



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: Public Works Director

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? 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 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. _____ _____ _____			

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 _____

Employment History

Starting with your present or last job and work back. Include military service, volunteer service or other unpaid experience. Failure to complete this section may affect your being considered for an interview or employment. While Resumes and Cover Letters are encouraged, they are not accepted in lieu of completing this application.

Employer:	Your Job Title:
City/State:	Your Duties: _____
Employed From (mo/yr): To (mo/yr):	_____
Supervisor's Name: Phone:	_____
Supervisor's Title:	_____
Number of Hours Worked Per Week:	_____
Number of Employees Supervised:	_____
May we contact this employer? <input type="checkbox"/> No <input type="checkbox"/> Yes	_____
Reason for leaving:	_____

Employer:	Your Job Title:
City/State:	Your Duties: _____
Employed From (mo/yr): To (mo/yr):	_____
Supervisor's Name: Phone:	_____
Supervisor's Title:	_____
Number of Hours Worked Per Week:	_____
Number of Employees Supervised:	_____
May we contact this employer? <input type="checkbox"/> No <input type="checkbox"/> Yes	_____
Reason for leaving:	_____

Employer:	Your Job Title:
City/State:	Your Duties: _____
Employed From (mo/yr): To (mo/yr):	_____
Supervisor's Name: Phone:	_____
Supervisor's Title:	_____
Number of Hours Worked Per Week:	_____
Number of Employees Supervised:	_____
May we contact this employer? <input type="checkbox"/> No <input type="checkbox"/> Yes	_____
Reason for leaving:	_____

Employer:	Your Job Title:
City/State:	Your Duties: _____
Employed From (mo/yr): To (mo/yr):	_____
Supervisor's Name: Phone:	_____
Supervisor's Title:	_____
Number of Hours Worked Per Week:	_____
Number of Employees Supervised:	_____
May we contact this employer? <input type="checkbox"/> No <input type="checkbox"/> Yes	_____
Reason for leaving:	_____



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PUBLIC WORKS DIRECTOR

SUPPLEMENTAL QUESTIONNAIRE

Instructions: Please answer the following questions. Be specific, detailed and complete.

1. Describe your experience working with the public and policy makers. Include your experience in making presentations to elected officials.
2. Describe your experience with street projects and experience with state and federally funded projects.

3. The Public works Department is working on replacing manual read meters to AMI capable meters and infrastructure. Describe your experience with this type of project, including how this type of project might require organizational or staffing adjustments.

4. Describe your experience with supervision, discipline and personnel issues.

5. Describe your experience with engineering consultants.

6. Describe your experience with organizational changes and transitions.