

# North Bonneville Application for Employment

Human Resources  
Use Only

Human Resources  
PO Box 7  
North Bonneville, WA 98639  
509-427-8182; [info@northbonneville.net](mailto:info@northbonneville.net)

You must submit a separate Application for each position.  
Read the Position Opening Announcement to see if a Supplemental Questionnaire is required.  
**DO NOT submit a photograph of yourself.**

The City of North Bonneville 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.

**Complete all information from this point forward. An incomplete Application may disqualify you from further consideration.**

	<b>Applicant:</b> Write the Position Title of the Job you are applying for here

Name \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Email \_\_\_\_\_

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.)  Yes  No

Are you over the age of 18?  Yes  No

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

Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.04.010?  Yes  No

## TRAINING AND EDUCATION

Highest Grade Completed:  8  9  10  11  12  GED

Colleges/Other Training	Subject/Major	Degree/Certificate	Date Completed

## EQUIPMENT, OFFICE AND COMPUTER SKILLS

Describe computer and other equipment operation skills. Include programs used, typing speed & other information relevant to the position for which you are applying.

## CRIMINAL CONVICTION

The City of North Bonneville is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's convictions record as it relates to job performance. A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied. Have you been convicted of a felony or released from prison within the last ten (10) years, or have been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?  YES  NO

If Yes, Please Provide Details Regarding the Crime and the Sentence or Fine Imposed \_\_\_\_\_

## PROFESSIONAL REFERENCES (Do Not List Relatives)

Name/Title _____	Employer _____	Phone ( ) _____
Name/Title _____	Employer _____	Phone ( ) _____
Name/Title _____	Employer _____	Phone ( ) _____

## SIGNATURE IS REQUIRED

To the best of my knowledge, the information herein is true and complete. I have read the Position Opening 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 where I will have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of North Bonneville is authorized to complete a thorough background check pursuant to the Child/Adult Abuse Information Act. 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's License. I authorize investigation of all statements in this application. I understand that providing false information on this application is grounds for disqualification and/or dismissal. If I am applying for an exempt position, I understand that nothing in this application or my communications with any North Bonneville official is intended to create an employment contract between the City and me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**WORK HISTORY**

Beginning with your present or most recent employment, list your work/experience history for the last 10 years or experience prior to that time which is directly related to the position for which you are applying. Attach additional sheets as necessary. Be sure to include any non-paid experience which is related to the job for which you are applying. Complete the following sections even if you are submitting a resume in addition to this application. An incomplete application may disqualify you. If you have been known by a different name by any of these employers, please identify the employer and state the name here:

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Employer's Name	_____	From	_____	To	_____
			Mo/Year		Mo/Year
Address	_____	Supervisor	_____		
Phone	_____	Hours Worked Per Week	_____		
Position	_____	Start Salary	_____		
Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				

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Employer's Name	_____	From	_____	To	_____
			Mo/Year		Mo/Year
Address	_____	Supervisor	_____		
Phone	_____	Hours Worked Per Week	_____		
Position	_____	Start Salary	_____		
Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				

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Employer's Name	_____	From	_____	To	_____
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Address	_____	Supervisor	_____		
Phone	_____	Hours Worked Per Week	_____		
Position	_____	Start Salary	_____		
Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				

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Employer's Name	_____	From	_____	To	_____
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Address	_____	Supervisor	_____		
Phone	_____	Hours Worked Per Week	_____		
Position	_____	Start Salary	_____		
Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				

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## AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS

References will only be checked for finalists.

Current and/or prior employers will only be contacted after an applicant has been notified that s/he is a finalist. I certify that the information given by me to the City of North Bonneville is true and complete to the best of my knowledge. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, may result in discipline up to and including immediate dismissal. I further certify that I am not engaged in any outside activity or business that could be considered in conflict with City of North Bonneville interest or those of its clients, nor will I become engaged in such activity or business if employed.

I, the undersigned applicant for employment with the City of North Bonneville, in consideration of the review of my employment application, do authorize the City of North Bonneville to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all prior employers or references I have 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 North Bonneville from any liability for future references it may provide regarding my work history at the City of North Bonneville.

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

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

Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_