

Town of Carbonado
P.O. Box 91, 250 Coal Avenue, Carbonado, WA 98323
(360).829.0125

APPLICATION FOR EMPLOYMENT

The Town of Carbonado is an Equal Employment Opportunity Employer, we consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately.

Position desired _____	Date of application _____
How did you learn of this vacancy? _____	Date available for employment _____

Last Name _____	First Name _____	Middle Name _____	
Address (Physical & Mailing) _____	City _____	State _____	Zip _____
Telephone Number _____	Alternate Number _____	Social Security Number (Optional) _____	

(Please Circle One)

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

Have you previously applied for a position with the Town of Carbonado? Yes No
If yes, Position and Date _____

Have you previously been employed by the Town of Carbonado? Yes No
If yes, Position and Date _____

Do you know anyone who is employed by the Town of Carbonado? Yes No
If yes, Name and Relationship _____

Are you legally authorized to become employed in the United States? Yes No

Are you currently employed? Yes No
If yes, may we contact your present employer? Yes No

If required for this position what is your Driver's License # and State? _____

Have you been convicted of a crime within the past 10 years? Yes No
If yes, please explain _____

The Town, in making hiring decisions, will consider criminal convictions and how a conviction relates to the position you are applying for. A criminal conviction will not automatically bar you from employment.

What is your desired salary range? _____ Can you travel overnight if required? Yes No

EDUCATION:

School	Name and Address of School	Major	Years Completed	Diploma/Degree
High School or Equivalent				
College				
Other				
Other				

WORK EXPERIENCE:

Start with your present or last employer.

Employer	Dates Employed		Work Performed
	From	To	
Address			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Telephone Number(s)			
Starting/Last Job Title	Hourly Rate/Salary		
Supervisor	From	To	
Reason for Leaving			

Employer	Dates Employed		Work Performed
	From	To	
Address			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Telephone Number(s)			
Starting/Last Job Title	Hourly Rate/Salary		
Supervisor	From	To	
Reason for Leaving			

WORK EXPERIENCE CONTINUED:

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Starting/Last Job Title	Hourly Rate/Salary		
	From	To	
Supervisor			
Reason for Leaving			

ADDITIONAL QUALIFICATIONS:

Summarize your additional skills or qualifications related to this position.

Summarize your equipment and computer operation skills related to this position.

Summarize professional awards, recognitions, or certifications you have received.

ADDITIONAL INFORMATION:

Anything else you wish us to consider relating to your ability to perform the job for which you have applied?

PROFESSIONAL REFERENCES:

Please list three professional references, do not include past supervisors already mentioned.

Name	Business and Title	Phone Number
1.)		
2.)		
3.)		

TOWN OF CARONADO - AFFIDAVIT/CERTIFICATION OF INFORMATION AND RELEASE

By my signature below:

I certify that to the best of my knowledge the information contained in this application and all supplemental information I have submitted is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or during my employment, regardless of when or how discovered.

I certify that I have read the job description for the position for which I am applying and that I can perform the essential and auxiliary functions listed for this position with or without reasonable accommodation, and I understand that the job description is illustrative only and does not list all functions or responsibilities of the position.

I understand that this application is valid only for this position and I must re-apply for any future positions with the Town of Carbonado (Town).

I understand that if I am hired I must produce applicable documents showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that the Town may contact my current and prior employers, educational institutions, and other references, whether listed or not listed in my application material. These references are authorized to give the Town any and all pertinent information they may have related to my previous job performance and my ability to perform the job I am applying for, this includes information relating to my moral character. I release all persons or entities involved, including the Town of Carbonado, previous employers and their agents, and any other person or entity, from all liability arising from this contact and release of information. (You will be informed prior to the Town contacting references.)

I agree to submit to any post-offer, pre-employment testing, drug and alcohol testing, or physicals, as required by the Town.

I authorize the Town to conduct a criminal history and credit check and understand that the Town in making hiring decisions will consider criminal convictions and how a conviction relates to the position I am applying for. I understand that a criminal conviction does not automatically bar me from employment with the Town. (You will be notified prior to the background check and if a credit check is required, you will be notified of your rights under the Fair Credit Reporting Act.)

I understand and agree that nothing contained in this employment application packet creates a contract for employment between the Town and myself. If an employment relationship is established, I understand that, unless specifically limited in an expressed, formally executed contract, I have the right to terminate my employment at any time and for any reason and the Town has the same right.

(Applicant Signature)

(Date)

(Applicant Name – Printed)