it difficult for the prospective employer to pick out the KSAs (Knowledge, Skills, and Abilities) that are important to a particular position, too little information can make the reader wonder why the applicant is being so vague. The City of Covington prefers that you include starting and ending months/years of employment in your work history—not just the year. It is also important to list your job title and major responsibilities for each previous position—especially if those responsibilities relate to the position you are applying for. Be more concerned about supplying that information in a clear, concise format, than whether or not your resume takes up two pages, rather than one.

***Q: Seven months ago, I applied for an employment opening at the City of Covington, but did not get the job, nor was I called for an interview. Another employment opening with the same job title has just been advertised in your City. Is it safe to assume that my application has been retained from the first opening and that it will be reviewed for the current opening?***

A: No. You will need to submit a new application for each employment opening you are interested in, even if additional openings occur with the same job title or use a similar skill set.

***Q: I submitted my application packet for an employment opening two weeks ago, and have not yet heard from the City. Should I demonstrate my interest in the position by calling or stopping by to find out what the status is?***

A: The fact you submitted an application in response to an employment opening already shows you are interested in the position. Due to heavy workloads of limited City staff and the time required for applications to complete all steps of the review cycle, it can take anywhere from two to six weeks, and sometimes even a little longer, to contact those applicants who are selected to participate in the interview process. Please refrain from calling or stopping in to visit with Human Resources for status on your application. With limited staffing and peak workloads, especially when multiple employment opportunities are being offered, status phone calls or visits further burden City staff and slow the process even more. Rest assured that each application is carefully reviewed, often by several people, even for those positions where large numbers of applications are received. If you are selected to participate in the interview process, the Human Resources Manager will make every attempt to contact you to set up an interview appointment. The best way to find out the status of the employment opening you are interested in is to access the Human Resources page of the website ([www.ci.covington.wa.us](http://www.ci.covington.wa.us)).

***Q: I have a question that has not been answered by reading the above FAQs. Who should I contact?***

If you have a question that has not been sufficiently answered by the above information, please contact the Human Resources Manager at (253) 638-1110, ext. 2240.