Application for Employment

City of Soap Lake PO Box 1270 Soap Lake, WA 98851

The City of Soap Lake is an Equal Opportunity Employer and does not discriminate in any employer / employer relations based on race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability or any other basis protected by applicable discrimination laws.

PLEASE PRINT or CIRCLE YOUR ANSWERS			
Position(s) applied for:		Date of Application	<i>J</i>
Name:	The same of the sa		
	FIRST	MIDDLE	
Address:street	СПУ	STATE ZIP CODE	·
Telephone # ()		<u>.</u> E-Mail:	·
Are you over the age of 18? Y N			
Have you been employed here before	Y N If "YES", What were	e the dates	
Are you legally eligible for employmen	t in the U.S.? YN Date av	ailable to begin employment:/_	
Type of employment desired: Full-Ti	me Part-Time Temporary	y Seasonal Educational Co-Op	Reserve
Are you able to meet the attendance r	equirements for the position? Y	N Do you possess a valid Driver's	icense? Y N
Have you been convicted of a felony or other than a minor traffic offense with		the last 10 years or been convicted of a /ES", Explain:	mișdemeanor or a crime
The City of Soap Lake is mindful of its c conviction records as it relates to job p reasonably affect your fitness for the jo	erformance. A conviction record	rsons and its entitlement under law to o d will not disqualify you for employmen	consider an applicant's t unless such record would
	ຶ Skills and Qua	alifications	
Summarize any training, skills, licenses position for which you are applying.	, and/or certifications that may o	qualify you to perform job-related funct	ions in the
	-		

Educational Background

NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE	coul	RSE OF STUDY
нідн school				
COLLEGE				
OTHER				
Professional References (do not list relatives)	·			
NAME / TITLE	E	MPLOYER		PHONE
				
SIGNATURE IS REQUIRED				
To the best of my knowledge the Information herein is true and com essential functions of the position for which I am applying, with or wi			cement and I car	n perform the
I understand that if I receive a Conditional Offer of Employment for a persons or vulnerable adults, the City of Soap Lake will complete a th				
Funderstand that if I receive a Conditional Offer of Employment a cri	minal background investigat	ion will be done.		
I understand that I will be tested for the presence of drugs as part of position which requires a Commercial Driver's License.	the pre-employment screer	ning if I receive a Con	ditional Offer of	Employment for a
I understand that if I am employed, any misrepresentation or materia this application or immediate discharge from employment upon disc		this application will b	oe sufficient cau	se for cancellation of
If I am applying for an exempt position I understand that nothing in temployment contract between the City of Soap Lake and me.	this application or my comm	unications with any	City official is in	tended to create an
I give the employer the right to contact and obtain information from accuracy of the information contained in this application. I hereby re using such information and all other persons, corporations or organize	lease from liability the emp	loyer and its represe		
If hired, the applicant understands that they are free to resign at any same privilege to terminate the applicant with or without cause and				ployer reserves the
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. 8e 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:

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