



Frequently Asked Questions Regarding Washburn Center's Application Process

How do I apply for a position with Washburn Center for Children?

To apply for a position with Washburn Center, go to the job listing you are interested in and complete the short online survey to ensure you have the basic qualifications for the position. If you meet the basic qualifications, you will be asked to complete a short online application and to attach your resume.

You may also apply for a position by mailing or faxing your resume to:

Human Resources
Washburn Center for Children
2430 Nicollet Ave S
Minneapolis, MN 55419
Fax: 612.871.1505

What happens once I apply for a position with Washburn Center for Children?

Once you have submitted your resume electronically, you will receive an electronic notification acknowledging receipt of your resume. If you submitted your resume via mail or fax, you will receive an electronic notification to your listed email address. If no email address is listed, a paper acknowledgement in the mail to the address listed on your resume.

Resumes are received by the Human Resources Department and initial screening is completed to ensure candidates meet the requirements of the job. Resumes are then forwarded to the hiring supervisor for review. The hiring supervisor will determine which candidates to move forward in the interview process and will contact candidates to set up the initial interview. If you do not receive a call regarding your resume, Washburn's HR staff or the hiring supervisor have determined that you are not a strong candidate for the position.

What if I have questions about the position?

Because of the large number of applications received for our job openings, we discourage contacting the HR department or the hiring supervisor to follow-up on the submission of your resume. However, if you do not receive an electronic notification or a mailed acknowledgement from Washburn Center that your application was received, you may contact the HR Assistant, Rachel Lewis, to confirm receipt. If you have specific questions about the position, you may contact the HR Assistant or the HR Director, Kate Hudak, for more details.

How do I apply for more than one position?

If you want to apply for more than one position within Washburn Center, you will need to complete the application process for each position. Simply go to each job posting that you are interested in pursuing and complete the application process as noted above.