

JIPSD Application Process

Applications are accepted only for positions that are posted. Eligible applications will be considered only for the specific vacancy applied for, and never for any future openings.



Jobseekers must submit a JIPSD Application for Employment (and any required attachments for specified job titles) to the Department of Human Resources in order to be considered. A resume may be attached, but will not be considered in lieu of the application form(s). All sections of the application should be completed, including but not limited to: vacancy number and title applied for, education, detailed information about current/previous job duties and responsibilities, regular hours worked, and salary information. Incomplete and unsigned applications are ineligible for consideration.

Only applications which meet all of the minimum qualifications stated on the position description will be referred to the hiring department for further consideration. Jobseekers selected for testing and/or interview will be contacted by the hiring department at its convenience.

All offers of employment are contingent upon successful completion of pre-employment requirements, which may include but not necessarily be limited to: reference check, criminal background check, pre-employment physical, and drug screen. All new employees must present evidence of authorization to work in the U.S. and enroll in the District's direct deposit program.