

ADAMS COUNTY, WASHINGTON
An Equal Opportunity Employer
APPLICATION FOR EMPLOYMENT

Position applied for _____ **Date Available** _____

Instructions to the Applicant

Please complete this application after you have carefully read and understand the following instructions and information. A fully completed, signed employment application is required before you can be considered for employment. Other documents may be attached but cannot be substituted for requested information. If your application is not fully completed it will be returned. Provide the requested information by typing or printing in ink.

1. All questions must be answered truthfully and as completely as possible.
2. Applications will be accepted for current openings only. A separate application is necessary for each position for which you are applying and will not be accepted for subsequent openings of the same title.
3. If offered this position, you may be required to satisfactorily pass a physical examination, by a competent medical examiner designated by Adams County, that could include a drug screen. Additionally, an offer of employment may be conditioned upon your ability to satisfactorily pass a criminal background check to confirm you ability to be bonded, which for some positions is a requirement of employment.
4. Adams County offers equal opportunity for employment to all applicants without regard to race, creed, color, sex, marital status, age, national origin, sexual preference, or disability.
5. Complete and sign this application on the last page and return all required materials to the address indicated on the position announcement.

Personal Data

Last Name _____ First _____ Middle Initial _____

Street Address _____

City _____ State _____ Zip Code _____

Home/Message Phone _____ Work Phone _____

Previous Address if at current location for less than 3 years _____

_____ How long _____

Name(s) of relatives employed by Adams County _____

Relationship _____ Where employed _____

Other names used while working or attending school _____

Are you a U.S. Citizen or does a Visa or immigration status permit lawful employment in the United States ? Yes ___ No ___

Will you work at any of our work locations ? Yes ___ No ___ Application is for, Full time ___ Part Time ___ Summer ___ Temporary ___, work.

Education and Training Record

Name of School or Course	Location	Dates		Degree/Major
		From	To	

High School _____

College _____

Graduate or
Management
Courses _____

Apprenticeship
Program / Other
Training _____

Other Education or Training (Please use the same format as above) _____

Employment Record

List all employment starting with the present or most recent; include self-employment and military service. **Attach additional sheets if necessary, use same format.**

Employer Name _____ Telephone () _____

Dates of Employment: From: ___ Month ___ Year To: ___ Month ___ Year

Address _____ City _____ State ___ Zip _____

Job Title _____ Immediate Supervisor _____

Primary Responsibilities _____

Reason for Leaving _____ Ending Salary _____

Employer Name _____ Telephone () _____

Dates of Employment: From: _____ Month _____ Year To: _____ Month _____ Year

Address _____ City _____ State _____ Zip _____

Job Title _____ Immediate Supervisor _____

Primary Responsibilities _____

Reason for Leaving _____ Ending Salary _____

Employer Name _____ Telephone () _____

Dates of Employment: From: _____ Month _____ Year To: _____ Month _____ Year

Address _____ City _____ State _____ Zip _____

Job Title _____ Immediate Supervisor _____

Primary Responsibilities _____

Reason for Leaving _____ Ending Salary _____

Employer Name _____ Telephone () _____

Dates of Employment: From: _____ Month _____ Year To: _____ Month _____ Year

Address _____ City _____ State _____ Zip _____

Job Title _____ Immediate Supervisor _____

Primary Responsibilities _____

Reason for Leaving _____ Ending Salary _____

Employment Record (CONTINUED)

<u>Company Name and Address</u>	<u>From</u>	<u>To</u>	<u>Your Title</u>	<u>Reason for Leaving</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Special Skills / Licenses / Certificates

Please describe any equipment or machines you can operate and/or other special skills you have which relate to the position for which you have applied. Where appropriate identify the number of years operated or the length of time spent performing these tasks, i.e., computer skills, types of software used, copying or other production equipment, hand tools or heavy equipment.

Accreditations / Certifications / Professional Licenses

<u>Type of License/Certification</u>	<u>State</u>	<u>Number</u>	<u>Date of Expiration</u>
_____	_____	_____	_____
_____	_____	_____	_____

Describe any courses, activities (including volunteer work) and training you have which specifically relates to the position: _____

Foreign Languages you speak, if any: _____

Driver Information

Do you have a valid Washington State Driver's License? Yes _____ No _____

Driver's License Number _____ Expiration Date _____ Month _____ Year _____

Do you have a combination/intermediate endorsement or a Commercial Driver's License (CDL)? Yes _____ No _____

Do you have any department of Motor Vehicles imposed restrictions on your driving privileges? Yes _____ No _____

Number of moving (traffic) violations in the past 3 years: _____.

Have you been convicted of driving under the influence of alcohol, or a controlled substance in the last 7 years? Yes _____ No _____

Have you ever been convicted and/or forfeited bail in connection with an accident during the last 7 years? Yes _____ No _____

References

Please give Professional or Business acquaintances (not relatives or employers) who are familiar with your qualifications and whom we may contact.

Name _____ Telephone _____ Relationship _____

Address (City, State Zip Code) _____

Name _____ Telephone _____ Relationship _____

Address (City, State, Zip Code) _____

Name _____ Telephone _____ Relationship _____

Address (City, State, Zip Code) _____

PLEASE READ CAREFULLY

I hereby give Adams County and/or their recruitment agent the right to make a thorough investigation of my present and/or past employment, education, character and qualifications. I release Adams County and/or their recruitment agent, all previous employers and supervisors from all liability for any damages that may result from furnishing information to Adams County. I understand that any false answer or statements on this form or on other required documents may result in denial of employment or discharge.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Adams County and myself for any term of employment or employment benefit or procedure. No promises regarding employment have been made and I understand that no such promise or guarantee is binding upon Adams County unless made in writing.

I understand that if employed, no company representative has the authority to make any oral or written agreements altering the employment-at-will relationship; either I or Adams County may terminate the employment relationship at any time with or without cause; I will abide and conform to the rules and regulations of Adams County.

If offered a job, I agree to take an employment physical examination, which may include tests for drug use, and that my employment is contingent upon obtaining satisfactory results. I further agree to such future examinations as may be required by Adams County.

I understand that, if an offer of employment is made and accepted, I will be required to provide proof of my identity and my legal right to work in the United States prior to beginning actual work for Adams County.

Signature _____ Date _____