



City of North Bonneville Application for Employment

Human Resources

PO Box 7

North Bonneville, WA 98639

509-427-8182; info@northbonneville.net

You must submit a separate Application for each position.

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.

Applicant: 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.? ☐ Yes ☐ No
(Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.)

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 Completed	Subject/Major	Degree/Certificate	Date
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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.

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: _____

City of North Bonneville Driving Standards: Infractions or citations will not necessarily remove you from consideration. The City of North Bonneville will; however, consider your driving record when making employment decisions.

Applicants for positions in which the employee is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants will be checked. Applicants will be disqualified under the following circumstances:

Violations: More than two moving traffic violations within the preceding three years; or any major violation according to the driver evaluation matrix within the preceding five years. **Accidents:** More than one motor vehicle accident within the preceding three years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty" or "nolo contendere."

Name: _____
Last First MI

Job: _____

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(s) below :

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

Employer's Name	From	Mo/Year	To	Mo/Year
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Employer's Name	From	Mo/Year	To	Mo/Year
Address	Supervisor			
Phone	Hours Worked Per Week			

Position _____

Number Of Employees Supervised By You _____

Reason For Leaving _____

Primary Duties _____

Are you a former or current North Bonneville Employee?

☐ Yes ☐ No If Yes, please tell us:

When you
worked _____

Department _____

Position Title _____

Supervisor _____

Having a relative employed by the City of North Bonneville will not necessarily bar you from employment.

Do you have any relatives employed by the City of North Bonneville? ☐ Yes ☐ No

If yes, Please list their name/s and
relationships _____

Please tell us how you learned of this opening by circling the number of the source

- | | |
|--------------------------------|--|
| 1. Local Media _____ | 7. Library |
| 2. North Bonneville Newsletter | 8. School/College |
| 3. Internet (general) | 9. Friend/Relative |
| 4. Jobs Available | 10. North Bonneville Employee |
| 5. AWC Job Net | 11. Professional Publication/Internet Site |
| 6. Municipal Office | 12. Law Enforcement Digest |
| | 13. Other |

APPLICATION ASSEMBLY and HIRING PROCESS:

Assemble application materials in this order: 1: North Bonneville Application Front Page, 2: Work History, 3: This page. 4: Authorization To Release Employment Records, 5: The following optional items may follow in this order: cover letter, resume, reference list, etc. Staple everything together in the top left corner.

Those applicants who submit a complete and timely application and are invited to participate in the testing and/or interview stages of the selection process will be notified by phone, email, or mail. Those who are not will be notified by mail. Incomplete or late applications will not receive notification. Application screening is scheduled to begin on the first business day following the closing date and may take 5-10 business days.

Thank you for considering us as your prospective employer.

Name: _____
Last First MI
Job: _____

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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 _____