

Application For Employment



CITY OF NEWCASTLE
13020 Newcastle Way
Newcastle, WA 98059
Phone: 425.649.4444
Fax: 425-649.4363

The City of Newcastle is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability or any other basis prohibited by federal, state or local law.

Position Applied For: _____

Date of Application: _____

(Please fill in the blanks & print or print in ink. DO NOT submit a photograph of yourself)

Name _____
LAST FIRST MIDDLE

Address _____ WA
NUMBER STREET CITY STATE ZIP CODE

Telephone () _____ Cell Telephone () _____

Message Telephone () _____ E-mail address _____

Do you have or can you obtain a valid Washington State Driver's License? Yes No

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

Are you a U.S. Citizen or do you have a Visa permitting you to work in the U.S.? *(Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.)* Yes No

Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.04.010? 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

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

The City of Newcastle is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's convictions record as it relates to job performance. A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied. Have you been convicted of a felony or released from prison within the last ten (10) years, or have been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years? Yes No If yes, please explain:

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

	High School				College/University				College/University				Graduate/Professional			
School Name																
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4	1	2	3	4
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:

Professional References:

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

Additional Information

Agreement and Release

Please read carefully. Failure to sign and date this application will disqualify you from further consideration.

To the best of my knowledge, the information herein is true and complete. I have read the Position Opening Announcement and I can perform the essential functions of the position for which I am applying, with or without reasonable accommodation. I authorize all my employers, other persons and their agents listed in this application to furnish to the City of Newcastle or its agents any and all information that they have concerning me, my work records and any other records they may have relating to me. Information of a confidential or privileged nature may be included in the materials provided to the City or its agent. Information will be used to assist the City or its agents in determining my qualifications and fitness for this position.

I will make no attempt to gain access to the information provided to the City of Newcastle or its agents in conjunction with this employment process and hereby expressly waive any rights I may have to request the disclosure of information provided to the City or its agents in conjunction with employment procedures.

I understand that if I receive a Conditional Offer of Employment for a position where I will have unsupervised access to children, developmentally disabled persons or vulnerable adults, the City of Newcastle is required to complete a thorough background check as required by the Child/Adult Abuse Information Act.

I understand that I will be tested for the presence of drugs as part of the pre-employment screening if I receive a Conditional Offer of Employment for a position which requires a Commercial driver's License.

I do hereby release the City of Newcastle, all my employers listed on this application, their agents, and others from any liability or damage that may result from furnishing to the City or its agents pursuant to this waiver and authorization to release information. If I am employed, I authorize the City to supply information about my employment record, in whole or part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release the City any and all liability for its providing this information.

I understand that I am required to abide by all policies, rules and regulations of the City of Newcastle. If I am applying for an exempt position, I understand that nothing in this application or my communications with any City of Newcastle official is intended to create an employment contract between the City of Newcastle and me.

I understand that if hired for a Maintenance Position as a condition of employment, I must become a member of the Teamsters Local 763 within 30 days of employment or meet alternate regulations as set forth in the Agreement between the City and Teamsters union.

I understand that false or misleading information given in my application or interview(s) may result in me not being employed or immediate discharge if the City has employed me.

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

Signature of Applicant

Date