



EMPLOYMENT APPLICATION

Human Resources
P. O. Box 1579
401 S. Balsam
Moses Lake, WA 98837
509-764-3701
www.cityofml.com

This form is required for employment and must be completed in full. A resume is encouraged, however, will not be accepted in lieu of a completed application. An incomplete application may disqualify you from further consideration. You must notify the Human Resources Office if you change your address or phone number. Applicants in need of accommodation during the employment process due to disability should contact the Human Resources Office. **DO NOT** submit a photograph of yourself. 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.

A separate application must be submitted for each position (copies will be accepted).

Position Desired:

Date Applied:

Name (Last, First, MI):

Address:

City/State/Zip:

Home Phone:

Cell Phone (message phone):

Email Address:

GENERAL INFORMATION

Are you a U.S. citizen or do you have a Visa permitting you to work in the U.S.? (*Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted per the Immigration Reform & Control Act of 1986.*)

Yes No

Are you over the age of 18?

Yes No

If you are under the age of 18, please specify your age:

Age:

Do you have, or can you obtain, a valid Washington State Driver's License?

Yes No

Do you have a valid Driver's License for another state?

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 City of Moses Lake Employee?

Yes No

Are you a former City of Moses Lake Employee?

Yes No

If yes, date of separation 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				
Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.04.010 (<i>Civil Service Positions only</i>)?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, provide dates of military service:	Date of Entry:	Date of Release:		
If yes, please list time served in war zone:				
If yes, have you previously used veteran's preference to obtain employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Form DD214 must be submitted with this application ONLY APPLICABLE FOR CIVIL SERVICE POSITIONS (POLICE/FIRE)		

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, Technical/Trade School	Subject/Major	Degree/Certificate	Date Completed
Have you completed an apprenticeship? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which craft(s)?			

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

CRIMINAL CONVICTION/ARREST	
The City of Moses Lake is mindful of its obligation to employ qualified persons and its entitlement under the law to consider an applicant's conviction and/or arrest record as it relates to job performance. A conviction and/or arrest record will not disqualify you from employment unless such record would reasonably affect your fitness for the job for which you have applied. Have you been convicted and/or arrested for a felony or released from prison within the last 10 years and/or have you been convicted of a misdemeanor other than minor traffic offenses within the past 3 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please explain:	

EMPLOYMENT EXPERIENCE

Employer's Name:		Phone Number:		
Address:		Dates (Mo/Yr):	From:	To:
Position:		Salary:	Starting:	Final:
Supervisor:		Reason for Leaving:		
Primary Duties:				

Employer's Name:		Phone Number:		
Address:		Dates (Mo/Yr):	From:	To:
Position:		Salary:	Starting:	Final:
Supervisor:		Reason for Leaving:		
Primary Duties:				

Employer's Name:		Phone Number:		
Address:		Dates (Mo/Yr):	From:	To:
Position:		Salary:	Starting:	Final:
Supervisor:		Reason for Leaving:		
Primary Duties:				

Employer's Name:		Phone Number:		
Address:		Dates (Mo/Yr):	From:	To:
Position:		Salary:	Starting:	Final:
Supervisor:		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)

Current and/or prior employers will only be contacted after an applicant has been notified that she/he is a finalist.

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 have read the position announcement and I can perform the essential functions of the position for which I am applying, with or without reasonable accommodation.

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 me.

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.

If employed, I further agree that if I lose, damage or fail to return any of the City of Moses Lake's property, the City of Moses Lake is authorized to deduct from my wages sufficient funds to replace its property.

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

Position Desired:
Date Applied:

Name (Last, First, MI):	
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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 (in a separate file) and will be used for EEO record keeping purposes only.

Sex	Female <input type="checkbox"/>	Male <input type="checkbox"/>
Ethnic Category (check one):		
Caucasian <input type="checkbox"/>	Asian <input type="checkbox"/>	Two or More Races <input type="checkbox"/>
African American <input type="checkbox"/>	Native American <input type="checkbox"/>	Native Hawaiian or Other Pacific Islander <input type="checkbox"/>
Hispanic or Latino <input type="checkbox"/>	Alaskan Indian <input type="checkbox"/>	Other: <input type="checkbox"/>