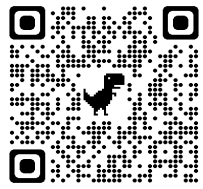



JOIN OUR TEAM



S E R V E
C A S P E R

APPLY

SUBMIT APPLICATION

✓ Go to our website: www.casperwy.gov 

✓ Click on Job Openings



✓ Click on Job Title of position, then click on Apply




✓ Click on Create an Account

- Email address
- User name
example: [myname2021](#)
- Password - must contain at least 8 upper and lower characters, a number and a special character
example: [Casper2021!](#)

✓ Complete each section of the application.

Review

Certify and Submit

✓ Call for assistance 
307-235-8421

OUR HIRING PROCESS

HIRING STEPS WITH US

✓ Meet Minimum qualifications of Job

✓ Check Your Email/Text for updates on the status of your application

✓ Interview Invitation if you are selected to continue in the hiring process

✓ Interview Panel of at least 3 City Employees will host the interview process

✓ Hire Process

- Conditional Job Offer
- Complete and pass pre-hire requirements
- Appointment with HR to complete paperwork and take picture for ID badge

✓ Eligible to Start

- Orientation
- Benefits Enrollment
- Mandatory Trainings

FULL-TIME EMPLOYEES

ACCRUALS AND HOLIDAYS

Vacation & Sick Time

- Full-time employees start at 12-days per year
- Accruals roll over yearly

Paid Holidays *Full-Time Employees*

New Year's Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving
Labor Day	Christmas Day

Benefits *Full-Time Employees*

- Health, dental, vision, medical [reimbursement](#) account, life insurance
- Retirement pension
- 457k plan