

## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, qualified individual with disability status, or any other protected status. All applicants are required to complete an application for employment. Please inform the Personnel Director if, as a result of a disability, you need accommodation to complete this application.

(PLEASE PRINT)

Position(s) Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_

How Did You Learn About Us?

Advertisement \_\_\_\_\_ Friend \_\_\_\_\_ Walk-In \_\_\_\_\_

Employment Agency \_\_\_\_\_ Relative \_\_\_\_\_ Other \_\_\_\_\_

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Last Name	First Name	Middle Name
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Address Code	Number	Street	City	State	Zip
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Telephone Number(s)	Social Security Number
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If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes \_\_\_ No \_\_\_

Have you ever filed an application with us before? Yes \_\_\_ No \_\_\_ If Yes, give date \_\_\_\_\_.

Have you ever been employed with us before? Yes \_\_\_ No \_\_\_ If Yes, give date \_\_\_\_\_.

Have you ever taken illegal drugs? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you currently taking illegal drugs? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_ (*Denial may disqualify an applicant from employment*)

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes \_\_\_ No \_\_\_ (*Proof of citizenship or immigration status will be required upon employment*).

On what date would you be available for work? \_\_\_\_\_

Are you available to work: Full time \_\_\_ Part Time \_\_\_ Shift Work \_\_\_ Temporary \_\_\_

Are you currently on "lay-off" status and subject to recall? Yes \_\_\_ No \_\_\_

Can you travel if a job requires it? Yes \_\_\_ No \_\_\_

Do you currently possess all licenses or certifications which are essential or necessary for the job which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, Please explain:

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Have you been convicted of a felony within the last ten years? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Please list:

- (a) The crime(s) \_\_\_\_\_
- (b) The date(s) of conviction \_\_\_\_\_
- (c) The court(s) in which you were convicted \_\_\_\_\_

Have you been convicted of a crime or released from prison, whichever is more recent, with in the last seven years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please list:

- (a) The crime(s) \_\_\_\_\_
- (b) The conviction or release date, whichever is more recent \_\_\_\_\_
- (c) The court(s) in which you were convicted \_\_\_\_\_

If you are applying for a position involving the operation of a City owned vehicle, please answer the following:

- (a) List all traffic infractions or offenses you were found to have committed, or for which you paid a fine, or forfeited bail, within the last seven years.  
\_\_\_\_\_
- (b) Do you currently have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_
- (c) Do you currently have a valid commercial driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

*NOTE: If you have previously been convicted of a crime or traffic infraction, this fact will not necessarily bar you from employment. Although the City may investigate criminal convictions that relate to fitness to perform the job for which you are applying, such convictions will not necessarily bar you from employment. Facts regarding recency and rehabilitation will be considered.*

#### EDUCATION

School Names and Locations:

Elementary School \_\_\_\_\_

Years completed \_\_\_\_\_

Diploma/Degree \_\_\_\_\_

High School \_\_\_\_\_

Years completed \_\_\_\_\_

Diploma/Degree \_\_\_\_\_

Describe Course of Study \_\_\_\_\_  
\_\_\_\_\_

Undergraduate College/University \_\_\_\_\_

Years completed \_\_\_\_\_

Diploma/Degree \_\_\_\_\_

Describe \_\_\_\_\_ Course \_\_\_\_\_ of  
Study \_\_\_\_\_

Graduate/Professional \_\_\_\_\_

Years completed \_\_\_\_\_

Diploma/Degree \_\_\_\_\_

Describe Course of Study \_\_\_\_\_  
\_\_\_\_\_

Describe any specialized training, apprenticeship, skills and extra-curricular activities, job related skills and qualifications acquired from employment or other experience.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any honors you have received \_\_\_\_\_

\_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Have you ever had any job-related training in the United States military?

Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, Please  
describe \_\_\_\_\_

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Are you physically or otherwise able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes \_\_\_\_\_  
No \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabled or other protected status.

1.     **Employer** \_\_\_\_\_ **Length of Service** \_\_\_\_\_  
       **Address** \_\_\_\_\_  
       **Work Performed** \_\_\_\_\_  
       **Telephone Number(s)** \_\_\_\_\_  
       **Hourly Rate/Salary (Starting)** \_\_\_\_\_ **(Final)** \_\_\_\_\_  
       **Job Title** \_\_\_\_\_  
       **Reason for Leaving** \_\_\_\_\_
  
2.     **Employer** \_\_\_\_\_ **Length of Service** \_\_\_\_\_  
       **Address** \_\_\_\_\_  
       **Work Performed** \_\_\_\_\_  
       **Telephone Number(s)** \_\_\_\_\_  
       **Hourly Rate/Salary (Starting)** \_\_\_\_\_ **(Final)** \_\_\_\_\_  
       **Job Title** \_\_\_\_\_  
       **Reason for Leaving** \_\_\_\_\_
  
3.     **Employer** \_\_\_\_\_ **Length of Service** \_\_\_\_\_  
       **Address** \_\_\_\_\_  
       **Work Performed** \_\_\_\_\_  
       **Telephone Number(s)** \_\_\_\_\_  
       **Hourly Rate/Salary (Starting)** \_\_\_\_\_ **(Final)** \_\_\_\_\_  
       **Job Title** \_\_\_\_\_  
       **Reason for Leaving** \_\_\_\_\_

4. Employer \_\_\_\_\_ Length of Service \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Work  
Performed \_\_\_\_\_

Telephone  
Number(s) \_\_\_\_\_

Hourly Rate/Salary  
(Starting) \_\_\_\_\_ (Final) \_\_\_\_\_

Job  
Title \_\_\_\_\_

Reason for  
Leaving \_\_\_\_\_

5. Employer \_\_\_\_\_ Length of  
Service \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Work  
Performed \_\_\_\_\_

Telephone  
Number(s) \_\_\_\_\_

Hourly Rate/Salary  
(Starting) \_\_\_\_\_ (Final) \_\_\_\_\_

Job  
Title \_\_\_\_\_  
—

Reason for  
Leaving \_\_\_\_\_

*If you need additional space, please continue on a separate sheet of paper.*

#### SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

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**APPLICANT'S STATEMENT**

**I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.**

**The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that affect is executed by the employer and employee in writing.**

**In the event of employment, I understand that false or misleading information or omissions given in my application or interview(s) may result in immediate discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.**

\_\_\_\_\_

\_\_\_\_\_

**Signature of Applicant** **Date**

**Return Completed Application to:  
Union Gap City Hall  
102 W. Ahtanum Road  
P. O. Box 3008  
Union Gap, WA 98903-0008**