



CITY OF ROY

PO BOX 700 * ROY, WA 98580-0700
216 McNaught St S

Employment Application

Position Applied For _____ **Date** _____

| APPLICANT INFORMATION | | | |
|---|------------------------------|-----------------------------|---|
| Last Name | | First | M.I. |
| Street Address | | | Apartment/Unit # |
| City | | State | ZIP |
| Phone | | Cell Phone | |
| E-mail Address | | | |
| List licenses or certificates: | | | |
| Are you a citizen of the United States? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S. and can you provide documentation? YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Have you ever worked for City of Roy? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when/position? |
| Do you have a driver's license? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Driver's License #/Exp. |

| EDUCATION | | | | |
|-------------|----|-------------------|------------------------------|-----------------------------|
| High School | | Address | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| | | Degree | | |
| College | | Address | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| | | Degree | | |
| Other | | Address | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| | | Degree | | |

| REFERENCES | |
|---|--------------|
| <i>Please list professional references (Someone not related to you)</i> | |
| Full Name | Relationship |
| Company | Phone () |
| Address | Email |
| Full Name | Relationship |
| Company | Phone () |
| Address | Email |
| Full Name | Relationship |
| Company | Phone () |
| Address | Email |

PREVIOUS EMPLOYMENT (LAST 10 YEARS - - PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY)

| | | | |
|--|--------------------|--------------------|--|
| Company | | Phone () | |
| Address | | Supervisor | |
| Job Title | Starting Salary \$ | Ending Salary \$ | |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> Preferences: | | | |
| Company | | Phone () | |
| Address | | Supervisor | |
| Job Title | Starting Salary \$ | Ending Salary \$ | |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> Preferences: | | | |
| Company | | Phone () | |
| Address | | Supervisor | |
| Job Title | Starting Salary \$ | Ending Salary \$ | |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> Preferences: | | | |

SKILLS AND QUALIFICATIONS

Summarize special skills and qualification acquired that may qualify you for work with our City for this position.

MILITARY SERVICE

| | | |
|--------|------|----|
| Branch | From | To |
| Duties | | |
| | | |

OTHER

Were you found to have committed any traffic violations in the last 7 years? Yes ____ No ____ If yes, please explain

NOTE: Traffic violations may have bearing on your insurability with the City's insurance carrier.

Can you with or without accommodation, perform the essential functions of this position as listed in the job description? Yes ____ No ____

PLEASE READ CAREFULLY BEFORE INITIALING AND SIGNING THIS APPLICATION

I authorize the City of Roy to investigate all statements in this application and to secure any necessary information from my past employers, references, and academic institutions about my past employment, my work place ethics, and other information relevant to my suitability for this position except as prohibited by law, including laws concerning medical conditions. I also authorize the City to obtain a driver’s abstract (MVR) when job-related, and to verify job-related licenses/certificates. **I hereby release all of those employers, references, academic institutions, and the City from any and all liability arising from their giving or receiving lawful information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City.**____(initials)

I also authorize the City to secure financial and credit information, including some information from consumer reports, for the express purpose of considering me for employment, through an appropriate agency. I also understand that before taking any adverse action based in whole or in part on the report, the City will provide to me the report relates: (i) The name, address, and telephone number of the consumer reporting agency providing the report; (ii) a description of my rights pertaining to consumer reports obtained for employment purposes; and (iii) a reasonable opportunity to respond to any information in the report that is disputed by me. I understand that, upon my written request made within a reasonable period of time, the agency providing a consumer credit report to the City will provide me with a complete description of the nature and scope of the credit report investigation. **It is further agreed and understood that I shall hold the City of Roy harmless for use of any and all information gained through these inquiries.**____(initials)

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning but not limited to my credit, academic credentials, past employment and employment references. **I further understand that the statements on this application may be investigated at any time, and that any material misrepresentation or omission in any of my answers or statements may result in cancellation of my application, or if employed, may be cause for dismissal.**____(initials)

In the event of my employment with the City, I will comply with all rules, regulations, and policies set forth in the City’s personnel policy manual or in communications distributed by the City. Employees of the City are at-will. An at-will employee is defined as an employee who may be dismissed by an employer at any time, with or without cause and with or without notice and opportunity to be heard.

I hereby acknowledge that I have read and understand the preceding statements.

Signature

Date

In compliance with federal and state laws and equal employment opportunity guidelines, applicants are considered for employment on the basis of qualifications and demonstrated abilities without regard to race, religion, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

Special assistance with the application and examination process is available, upon request, for persons with disabilities.
Call (253) 843-1113 or Fax (253) 843-0279

PLEASE SUBMIT THIS APPLICATION FOR EMPLOYMENT

In person : 216 McNaught St S, Roy, WA 98580

By mail: PO Box 700, Roy, WA 98580-0700