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November 9, 2016

Employment with the City of Holyoke

Hello:

All positions for which the City is accepting applications are listed at [Personnel | City of Holyoke](#) or <http://www.holyoke.org/departments/personnel/#extra1-tab>. If you do not have access to a computer, you may use one at the Holyoke Public Library at 250 Chestnut Street or another public library or at a career center such as CareerPoint at 850 High Street in Holyoke.

1. Frequently asked questions:

*Question: Are all City of Holyoke employment opportunities listed on the site?

-Answer: All job current opportunities that are sent to the City of Holyoke Personnel Office can be found on the site listed above, except certain civil service positions that must be treated differently.

*Question: I searched your site but did not see the right position for me. Should I submit a resume anyway?

-Answer: No. We encourage you to look at our site regularly, for instance once a week, as it is updated when a position becomes available. If you look at the site at least once per week, you will see all available positions. All positions are also listed at CareerPoint at 850 High Street in Holyoke.

*Question: What is the best way to apply for a position that is posted at the City of Holyoke?

-Answer: The best way is to apply for the position that interests you by following the instructions provided for each available position. Depending upon the job, the instruction may be to respond by email, by mail, or to apply in person.

*Question: When should I complete an employment application?

-Answer: If you are called for an interview, you will be asked to complete a City of Holyoke paper application for employment.

*Question: What is Civil Service?

-Answer: See #2 below.

2. Some City of Holyoke positions are governed by Civil Service.

A. Civil Service – Official Service

Certain municipal employees must be hired and promoted under the civil service merit system in accordance with Massachusetts General Law, Chapter 31, and the Personnel Administration Rules. Civil service appointments are generally made by appointing authorities who select qualified applicants who have taken a competitive examination or completed a registration form.

The Civil Service Unit within the Human Resources Division is responsible for overseeing the administration of the Massachusetts civil service merit system.



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Official Service jobs are those for which an examination may be required. The Massachusetts Human Resources Division administers entry-level police officer and fire fighter examinations and physical abilities tests. Additional information is available at HRD, One Ashburton Place, Boston, MA 02108 or <http://www.mass.gov/hrd>. The Personnel Department supplies examination announcements when received from the Commonwealth.

B. Civil Service – Labor Service

The City of Holyoke Labor Service position descriptions are listed at [Labor Service position descriptions](#)

Click here to download an application (PDF): <http://www.holyoke.org/wp-content/uploads/2012/12/City-of-Holyoke-Employment-Application-2016-Fillable-using-Internet-Explorer.pdf>

Once you have completed an application form and demonstrate the experience and/or qualifications for the position in which you are interested, your application is placed on file for a period of five years and candidates are called in order of application for the position. Veteran status preference applies. When applying, be sure to include a copy of any licensing requirements that are needed for particular titles.

3. The staff of the Personnel Department in City Hall is available to assist you. The office is open Monday to Friday from 8:30 a.m. to 4:30 p.m. Our contact information is below.

Thank you for your interest in employment with the City of Holyoke.

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category.

Thank you for your attention.

Sincerely,

Robert Judge
Personnel Administrator