



## Educational Background

NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE	COURSE OF STUDY
HIGH SCHOOL			
COLLEGE			
OTHER			

### Professional References (do not list relatives)

NAME / TITLE	EMPLOYER	PHONE

SIGNATURE IS REQUIRED

To the best of my knowledge the information herein is true and complete. I have read the Position Opening Announcement and I can perform the essential functions of the position for which I am applying, with or without reasonable accommodation.

I understand that if I receive a Conditional Offer of Employment for a position where I will have unsupervised access to children, developmentally disabled persons or vulnerable adults, the City of Soap Lake will complete a thorough background check as required by the Child/Adult Abuse Information Act.

I understand that if I receive a Conditional Offer of Employment a criminal background investigation will be done.

I understand that I will be tested for the presence of drugs as part of the pre-employment screening if I receive a Conditional Offer of Employment for a position which requires a Commercial Driver's License.

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from employment upon discovery.

If I am applying for an exempt position I understand that nothing in this application or my communications with any City official is intended to create an employment contract between the City of Soap Lake and me.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

If hired, the applicant understands that they are free to resign at any time with or without cause and without prior notice and the employer reserves the same privilege to terminate the applicant with or without cause and without prior notification except as may be required by law.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS**

References will only be checked for finalists

Current and / or prior employers will only be contacted after an applicant has been notified that they are a finalist. I certify that the information given by me to the City of Soap Lake is true and complete to the best of my knowledge. I understand that falsification of the application will be grounds for elimination from further consideration or, if employed, may result in immediate dismissal. I further certify that I am not engaged in any outside activity or business that could be considered in conflict with the City of Soap Lake's interest or those of its clients, nor will I become engaged in such activity or business if employed.

I, the undersigned applicant for employment with the City of Soap Lake, in consideration of the review of my employment application, do authorize the City of Soap Lake to solicit information regarding my character, general reputation, previous employment and similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities and damages for any reason arising out of the furnishing of such information. If employed, I release the City of Soap Lake from any liability for future references it may provide regarding my work history at the City of Soap Lake.

If employed I further agree that if I lose, damage or fail to return any of the City's property, The City of Soap Lake is authorized to deduct from my wages sufficient funds to replace its property.

In is my intention that any copy of this authorization be as effective as the original.

Signature:	
Print Name:	
Date:	

## Employment History

Beginning with your present or most recent employment, list your work experience history for the last 10 years or experience prior to that time which is directly related to the position for which you are applying. Attach additional sheets as necessary. Be sure to include any non-paid experience which is related to the job for which you are applying. Complete the following sections even if you are submitting a resume in addition to this application. An incomplete application may disqualify you. If you have been known by a different name by any of these employers please identify the employer and state the name here:

FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
SUPERVISOR		NATURE OF RESPONSIBILITIES	
REASON FOR LEAVING		SALARY START \$ _____ PER _____ FINAL \$ _____	

FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
SUPERVISOR		NATURE OF RESPONSIBILITIES	
REASON FOR LEAVING		SALARY START \$ _____ PER _____ FINAL \$ _____	

FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
SUPERVISOR		NATURE OF RESPONSIBILITIES	
REASON FOR LEAVING		SALARY START \$ _____ PER _____ FINAL \$ _____	

FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
SUPERVISOR		NATURE OF RESPONSIBILITIES	
REASON FOR LEAVING		SALARY START \$ _____ PER _____ FINAL \$ _____	