

Frequently Asked Questions

The City of Whittier is an equal opportunity employer. This means that the City does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, political beliefs, sexual orientation, medical condition, or physical or mental disability. All individuals are encouraged to compete for employment opportunities with the City of Whittier.

The following are some questions that are frequently asked by our applicants. If the following do not answer your questions, please contact the Human Resources Department at (562) 464-3390.

Where does the City of Whittier announce its job openings?

Job openings are announced through a variety of sources. Recruitment announcements are posted on the City's webpage at www.cityofwhittier.org as well as displayed in the lobby area of the Human Resources Department. Job announcements are also sent to several area municipalities, college campuses, job service centers and local media sources. The listings are also shown on the local cable access channel in Whittier. The City lists job openings on the 24-hour Job Line recording at (562) 464-3398. Advertisements are also placed in the local newspapers or in specialized journals, newsletters and websites.

Do I have to live in Whittier in order to work for the City of Whittier?

No. Employees are not required to live in the City of Whittier.

Do I have to fill out a separate application if I want to be considered for more than one position?

Yes. A separate, complete application is required for each position that you are interested in.

When I apply for a City job, can I just submit a resume instead of a job application?

No. A resume may be attached as supplemental information to a job application, but the job application must be completed, including employment dates, job duties, salary history and reason for leaving for each position.

How do I attach a resume, cover letter, or additional information to my application?

You may attach one document to the application. It must be in Word (.doc) or Adobe (.pdf) format and must be no larger than 1MB. You may also cut and paste, or type text into the 'Resume' field of the application.

How much employment history should I include in my application?

List your complete employment history for the past TEN years starting with your most recent employer. List all positions held, including military experience, part-time, summer, and/or volunteer work; do not omit any employers. Explain any gaps in employment. You must include job related duties on your application even if you have included a resume.

How do I know if you received my online application?

When you submit an online job application, a notice will appear on your computer screen indicating your application was submitted successfully. You will also receive an email from the system that your online job application was submitted successfully.

How long does it take to fill a job opening?

The selection process and timelines vary by recruitment. There are many factors that can affect how long it takes to fill a position with the City. Examples include screening the applications for the best qualified, testing, the hiring department's schedule, background checks, medical examination, drug screening, etc.

When will my application be reviewed?

Applications are reviewed after the final filing date listed for the recruitment. Depending upon the number of applications received, the application review process can take anywhere from one to ten days.

Who will review my application materials?

Your application materials will be reviewed by the Human Resources staff and/or a representative from the hiring department.

Will I automatically be allowed to take part in the testing process?

Based on a review of the applications received, the candidates appearing to be the most qualified and meeting the City's particular needs will be invited in writing to the exam process.

What types of examinations are given as part of the testing process?

Examinations may consist of one or more selection techniques which will determine the qualifications of candidates such as screening and evaluation of applications, written test, oral interview, performance test, or any combination thereof, or any other form which will determine the qualifications of applicants. For more information, refer to the recruitment notice for the position you are seeking.

Will I be notified of the results of the testing process?

Yes. You will be notified in writing by email or mail (depending on your preference) of your status (successful or not) after the testing process is complete.

If I am not successful in the testing process, will my application remain on file for other openings that may occur?

No. We do not keep applications "on file" for other vacancies that may occur. If there are openings in the City for which you wish to be considered, you must complete a separate application for each position.

If I successfully complete all the steps in the testing process, what happens next?

If you successfully complete the testing process, your name is placed on either an eligible list or a selection list which will be provided to the hiring department. The hiring department will then contact applicants based on their hiring needs.

What will happen if I'm not selected for the position?

If you are interviewed by the hiring department, but not selected for the position, you will be notified in writing by the hiring department of your status once a selection has been completed. Since eligible or selection lists may remain active for one year, there is a possibility that you may be contacted by the hiring department at a later date should another opening in the same classification occur.

What if the job I am interested in currently isn't open?

We do accept Notice of Interest requests for jobs that are not currently open. For an online request, go to our website at www.cityofwhittier.org and click on the "JOBS" tab, then click on the Job Specification link. Find and click on the title of the job you are interested in. Click on the "Email me when this position opens" link. Fill in the requested information, and you will receive an email when the recruitment announcement opens. Notice of Interest requests are kept on file for one year.

Thank you for your interest in becoming part of our City of Whittier Team!