Application for Employment

Position

Name
    Last   First   Middle   (Other Names you Have Used for Employment)

Address_____City_____State_____Zip Code_____

Home Phone_____Work Phone_____Email_____

Are you Age 18 or Older?_____Yes _____No

Are you a Current or Former City Employee?_____Position/Dept._____Dates_____

Type of Work Desired? _____Full-time _____Part-time _____Temporary _____Summer

Can you Provide Proof that you Have a Legal Right to Work in the United States? _____Yes _____No

---

Indicate Highest Education Level Achieved:

☐ High School   ☐ Associate of Arts/Science   ☐ Bachelor of Arts/Science   ☐ Master of Arts/Science

Education: School/Location	Dates of Enrollment	Degree/Diploma or Credits Earned	Major
Business or Trade			
Undergraduate Studies			
Graduate Studies			
Other Courses or Training			

Special Skills or Licenses Related to the Job for Which you are Applying_____

Do you Possess a Valid Driver's License? _____Yes _____No (Needed when Requirement Stated on the Job Announcement)

Do you Claim Veterans Preference? _____Yes _____No   (If yes, a Copy of your DD - 214 is Required)

Give Years of Experience or Training and/or Speeds for the Following if Applicable to Position Applying for:

_____10 Key _____Typing _____Dictaphone _____Calculator _____Word Processing

Computer Equipment and Programs Used_____

The City of Mountlake Terrace is an Equal Opportunity Employer and does not Discriminate on the Basis of Race, Color, Religion, National Origin, Age, Disability, Marital or Veteran Status, Political Affiliation, or any Other Legally Protected Status.

Do you Require Special Accommodation to Perform the Essential Functions of the Job or to Complete the Application Process? _____Yes _____No

Work History: Please List Present or Most Recent Employment First. Attach Additional Pages if Necessary.

Employer_____ From_____ To_____

Address_____City_____State_____Zip_____

Supervisor_____Title_____Phone Number_____

Position_____ Monthly Salary: Beginning_____Final_____

Major Duties_____

_____

Number of Persons you Supervised_____ May we Contact this Employer?_____

Reason for Leaving_____

~~~~~~

Employer_____ From_____ To_____

Address_____City_____State_____Zip_____

Supervisor_____Title_____Phone Number_____

Position_____ Monthly Salary: Beginning_____Final_____

Major Duties_____

_____

Number of Persons you Supervised_____ May we Contact this Employer?_____

Reason for Leaving_____

~~~~~~

Employer_____ From_____ To_____

Address_____City_____State_____Zip_____

Supervisor_____Title_____Phone Number_____

Position_____ Monthly Salary: Beginning_____Final_____

Major Duties_____

_____

Number of Persons you Supervised_____ May we Contact this Employer?_____

Reason for Leaving_____

~~~~~~

Professional References (Do not List Relatives.)

Name_____Address_____Phone_____

Name_____Address_____Phone_____

I certify that all statements above (and in accompanying material, including resume, if any) as well as the facts presented verbally in any interview, are true and complete to the best of my knowledge. Any false statement, misrepresentation, or consequential omissions of any kind made by me are sufficient grounds for denying employment or for dismissal. I understand that any employment is conditional upon a background check which may include felony, driving, drug, or credit check. Any information learned from the background investigation (which the City may have a legal obligation to reveal) may be forwarded to my current employer.

I authorize all previous employers to furnish any and all information they may have concerning me, and I hereby release them and the City of Mountlake Terrace from all liability or any damage whatsoever arising therefrom.

Applicant's Signature_____Date_____

The City of Mountlake Terrace assures that no person shall on the grounds of race, color, sex, age, disability or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City further assures every effort will be made to ensure nondiscrimination in all of its programs activities, whether those programs and activities are federally funded or not.

CITY OF MOUNTLAKE TERRACE

Applicant Referral Source and Affirmative Action Information

Position _____   Date _____

Name _____

For the Purpose of Ensuring Equal Opportunity, the City of Mountlake Terrace Would Appreciate the Following Information. This is Entirely Voluntary and will be Kept Confidential. It will *not* be Considered Part of your Application or Affect your Consideration. The Information will not Become a Part of your Personnel File.

Please Check Groups with Which you Identify.

Gender: _____ Male   _____ Female

40 Years of Age or Over: _____ Yes   _____ No

Ethnicity: _____ Black

                                 _____ Hispanic

                                 _____ Asian/Pacific Islander

                                 _____ Native American/Alaskan Native

                                 _____ White or Not Covered Above

Presence of Work Restricting Disability: _____ Yes   _____ No

If yes, Describe _____

_____

How Did you Learn of Position Opening? _____ AWC

                                 _____ City Job Board

                                 _____ Everett Herald

                                 _____ Friend/Relative

                                 _____ Jobs Available

                                 _____ Public Sector Internet

                                 _____ School

                                 _____ Seattle Times

                                 _____ Seattle Times Internet

                                 _____ Other: _____

_____ I Choose not to Provide the Information Requested.