

Lake Forest Park Water District

4029 NE 178th Street o Lake Forest Park, WA 98155 o (206)365-3211 o FAX (206)365-3357

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE _____

| | | | | | |
|--|--------|-------|---|--|--|
| NAME _____ | | | SSN _____ | | |
| First | Middle | Last | | | |
| ADDRESS _____ | | | | | |
| Street | City | State | Zip | | |
| PHONE NUMBER _____ | | | ARE YOU 18 YEARS OR OLDER? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| ARE YOU ELIGIBLE TO BE LAWFULLY EMPLOYED IN THE UNITED STATES? Yes <input type="checkbox"/> No <input type="checkbox"/> (PROOF OF CITIZENSHIP OR IMMIGRATION STATUS WILL BE REQUIRED UPON EMPLOYMENT.) | | | | | |
| HAVE YOU EVER BEEN CONVICTED OF A FELONY OFFENSE? Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES, PLEASE LIST DETAIL INCLUDING DATE(S) OF CONVICTION: _____ | | | | | |

EMPLOYMENT DESIRED

| | | |
|--|--|--|
| POSITION _____ | DATE YOU CAN START _____ | MINIMUM SALARY DESIRED _____ |
| <input type="checkbox"/> FULL TIME | <input type="checkbox"/> Part-Time (< 82 hours) | <input type="checkbox"/> SUMMER (3 MONTHS) |
| ARE YOU EMPLOYED NOW? YES <input type="checkbox"/> NO <input type="checkbox"/> | MAY WE CONTACT YOUR CURRENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/> | |

IF APPLYING FOR POSITION REQUIRING DRIVING

| | |
|--|---|
| LICENSE NO _____ | EXPIRATION DATE _____ |
| DO YOU HAVE A VALID Washington DRIVER'S LICENSE? YES <input type="checkbox"/> NO <input type="checkbox"/> | CLASS: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> |
| DO YOU HAVE KNOWLEDGE IN THE OPERATION OF: | |
| <i>Track Excavator</i> YES <input type="checkbox"/> NO <input type="checkbox"/> | <i>Tandem Axle Trailer</i> YES <input type="checkbox"/> NO <input type="checkbox"/> |
| <i>Backhoe</i> YES <input type="checkbox"/> NO <input type="checkbox"/> | <i>Front End Loader</i> YES <input type="checkbox"/> NO <input type="checkbox"/> |
| <i>Asphalt Cutter</i> YES <input type="checkbox"/> NO <input type="checkbox"/> | <i>Power Hand Tools</i> YES <input type="checkbox"/> NO <input type="checkbox"/> |
| HAS YOUR LICENSE EVEN BEEN REVOKED? YES <input type="checkbox"/> NO <input type="checkbox"/> | WHEN? _____ WHY? _____ |
| MAY WE CONTACT MOTOR VEHICLES REGISTRATION YOUR DRIVERS RECORD? YES <input type="checkbox"/> NO <input type="checkbox"/> | |

EMPLOYMENT HISTORY (LIST PRESENT OR LAST EMPLOYER FIRST (GO BACK 10 YEARS))

| DATE | NAME, ADDRESS & PHONE # | SALARY | POSITION | REASON FOR LEAVING |
|------------------------|-------------------------|--------|----------|--------------------|
| FROM _____ TO _____ | | | | |
| FROM _____ TO _____ | | | | |
| FROM _____ TO _____ | | | | |
| FROM _____ TO _____ | | | | |
| FROM _____ TO _____ | | | | |

MILITARY OR SERVICE

YES NO _____ RANK _____

SCHOOLS & SPECIAL TRAINING: _____

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVE _____

IF APPLYING FOR WORK THAT REQUIRES CLERICAL FUNCTIONS

ARE YOU KEYBOARD PROFICIENT? YES NO WORDS PER MINUTE _____

TRAINING IN MICROSOFT OFFICE SOFTWARE: WORD EXCEL POWERPOINT ACCESS OTHER

BASIC SKILL:

ADVANCE SKILLS:

EDUCATION

| SCHOOL | NAME & ADDRESS | COURSE OF STUDY | DID YOU GRADUATE | LIST DIPLOMA |
|------------|----------------|-----------------|------------------|--------------|
| ELEMENTARY | | | | |
| HIGH | | | | |
| COLLEGE | | | | |
| OTHER | | | | |
| OTHER | | | | |

SPECIAL SKILLS, TRAINING AND LICENSES: _____

—

LANGUAGES: _____

—

REFERENCES Give the Names of three persons **not related** to you, whom you've known in a work capacity for at least one year.

| NAME | ADDRESS & PHONE | BUSINESS | YEARS ACQUAINTED |
|-------|-----------------|----------|------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

PHYSICAL RECORD

Do you have the full physical, mental, emotional and medical ability to do the job for which you have applied, with or without a reasonable accommodation? **Yes No**

This position may require routine lifting of heavy objects, are you comfortable with lifting at least 50lbs ? **YES NO**

Please describe in detail how you will do the job for which you have applied, with or without a reasonable accommodation:

READ CAREFULLY BEFORE SIGNING:

I fully release and hold harmless the District and any references the District contacts, including previous and present employers, schools, persons and investigating bureaus relating to any and all information exchanged needed to arrive at an employment decision.

THE FACTS SET FORTH IN MY APPLICATION FOR EMPLOYMENT ARE TRUE AND COMPLETE. I UNDERSTAND THAT ANY FALSE OR MISLEADING STATEMENTS MADE WILL RESULT IN DISQUALIFICATION FROM EMPLOYMENT, OR IF HIRED, IMMEDIATE DISCHARGE. I FURTHER UNDERSTAND THAT THIS APPLICATION IS NOT AND IS NOT INTENDED TO BE A CONTRACT OF EMPLOYMENT.

Signature and date: _____

DO NOT WRITE BELOW THIS LINE, OFFICE USE ONLY

PRE EMPLOYMENT PHYSICAL DATE _____ TIME _____

FIT FOR DUTY? YES NO CONFIRMATION RECEIVED: YES NO LICENSE CHECK? YES NO

RECEIVED? YES NO INSURABLE? YES NO CRIMINAL BACKGROUND CHECK? YES NO