



CITY OF GRANGER

102 Main Street
P.O. Box 1100
Granger, WA 98932
Phone: 509-854-1725
Fax: 509-854-2103

EMPLOYMENT APPLICATION

READ AND COMPLETE APPLICATION CAREFULLY

Answer all questions by either typing or printing in ink. Do not answer any questions by stating "See Resume". Application and Release Form must be signed, dated and accompanied by a copy of your Washington State Driver's License or Washington State Identification Card.

The City of Granger is an Equal Opportunity Employer and shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, marital status, national origin, or handicaps unless based upon a bona fide occupation qualification. If you believe you have been discriminated against, you should notify the Mayor immediately.

Position Applying for: _____ Date: _____

I. PERSONAL HISTORY

1. Name _____
Last First Middle Initial

2. Present Address _____
No. Street P.O. Box

City State Zip Code

3. Telephone: _____ Message: _____

4. Do you meet the minimum age requirements of the job? _____

5. Social Security No. ____ - ____ - _____. Driver's License No. _____

6. Are you prevented from lawfully becoming employed in this Country because of immigration status?
If yes, please explain.

7. List any criminal and traffic convictions in the past seven years. If you are applying for a driving position list traffic convictions also. (This information may not necessarily bar you from employment.)

Conviction	Date
Conviction	Date
Conviction	Date

8. Do you have any activities, commitments or responsibilities that may prevent you from meeting work attendance requirements (Shift Work, weekends, or evenings?)

No ____ Yes ____ Comments: _____

II. MEDICAL AND PHYSICAL HISTORY

1. Can you perform the essential functions of the job for which you are applying as laid out in the job description, with or without reasonable accommodations?

No ____ Yes ____ Comments: _____

III. RECORD OF EDUCATION

1. Schools:

a. High School _____
Name City/State
Last year completed _____ Diploma/GED? _____

b. College _____
Name City/State
Type of Degree? _____

c. Other /Specify _____
Course of Study? _____

2. What other experiences, skills, training, qualifications or certification do you feel would especially fit you for the work for which you are applying?

IV. RECORD OF EMPLOYMENT

1. List below all past and present employment for the past 10 years. Use additional paper and attach if necessary.)

A. Agency Name _____ Address _____

Phone: _____ Employment dates: From _____ To _____

Job Title: _____ Supervisor _____

Duties _____

Reason for Leaving: _____

OK to contact? _____

B. Agency Name _____ Address _____

Phone: _____ Employment dates: From _____ To _____

Job Title: _____ Supervisor _____

Duties _____

Reason for Leaving: _____

OK to contact? _____

C. Agency Name _____ Address _____

Phone: _____ Employment dates: From _____ To _____

Job Title: _____ Supervisor _____

Duties _____

Reason for Leaving: _____

OK to contact? _____

V. PLEASE READ THE FOLLOWING STATEMENT, THEN SIGN AND DATE YOUR APPLICATION. YOUR SIGNATURE BELOW INDICATES THAT YOU UNDERSTAND THE FOLLOWING STATEMENT.

The facts set forth in my application for employment are true and complete. I am legally able to accept employment in the United States. I understand that employment is contingent upon review of the applicant's abstract of driving record and that I qualify as a driver the City. (*Driver position's only*).

I authorize the City of Granger to investigate all statements in this application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, reference, academic institutions and the City of Granger from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and by suitability for employment with the City. You are hereby authorized to make any job related investigation of my personal history including credit references through any investigation of my personal history including credit references through any investigative agencies of your choice. (*For this purpose, please list any names by which you have been known*): _____

I understand I have the right to provide additional information in the case of derogatory information.

Any offer of employment made by the City of Granger to prospective full-time and regular part-time employees will be contingent upon satisfactory completion of the employment testing exams. A drug screening or testing positive for illicit or misused drugs will not be hired. Failure to sign the consent for drug screening will be treated the same as an incomplete application and the applicant will be removed from further employment consideration. A polygraph and psychological examination will be required for some positions. The City will pay for any testing required. Passing the employment testing examinations does not guarantee employment with the City.

Signature

Date