



EMPLOYMENT APPLICATION

Human Resources Department
P.O. Box 1579
401 S. Balsam Street
Moses Lake, WA 98837
509 764 3714
www.cityofml.com

This form is required for employment and must be completed in full. An incomplete application may disqualify you from further consideration. Applications will be processed only when a position has been announced and the closing date has not passed. The City of Moses Lake will not process unsolicited applications for employment nor will it retain applications for future consideration.

Applicants in need of reasonable accommodations during the hiring and employment process due to disability should contact the Human Resources Department.

The City of Moses Lake is an Equal 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.

Position Desired:

A separate application must be submitted for each position.

Date Applied:

How did you hear about this position?

Name (Last, First, MI):

Address:

City/State/Zip:

Phone (message phone):

Email Address:

GENERAL INFORMATION

Are you legally authorized to work in the U.S.? Yes No

If hired, can you submit documentation verifying your identity and your legal right to work in the U.S. within 3 business days of when you begin work? Yes No

Are you over the age of 18? Yes No If no, please specify age: Age: _____

Do you have, or can you obtain, a valid Driver's License? Yes No

Are you able to perform the essential functions of the job with or without reasonable accommodation(s)? Yes No

Are you a current or former City of Moses Lake Employee? Yes No

If yes, please provide dates of employment and position held:

Do any of your relatives work for the City of Moses Lake? Yes No

If yes, list name and relationship:

VETERAN'S PREFERENCE

Have you served in the U.S. Military? Yes No

If yes, please provide dates of military service: Date of Entry: _____ Date of Release: _____

Was any of this time served in war zone: Yes No

If yes, have you previously used veteran's preference to obtain employment? Yes No Form DD214 must be submitted with this application
ONLY APPLICABLE FOR CIVIL SERVICE POSITIONS (POLICE/FIRE)

Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.04.010 (*Civil Service Positions only*)? Yes No

EDUCATION AND TRAINING		
High School (please check the highest grade completed)	Did not complete <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> GED <input type="checkbox"/>	
Name of College, University, and/or Technical/Trade School	Degree/Certificate Completed	Subject/Major Studied
Have you completed an apprenticeship? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list.		

SKILLS AND QUALIFICATIONS	
Do you possess any professional licenses/certifications (CDL, PE, LGT, etc.)?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list below
Describe computer skills (programs, typing speed, etc.), equipment operation skills (including office equipment) and all other relevant information to the position for which you are applying.	
Are you fluent in any languages other than English?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list below

OPTIONAL INFORMATION				
We would appreciate completion of the information below. This portion is entirely voluntary. The City of Moses Lake is committed to non-discrimination in employment practices. This information will be kept confidential and will be used for EEO record keeping purposes only.				
Sex:	Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
Ethnicity (check one):	Hispanic/Latino	<input type="checkbox"/>	Not Hispanic/Latino	<input type="checkbox"/>
Racial Categories (check one):	Asian	<input type="checkbox"/>	African American	<input type="checkbox"/>
	Hispanic/Latino	<input type="checkbox"/>	Alaskan Indian	<input type="checkbox"/>
	American Indian or Alaska Native	<input type="checkbox"/>	Caucasian	<input type="checkbox"/>
	Two or More Races	<input type="checkbox"/>		

EMPLOYMENT EXPERIENCE

Employer's Name:		Phone Number:		
Address:		Dates (Mo/Yr):	From :	To:
Position Held:		May we contact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Supervisor's Name and Title:		Reason for Leaving:		
Primary Duties:				

Employer's Name:		Phone Number:		
Address:		Dates (Mo/Yr):	From :	To:
Position Held:		May we contact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Supervisor's Name and Title:		Reason for Leaving:		
Primary Duties:				

Employer's Name:		Phone Number:		
Address:		Dates (Mo/Yr):	From :	To:
Position Held:		May we contact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Supervisor's Name and Title:		Reason for Leaving:		
Primary Duties:				

Employer's Name:		Phone Number:		
Address:		Dates (Mo/Yr):	From :	To:
Position Held:		May we contact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Supervisor's Name and Title:		Reason for Leaving:		
Primary Duties:				

PROFESSIONAL REFERENCES (Do Not List Relatives)				
Name	Employer/Relationship	Telephone	Occupation	Years Known

AGREEMENT, CERTIFICATION AND AUTHORIZATION
(Please Read Carefully)

I certify that the information herein is true, correct, and complete to the best of my knowledge. I understand that falsification, misrepresentation, or omission on this application will be grounds for elimination from further consideration or, if employed, may result in immediate discharge.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with the City of Moses Lake's interest or those of its clients; nor will I become engaged in such activity or business if employed.

I understand that if I receive a conditional offer of employment for a position for which I will have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Moses Lake is required to complete a thorough background check as required by the Child/Adult Abuse Information Act.

I understand that, as a condition of employment, a background check will be conducted that may include reference checks, a criminal history and/or driving record check. Dependent on the position, the following may also be required: credit checks, fingerprinting, polygraph and/or a psychological examination. (Police Officer/Firefighter positions will require an applicant to pass a pre-employment physical examination.)

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 License or a position that is deemed by the City of Moses Lake to require such test.

I authorize investigation of all statements in this application. I understand that nothing in this application or my communications with any City of Moses Lake official is intended to create an employment contract between the City of Moses Lake and myself.

I, the undersigned applicant for employment with the City of Moses Lake, in consideration of the review of my employment application, do authorize the City of Moses Lake to solicit information regarding my character, general reputation, previous employment and similar background information, and to contact any and all references I have given, or not given, on my application. 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. If employed, I release the City of Moses Lake from any liability for future references it may provide regarding my work history at the City of Moses Lake.

It is my intention that any copy of this authorization be as effective as the original.

Signature of Applicant		Date	
Print Name			
Signature of Parent or Guardian		Date	
Printed Name of Parent/Guardian			

Notice: In order to be accepted for consideration, all applications must be completed, signed, and dated.

FOR PERSONNEL USE ONLY			
DATE APPLICATION RECEIVED		INITIALS	
DATE GIVEN TO DEPARTMENT		INITIALS	
DISPOSITION OF APPLICANT	DECLINE INTERVIEW DATE:	NOTES	