



**APPLICATION FOR EMPLOYMENT**

*The City of Covington is an **Equal Employment 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. If you require a reasonable accommodation in order to fill out this application, please contact the Personnel Division via the contact info noted at the top of this application.*

**DIRECTIONS:** *Employment applications are accepted only in response to a valid job opening. Submit a separate application for each position opening you are interested in. Refer to the employment opening announcement to see if a supplemental questionnaire is required. **DO NOT** submit a photograph of yourself. **COMPLETE ALL INFORMATION** (do **NOT** write "See Resume"). **AN INCOMPLETE and/or UNSIGNED APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.***

**POSITION APPLIED FOR:** \_\_\_\_\_

**PERSONAL DATA**

NAME: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME TELE: \_\_\_\_\_ CELL: \_\_\_\_\_ WORK\*: \_\_\_\_\_

E-mail: \_\_\_\_\_ \* **MAY WE CONTACT YOU AT WORK?**  **YES**  **NO**

**EDUCATION**

TYPE OF SCHOOL	SCHOOL NAME & LOCATION	COURSE WORK or MAJOR	NO.OF YEARS	DIPLOMA, DEGREE or CERT TITLE
HIGH SCHOOL				
BUSINESS/ TECHNICAL				
COLLEGE				
PROFESSIONAL LICENSES/ CERTIFICATIONS/ OTHER TRAINING				

**SPECIAL SKILLS**

Please write in your proficiency level with the computer software you are familiar with, as illustrated. Leave the ones you are not familiar with blank. Identify others not listed:

**BEG = Beginner    INT = Intermediate    ADV = Advanced**

Internet \_\_\_\_\_  
 Outlook \_\_\_\_\_      Access \_\_\_\_\_      Other: \_\_\_\_\_  
 Word \_\_\_\_\_      PowerPoint \_\_\_\_\_  
 Excel \_\_\_\_\_      Publisher \_\_\_\_\_

Other skills, especially as applicable to position you are applying for. Include office equipment, heavy machinery operation, etc., as may be appropriate to the position for which you are applying:

\_\_\_\_\_  
 \_\_\_\_\_

**WORK HISTORY**

**DIRECTIONS:** Beginning with your present or most recent employment, list your last four places of employment in chronological order. **PLEASE FILL OUT THIS SECTION AS SPACE ALLOWS, EVEN IF INFORMATION IS REPEATED ON YOUR RESUME.** You may include any relevant non-paid (volunteer) experience.

EMPLOYER NAME\* \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
\*May we contact this employer? (  YES  NO ) mm/yy mm/yy  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor \_\_\_\_\_ Supervisor/Employer Phone \_\_\_\_\_  
Your Position Title \_\_\_\_\_ Hrs/Wk \_\_\_\_\_  
# of Employees Supervised \_\_\_\_\_  
REASON YOU LEFT **OR** FOR SEEKING OTHER EMPLOYMENT? \_\_\_\_\_  
PRIMARY DUTIES \_\_\_\_\_  
\_\_\_\_\_

EMPLOYER NAME\* \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
\*May we contact this employer? (  YES  NO ) mm/yy mm/yy  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor \_\_\_\_\_ Supervisor/Employer Phone \_\_\_\_\_  
Your Position Title \_\_\_\_\_ Hrs/Wk \_\_\_\_\_  
# of Employees Supervised \_\_\_\_\_  
REASON YOU LEFT **OR** FOR SEEKING OTHER EMPLOYMENT? \_\_\_\_\_  
PRIMARY DUTIES \_\_\_\_\_  
\_\_\_\_\_

EMPLOYER NAME\* \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
\*May we contact this employer? (  YES  NO ) mm/yy mm/yy  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor \_\_\_\_\_ Supervisor/Employer Phone \_\_\_\_\_  
Your Position Title \_\_\_\_\_ Hrs/Wk \_\_\_\_\_  
# of Employees Supervised \_\_\_\_\_  
REASON YOU LEFT **OR** FOR SEEKING OTHER EMPLOYMENT? \_\_\_\_\_  
PRIMARY DUTIES \_\_\_\_\_  
\_\_\_\_\_

EMPLOYER NAME\* \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
\*May we contact this employer? (  YES  NO ) mm/yy mm/yy  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor \_\_\_\_\_ Supervisor/Employer Phone \_\_\_\_\_  
Your Position Title \_\_\_\_\_ Hrs/Wk \_\_\_\_\_  
# of Employees Supervised \_\_\_\_\_  
REASON YOU LEFT **OR** FOR SEEKING OTHER EMPLOYMENT? \_\_\_\_\_  
PRIMARY DUTIES \_\_\_\_\_  
\_\_\_\_\_

**GENERAL**

Do you possess a valid Washington Driver's License? \_\_\_\_\_ *or another state license (name state)?* \_\_\_\_\_

If hired, can you provide proof of U.S. citizenship, visa or alien registration #? \_\_\_\_\_

List any relatives employed by the City and their relationship \_\_\_\_\_

The City of Covington is obligated to employ qualified persons. It also considers an applicant's conviction record as it relates to job performance, as entitled under the law. **A conviction record will not disqualify you for employment, unless such record would reasonably affect your fitness for the position for which you have applied.** Once offered a position, you will be asked to complete an online nationwide criminal background check through AVerity.com that has results that are acceptable in accordance with the position being offered prior to the offer of employment becoming effective.

*"I have read the employment opening announcement, including the functions required of the position that I am applying for, and attest I can perform the essential functions of this position with or without reasonable accommodation.*

*I certify that all statements in this application are true and correct to the best of my knowledge. I understand that falsification of information on this application may be cause for elimination from the selection process and dismissal from employment, if hired. Additionally, I authorize the City of Covington to investigate all statements on this application and to solicit information regarding my character, general reputation, previous employment, work-related skills, and similar background information, and to contact former employers I have listed on my application materials, unless specified to the contrary. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages, for any reason, arising out of the furnishing of such information. Consent is granted for the City of Covington to furnish this authorization to third parties in the course of fulfilling its official responsibilities. For this purpose, a copy of this signed authorization is as effective as the original.*

*If I am applying for an exempt position, I understand that nothing in this application or my communications with any City of Covington official is intended to create an employment contract between the City of Covington and me."*

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

*~ Thank you for your interest in employment with the City of Covington ~*



**ATTACHMENT A to EMPLOYMENT APPLICATION**

**A. Recruitment Information:**

*Position you are applying for:* \_\_\_\_\_ *Date:* \_\_\_\_\_

***How Did You Learn of This Job Opening?***

*Saw ad in newspaper (which paper?):* \_\_\_\_\_

*Saw job posting (please name the location or website):* \_\_\_\_\_

*Heard about it from the following City employee:* \_\_\_\_\_

*Other:* \_\_\_\_\_

**B. E.E.O. Information: (Please note that the information requested below is **OPTIONAL** and will be separated from the rest of the application packet prior to the application review process.)**

*The data collected below will not be used to make employment decisions. It will be used for equal employment record keeping purposes only.*

*Position You Are Applying For:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Date of Birth:* \_\_\_\_\_

***Origin:***

\_\_\_\_ African American

\_\_\_\_ Hispanic

\_\_\_\_ Native American (proof of tribal affiliation is required)

\_\_\_\_ Asian

\_\_\_\_ Caucasian (White, not of Hispanic Origin)

\_\_\_\_ Pacific Islander