



17425 Ballinger Way NE
 Lake Forest Park, WA 98155
 Human Resources Department
 P: 206-368-5440/F: 206-364-6521

EMPLOYMENT APPLICATION

The City of Lake Forest Park is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital or veteran status, disability, or any other basis prohibited by federal, state, or local law.

Position(s) Applied For:	
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Website
<input type="checkbox"/> Walk-In	<input type="checkbox"/> State Employment Service
<input type="checkbox"/> Employee Referral. Employee name: _____	
<input type="checkbox"/> Other _____	

Last Name	First Name	Middle Name
Street Address	City	State
		Zip Code
Home Phone:		Cell Phone:
Work Phone:		Best Time to Reach:
Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.		Are you prevented from lawfully working in the United States by visa or immigration status?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

If you are less than 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you filed an application with us before? Yes No

If Yes, give date _____

Have you been employed with us before? Yes No

If Yes, give date _____

What date are you available to begin work? _____

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

Have you been convicted of a criminal offense or released from jail in the last 10 years? Yes No

The City will investigate only criminal convictions that relate to fitness to perform the job for which you are applying, and such convictions do not necessarily bar you from employment with the City.

If Yes, Please explain _____

Can you perform the essential functions of the position or positions for which you are applying with or without reasonable accommodation? (See Job Description attached) Yes No

Employment Experience:

Starting with your most recent, list employment for the past 10 years. Include any job-related military service assignments.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address		Hourly Rate/Salary		
	Telephone Number(s)		Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address		Hourly Rate/Salary		
	Telephone Number(s)		Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address		Hourly Rate/Salary		
	Telephone Number(s)		Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address		Hourly Rate/Salary		
	Telephone Number(s)		Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

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

Have you been known by a different name by any of these employers or any educational institutions attended? Yes No
 If Yes, please identify the employer or educational institution and state the name: _____

Education:

	High School	Undergraduate College/University	Graduate/ Professional	Professional Certifications/Other
School Name and Location				
Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities.				

U.S. Military Record: Have you served in the U.S. Armed Forces? Yes No

If Yes, please give dates of service: From _____ To _____ Branch: _____

References:

Please list below professional references other than supervisors listed previously.

Name	Position/Relationship	Day time phone number

Applicant’s Statement: PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

I authorize the City of Lake Forest Park to investigate all statements in this application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the City of Lake Forest Park from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my credit, academic credentials, and employment references. I certify that the information shown on this application and true and correct to the best of my knowledge. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the City has not employed me and for immediate dismissal if the City has employed me. I also authorize the City to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government Employer, or other party having a legal and proper interest, and I hereby release the City from any and all liability for its providing this information.

I understand that nothing in this employment application, in the City’s policy statements or personnel guidelines, or in my communications with any City official is intended to create an employment contract between the City and me. I also understand that the City has the right to modify its policies without giving me any advance notice of the changes. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless it is made in writing and signed by the Mayor. I understand that if an employment relationship is established, I have the right to terminate my employment relationship at any time for any reason. I also understand that the City retains the right to terminate my employment at any time for any reason.

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

_____ DATE _____

SIGNATURE OF APPLICANT



17425 Ballinger Way NE
Lake Forest Park, WA 98155
Phone: (206) 368-5440
Fax: (206) 364-6521

Mary Jane Goss
Mayor

Catherine Stanford
Deputy Mayor

Tom French
Councilmember

Jeff R. Johnson
Councilmember

Mark Phillips
Councilmember

Hilda Thompson
Councilmember

John A.E. Wright
Councilmember

Pete Rose
City Administrator

CONSENT TO PROCUREMENT OF CONSUMER CREDIT REPORT

I, _____, understand that, as a condition of my consideration for employment with the City of Lake Forest Park, or as a condition of my continued employment with the City, the City may obtain a consumer report that includes, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, Department of Licensing records, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness.

I hereby authorize and consent to the City's procurement of such a report. I understand that, pursuant to the Fair Credit Reporting Act, the City will provide me with a copy of any such report if the information contained in such report is, in any way, to be used in making a decision regarding my fitness for employment with the City. I further understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting agency that produced the report.

PLEASE PROVIDE THE FOLLOWING INFORMATION

Applicant's Name:

Last First Middle

Date of Birth: _____ (MM/DD/YYYY)

Social Security Number: _____

Alias/Maiden/Other Name(s):

Driver's License Number: _____ State: _____

Position Applied For:

Signature

Date