



City of Seattle

APPLICATION FOR EMPLOYMENT

Personnel Department
 Employment Services
 PO Box 34028
 Seattle, WA 98124-4028

JOB INFORMATION—Required.

Date	_____
Job Title	_____
Job Number	_____

APPLICATION INFORMATION—Please read this information carefully.

- **Applications completed online at <http://www.seattle.gov/jobs/> are preferred.**
- Applications will be evaluated for open positions only.
- Applicants are required to complete a separate application for each position to which they apply.
- Please provide all requested information on the application. Incomplete applications may have a bearing on their consideration.
- Supplemental information (e.g., resumes, cover letters) may be provided only if it is requested in the job posting.
- Applications must be submitted by the advertised closing date and time. Postmarks will not be accepted.
- The City of Seattle reserves its option to use random sampling for high-volume positions.
- Interviews are by invitation only and are scheduled by the employing department.
- The City of Seattle will provide reasonable accommodations for qualified applicants with disabilities.
- Job offers are contingent upon meeting the position requirements and providing proof of eligibility to legally work in the US.
- The employing department may seek criminal history and/or conduct a background check for this position to the extent consistent with law.
- The City of Seattle is a Drug Free Workplace.

PERSONAL INFORMATION—This section is required.

Name	_____				
	<i>First (Given) Name</i>	<i>Middle Initial</i>	<i>Last (Family) Name</i>		
Address	_____				
	<i>Number and Street Name</i>	<i>Apt/Unit</i>	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Primary Phone	_____		Secondary Phone	_____	
	<i>Area code and number</i>			<i>Area code and number- Optional</i>	
Email Address	_____				
Please answer the following questions:					
1.	Are you currently a Regular or Temporary employee of the City of Seattle? (Yes or No) _____				
2.	Are you a former City Employee? (Yes or No) _____. If Yes, dates: From _____ To _____				
3.	Have you ever been dismissed for disciplinary reasons by the City of Seattle? (Yes or No) _____				
4.	Would you be interested in and available for Temporary Work? (Yes or No) _____				
5.	Would you be interested in and available for Part Time Work? (Yes or No) _____				

WORK EXPERIENCE — Please identify qualifications and skills you possess related to this position beginning with your current or most recent job.

Employer	_____	City, State	_____
Job Title	_____	From	_____ To _____
Duties	_____		
Reason for Leaving			

Employer _____	City, State _____
Job Title _____	From _____ To _____
Duties _____	
Reason for Leaving	

Employer _____	City, State _____
Job Title _____	From _____ To _____
Duties _____	
Reason for Leaving	

Employer _____	City, State _____
Job Title _____	From _____ To _____
Duties _____	
Reason for Leaving	

Employer _____	City, State _____
Job Title _____	From _____ To _____
Duties _____	
Reason for Leaving	

SKILLS/QUALIFICATIONS – Please list relevant skills and qualifications, years experience and when you last used the skill.

Name of Skill	Years Experience	Last Used (Current, 6 months ago, 1 year ago, etc.)

EDUCATION — Please list each institution you attended and if you graduated. If still in school, check “Attending”

Institution Name	Major	Degree	Graduated			City, State
			Yes	No	Attending	

LICENSES/CERTIFICATIONS — Please list licenses and certifications you possess related to this position.

Name	Date Issued

RELEVANT INFORMATION—Please provide any additional information about your qualifications, skills, abilities and knowledge that relates to the job posting.

CONDITIONS OF APPLICATION—Please read and sign.

<ul style="list-style-type: none"> • I hereby affirm that my responses to the foregoing questions are true and correct and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably. • In compliance with the Immigration Reform and Control Act, all employment offers will be contingent upon selected applicants providing acceptable proof of identity and authorization to work in the United States. • I understand that misrepresentation or omission of the material facts called for in this application or other records will be cause for immediate dismissal. In addition, I authorize the City of Seattle to verify any and all information contained in this application and to inquire into my character, ability and work habits from former employers and others, and I release the City of Seattle and all concerned from any liability in connection with any information received or provided. • The City of Seattle retains the right to determine the fitness and suitability of applicants for employment. • I, THE UNDERSIGNED, HAVE CAREFULLY READ AND AGREE TO THE ABOVE CONDITIONS. <p>Applicant Signature _____ Date _____</p> <p><input type="checkbox"/> Check here if you do not wish to have this application potentially considered for other City positions.</p>
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APPLICANT DATA

This information is used by the City of Seattle to maintain accurate records for those individuals who apply for and accept positions with the City of Seattle. Applicants are considered for all positions, and employees are treated during employment without regard to race, ethnic origin, religion, gender, sexual orientation, gender identity, national origin, age, marital status, veteran status, medical condition, or disability.

As employers and government contractors, we comply with federal regulations and affirmative action responsibilities. Solely to help us comply with government record keeping, legal requirements, and the City of Seattle's commitment to diversity, please provide us with the following information. If you identify with more than one ethnic group, the City of Seattle respects your right to do so. However, the City of Seattle is unable to incorporate multi-ethnic identifications in its affirmative action/equal employment opportunity program. Only check the one ethnic group you identify with most. We appreciate your cooperation.

The data provided is voluntary and will be kept **confidential and separate from applications for employment**. You may choose to not report any part of the information. A decision not to provide the requested information will not result in any adverse treatment of your application for employment.

JOB INFORMATION—Please provide.

Date	_____
Job Title	_____
Job Number	_____

DEMOGRAPHIC INFORMATION—Please select only *ONE* from each category.

<input type="checkbox"/> Male	<input type="checkbox"/> White (not of Hispanic Origin)
<input type="checkbox"/> Female	<input type="checkbox"/> Black or African American (not of Hispanic Origin)
	<input type="checkbox"/> Hispanic or Latino
	<input type="checkbox"/> Asian
	<input type="checkbox"/> American Indian or Alaska Native
	<input type="checkbox"/> Native Hawaiian or other Pacific Islander
	<input type="checkbox"/> Two or More Races

RACE/ETHNICITY CATEGORIES—For reference.

- **White (not of Hispanic Origin)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa which includes people who identify as White, Irish, German, Italian, Lebanese, Near Easterner, Arab, or Polish.
- **Black or African American (not of Hispanic Origin)** – A person having origins in any of the Black racial groups of Africa which includes people who identify as Black, African American, Nigerian or Haitian.
- **Hispanic or Latino** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race such as Moroccan or Belizean.
- **Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent which includes people who identify as Asian Indian, Chinese, Filipino, Korean, Japanese, Vietnamese, or other Asian such as Burmese, Hmong, Pakistani or Thai.
- **American Indian or Alaska Native** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands which includes people who identify as Native Hawaiian, Guamanian or Chamorro, Samoan, Tahitian, Mariana Islander, or Chuukese.
- **Two or More Races** – A person who identifies as a member of more than one race (i.e., White and Asian, Black and White, White and American Indian or Alaska Native).

HOW DID YOU FIRST LEARN OF THIS POSITION?—Please select only *ONE* and specify the exact site or source.

<input type="checkbox"/> Accounting industry web site _____	<input type="checkbox"/> National/local job board _____
<input type="checkbox"/> Art/Culture industry web site _____	<input type="checkbox"/> Networking _____
<input type="checkbox"/> City of Seattle Website _____	<input type="checkbox"/> Newspaper _____
<input type="checkbox"/> Employee Association _____	<input type="checkbox"/> Non-profit industry web site _____
<input type="checkbox"/> Employee Referral _____	<input type="checkbox"/> Planning/Preservation industry web site _____
<input type="checkbox"/> Environment industry web site _____	<input type="checkbox"/> Public Safety/Police/Fire industry web site _____
<input type="checkbox"/> Fleet industry web site _____	<input type="checkbox"/> Recruiter _____
<input type="checkbox"/> Government job board _____	<input type="checkbox"/> School industry web site _____
<input type="checkbox"/> Human Resources industry web site _____	<input type="checkbox"/> Utilities industry web site _____
<input type="checkbox"/> IT industry web site _____	<input type="checkbox"/> Word of Mouth _____
<input type="checkbox"/> Job Fair _____	<input type="checkbox"/> Other (please specify) _____
<input type="checkbox"/> Law/Court industry web site _____	_____