



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

Are you experienced in using a personal computer? NO YES – If "yes," then please write in proficiency level, as illustrated, for the software with which you are familiar. 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? (circle: YES NO) mm/yy mm/yy
Address _____ City _____ State _____ Zip _____
Supervisor _____ Supervisor/Employer Phone _____
Your Position Title _____ Hrs/Wk _____
of Employees Supervised _____ Starting Salary _____ Ending Salary _____
REASON YOU LEFT OR FOR SEEKING OTHER EMPLOYMENT? _____
PRIMARY DUTIES _____

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

EMPLOYER NAME* _____ FROM _____ TO _____
*May we contact this employer? (circle: YES NO) mm/yy mm/yy
Address _____ City _____ State _____ Zip _____
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of Employees Supervised _____ Starting Salary _____ Ending Salary _____
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PRIMARY DUTIES _____

EMPLOYER NAME* _____ FROM _____ TO _____
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Address _____ City _____ State _____ Zip _____
Supervisor _____ Supervisor/Employer Phone _____
Your Position Title _____ Hrs/Wk _____
of Employees Supervised _____ Starting Salary _____ Ending Salary _____
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. The City will perform background checks with the Washington State Patrol. If selected to fill an employment position with the City of Covington, you will be provided with an Authorization for Release of Washington State Patrol Information for your completion and subsequent return to the City.

The following questions MUST be answered by all applicants, in order for this application to be considered complete:

Have you been convicted of a felony, or released from prison in the last ten (10) years? Yes___ No___

If yes, please explain: _____

Have you been convicted of a misdemeanor other than a traffic offense within the last three (3) years? Yes___ No___

If yes, please explain: _____

"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: _____ *Sex:* Male Female

Origin:

- African American
- Hispanic
- Native American (proof of tribal affiliation is required)
- Asian
- Caucasian (White, not of Hispanic Origin)
- Pacific Islander