

Idaho State Tax Commission

Human Resource Office
800 Park Blvd. Plaza IV, PO Box 36
Boise, Idaho 83722

E-mail address hr@tax.idaho.gov
Phone: 208- 334-7508 (message only)
Fax: 208-332-6683

Application for Temporary Employment – Tax Auditor 1

Application Instructions and Tips:

- Complete all sections of the application package. It is important for your application to be complete, accurate and no errors.
- You have the ability to print the application and write (print) clearly or fill out electronically and submit as indicated below.
- **Your *resume* must be submitted with the application.**
- Don't forget to sign your application.
- Attach additional pages if needed.
- The electronic application has limited text fields.
- Your resume supporting your qualifications must be submitted with your application package or your application may be rejected until your resume is received.
- Applications are due by the closing date of this announcement. Late applications may be accepted until position(s) are filled.

You may submit your application and resume by:

- Email as an attachment to hr@tax.idaho.gov
- Fax to (208)332-6683
- Hand deliver to the State Tax Commission 800 Park Blvd Plaza 4, Taxpayer Services first floor
- Mail to the State Tax Commission, Attn: Human Resources, PO Box 36, Boise, Id 83722

A few guidelines to follow in the application process:

- To expedite your employment interest you must submit a *completed* application, **signature required on the certification statement page.**
- Using additional pages to answer questions is encouraged.
- Just a reminder: photo ID and social security card will be required if you are selected for employment. Go to your nearest Social Security office and request a duplicate if you are unable to locate your Social Security card.

Please contact us at 208-334-7508 or at hr@tax.idaho.gov if you have questions or need additional information. We look forward to receiving your application and resume.

Thank you for your interest in a part-time temporary Tax Auditor 1 position with the Idaho State Tax Commission.

Human Resources
Idaho State Tax Commission

Current/Most Recent Employer:			Supervisor:
Address:			Phone No:
Dates: From:	To:	Hourly Salary:	Hours Worked Weekly:
Job Title:		Reason for Leaving:	
Responsibilities:			

Employer:			Supervisor:
Address:			Phone No:
Dates: From:	To:	Hourly Salary:	Hours Worked Weekly:
Job Title:		Reason for Leaving:	
Responsibilities:			

Employer:			Supervisor:
Address:			Phone No:
Dates: From:	To:	Hourly Salary:	Hours Worked Weekly:
Job Title:		Reason for Leaving:	
Responsibilities:			

Qualifications

9. To meet the minimum qualifications for all Tax Auditor 1 positions with the Idaho State Tax Commission, you must meet one of the following requirements:
- A. I have a current professional certification as a CPA OR
 - B. I have a Bachelor's or higher degree that INCLUDES 20 semester hours, or equivalent college coursework in Accounting OR
 - C. I do NOT have a Bachelor's degree BUT I have at least four years of professional work experience as an accountant, or equivalent, applying Generally Accepted Accounting Principles (GAAP) OR
 - D. I have an Associate degree in Accounting AND at least two years of professional work experience as an accountant, or equivalent.

I certify based upon my experience and/or education, I meet the requirements under Item # _____ (A-D) above. Your resume must validate your response.

10. Please describe all of your related experience, education and training relating to your selection under Item #9. Your resume must validate your responses. Add additional sheets if needed.

For experience specify place of employment, dates, duties, title, and full-time/part-time. For education specify dates, course title and number. If you are applying based on your education, identify your degree and accounting courses taken. Degree verification (presentation of degree or transcripts) is required before a job offer is made.

Certification Statement

I hereby certify that all answers and statements are true and complete to the best of my knowledge. I understand any false statements of material facts or omission will subject me to disqualification for employment with the Idaho State Tax Commission and my application may be rejected, my name removed from consideration, or my employment with the State terminated.

Signature

Date