



# THE CITY OF FIRCREST

# APPLICATION FOR EMPLOYMENT

115 Ramsdell Street, Fircrest, WA 98466 | Phone: (253) 564-8901 Fax: (253) 566-0762 | www.cityoffircrest.net

NOTICE: The City is an equal Opportunity Employer and encourages applications from all persons. The City of Fircrest is committed to an Affirmative Action Program, which provides for the recruitment of women, disabled persons, and members of ethnic minority groups in areas of work where they may be underrepresented. The City of Fircrest is a drug-free and smoke-free workplace. If you are employed by the City of Fircrest, you will be required to establish your identity and authority to work in the United States, as required by the Immigration Reform & Control Act. Applications will be screened and the most qualified will be invited to interview. Those not contacted must assume they were not selected for an interview. Formal notification may not be sent to unsuccessful applicants.

**Instructions:** Read the job announcement relating to the position for which you are applying. Provide all information requested on both pages of the application by typing or printing in ink. Be sure to sign and date the application. An incomplete application may delay action or disqualify you. Your application must be received by 5:00 pm on the closing date stated on the job announcement. Do NOT submit a photograph of yourself.

**Position Title:** \_\_\_\_\_

| General Information   |            |   |       |                |
|---|------------|---|-------|----------------|
| First Name  |            | Last Name   |       | Middle Initial |
| Street Address  |            | City  | State | Zip            |
| Home Phone  | Cell Phone | Email   |       |                |
| Are you now or have you ever been employed by the City of Fircrest?<br>If yes, which department(s): _____ Dates of employment: _____                                  |            |   |       |                |
| Do you have relatives working for the City of Fircrest? <input type="checkbox"/> No <input type="checkbox"/> Yes<br>If yes, please provide name and department: _____ |            |   |       |                |
| Are you under 18 years old? <input type="checkbox"/> No <input type="checkbox"/> Yes  |            | Do you have, or can you obtain, a valid Washington Driver's License? <input type="checkbox"/> No <input type="checkbox"/> Yes |       |                |
|   |            | Do you have a Commercial Driver's License (CDL)? <input type="checkbox"/> No <input type="checkbox"/> Yes                     |       |                |
| If offered a position would your visa or immigration status prevent you from being lawfully employed? <input type="checkbox"/> No <input type="checkbox"/> Yes        |            |   |       |                |

| Education and Training   |       |                              |                |
|--|-------|------------------------------|----------------|
| Did you graduate from high school or receive a GED certificate? <input type="checkbox"/> No <input type="checkbox"/> Yes   |       | Name/Location of High School |                |
| Name of College/University/Vocational School   | Major | Dates Attended               | Degree/Diploma |
|  |       |                              |                |
|  |       |                              |                |
| Indicate any other trades, skills, or licenses you possess related to the position for which you applying. Include license state and expiration date.<br>_____<br>_____<br>_____ |       |                              |                |

### Signature is Required

To the best of my knowledge, the information herein is true and complete. I have read the Position Job Announcement and I can perform the essential functions of the position for which I am applying, with or without reasonable accommodation. I understand that if I receive a Conditional Offer of Employment for a position, the City will complete a thorough background check. I understand the City retains the discretion to ask about an individual's conviction history later in the hiring process, such as during the conditional-offer phase. 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 authorize investigation of all statements in this application. I understand that providing false information or a material omission on this application is grounds for disqualification and/or dismissal. I understand that nothing in this application or my communications with any City officials is intended to create an employment contract between the City and me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

