

City of Royal City

445 Camelia St NE / PO Box 1239

Phone # 509-346-2263

email address: janice@royalcitywa.org

The City of Royal City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race and color, religion and creed, national origin, sex, marital status, HIV, AIDS, and hepatitis C status, honorably discharged veteran or military status, age, disability, pregnancy and maternity, sexual orientation and gender identity, use of a guide dog or other service animal, genetic information or any other protected class status. Applicants with disabilities may be entitled to reasonable accommodation in the hiring process. Please contact city hall if you need assistance completing this application or to otherwise participate in the hiring process.

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 authorized to work in the United States for [Member Name]?

(Note: If hired, a form I-9, Employment Eligibility Verification, must be completed at the start of employment).

Yes No

Are you over the age of 18? Yes No

If you are applying for a position where you will be expected to drive on duty, do you have, or can you obtain, a valid Washington State Driver's License?

Yes No N/A

TRAINING AND EDUCATION

Highest Grade Completed: 8 9 10 11 12 GED

Colleges/Other Training	Subject/Major	Degree/Certificate
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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.

CRIMINAL CONVICTIONS

The City of Royal City 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 automatically disqualify you for employment.** Later in the hiring process, those applicants who have advanced in the process will be asked to disclose information about their criminal history in the last ten years.

PROFESSIONAL REFERENCES

Name/Title _____ Employer _____ Phone () _____

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WORK HISTORY

Beginning with your present or most recent employment, list all work/experience history for the last 10 years, and 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. If you have been known by a different name by any of these employers, please identify the employer and state the name here :

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

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

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 am applying for employment in a position where I will or may have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Royal City will complete a thorough background check as allowed by the Child/Adult Abuse Information Act. Background checks are also completed for other positions. I understand that I will be tested for the presence of drugs as part of the pre-employment screening if I am applying for a safety sensitive position or one which requires a Commercial Driver 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. I understand that nothing in this application or my communications with any City of Royal City official is intended to create an employment contract between the City of Royal City and me.

Signature

Date

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