



## GREAT BASIN UNIFIED AIR POLLUTION CONTROL DISTRICT

157 Short Street, Bishop, California 93514-3537 www.gbuapcd.org  
Tel: 760-872-8211 Fax: 760-872-6109 info@gbuapcd.org

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### 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 on 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 of 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 by the Great Basin Unified Air Pollution Control District. Please email completed application materials to [scash@gbuapcd.org](mailto:scash@gbuapcd.org) or forward a hardcopy of application materials to Human Resources, GBUAPCD, 157 Short Street, Bishop, CA 93514.
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. The position(s) will remain open until filled.

**REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES:** GBUAPCD will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 872-8211 prior to the examination process.

**CITIZENSHIP/IMMIGRATION STATUS:** GBUAPCD employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.