

# Application For Employment



**CITY OF NEWCASTLE**  
13020 Newcastle Way  
Newcastle, WA 98059-3030  
Phone: (425) 649-4444

The City of Newcastle is Proud to be an Equal Employment Opportunity Employer.

**Position Applied For:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_  
(PLEASE PRINT IN INK OR TYPE)

Name \_\_\_\_\_  
LAST FIRST MIDDLE  
Address \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE  
Telephone ( ) \_\_\_\_\_ Work Telephone ( ) \_\_\_\_\_  
Message Telephone ( ) \_\_\_\_\_ Name of Contact \_\_\_\_\_  
Valid Driver's License No.: \_\_\_\_\_ State \_\_\_\_\_ Expiration date \_\_\_\_\_

Do you have a commercial driver's license?  Yes  No Class \_\_\_\_\_ Endorsements \_\_\_\_\_

If employed and are under 18 years old, can you furnish a work permit?  Yes  No

Have you filed an application here before?  Yes  No If yes, give date: \_\_\_\_\_

Have you ever been employed here before?  Yes  No If yes, give date: \_\_\_\_\_

Are you employed now?  Yes  No May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No

On what date would you be available for work? \_\_\_\_\_

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

Are you on a lay-off and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony, released from prison within the last ten years or have an arrest pending resolution?  
 Yes  No If yes, please explain below. Note: A conviction will not necessarily bar you from employment. Convictions  
will be considered if they are reasonably related to this position.

# Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. All the information in this section must be supplied, either here or on a resume. If you need additional space, you may attach additional sheets.

1	EMPLOYER		DATES EMPLOYED		Work Performed
			FROM	TO	
	ADDRESS				
	JOB TITLE		SALARY: STARTING FINAL		
	SUPERVISOR	TELEPHONE NO.			
REASON FOR LEAVING					
2	EMPLOYER		DATES EMPLOYED		Work Performed
			FROM	TO	
	ADDRESS				
	JOB TITLE		SALARY: STARTING FINAL		
	SUPERVISOR	TELEPHONE NO.			
REASON FOR LEAVING					
3	EMPLOYER		DATES EMPLOYED		Work Performed
			FROM	TO	
	ADDRESS				
	JOB TITLE		SALARY: STARTING FINAL		
	SUPERVISOR	TELEPHONE NO.			
REASON FOR LEAVING					
4	EMPLOYER		DATES EMPLOYED		Work Performed
			FROM	TO	
	ADDRESS				
	JOB TITLE		SALARY: STARTING FINAL		
	SUPERVISOR	TELEPHONE NO.			
REASON FOR LEAVING					
5	EMPLOYER		DATES EMPLOYED		Work Performed
			FROM	TO	
	ADDRESS				
	JOB TITLE		SALARY: STARTING FINAL		
	SUPERVISOR	TELEPHONE NO.			
REASON FOR LEAVING					

**Complete if required or applicable for the position for which you are applying:**

Keyboarding speed: \_\_\_\_\_ Word Processing Software Knowledge: \_\_\_\_\_

Types of Data Processing Equipment you have used: \_\_\_\_\_

## Education

School Name	High School				College/University				College/University				Graduate/Professional			
	9	10	11	12	1	2	3	4	1	2	3	4	1	2	3	4
Years Completed																
Check Appropriate Box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma/Degree-Year	Year N/A															
Course of Study/Major																

### Specialized Training, Apprenticeships, Certifications:

### Community & Professional Activities:

### References:

Give the name, address and telephone number of three references:

\_\_\_\_\_

\_\_\_\_\_

