

# CITY OF KENNEWICK APPLICATION FOR EMPLOYMENT

Attn: Sandra Quandt or Brandi Ralston

210 W 6TH AVENUE  
KENNEWICK, WA 99336-0108  
(509) 585-4283 or 585-4270  
FAX NO. (509) 585-4442



If you have a special accommodation, please contact personnel for a Reasonable Accommodation Application form.

PLEASE TYPE OR PRINT - ANSWER ALL QUESTIONS - USE INK ONLY

**This form is required for employment and must be filled out completely.**

Position Desired:

**Part-Time Office Clerk (Student)**

Name:		Email Address:	
Address:		<b>AVAILABILITY:</b>	
City/State/Zip:		Immediate <input type="checkbox"/> Other (Specify) _____	
Telephone - Home	Telephone - Work	Telephone - Message	
<b>Are you legally authorized to work in the USA?</b> NOTE: Proof of authorization will be required on hiring. <input type="checkbox"/> YES <input type="checkbox"/> NO			

<b>PROFESSIONAL REFERENCES</b> -- List three persons who can speak knowledgeably of your ability to do the job:				
NAME	ADDRESS	TELEPHONE	OCCUPATION	YEARS KNOWN

<b>GENERAL INFORMATION</b>			
Have you ever been discharged (fired) or resigned (quit) in lieu of discharge, except for lay off because of lack of work?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you a current City of Kennewick employee?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Are you a FORMER City of Kennewick employee?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, date of termination:			

Have you been convicted of a crime by a court of law within the last 10 years? (A conviction will not necessarily bar you from employment.)		<input type="checkbox"/> YES <input type="checkbox"/> NO
Please explain:		

Do you possess a valid driver's license?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, number:
State of issue:	Commercial driver's license number:	

## EDUCATION AND TRAINING

	Name of School	Diplomas/degrees/certificates/etc	Total number of credits if no degree was received
High School			
Colleges & Universities			
Technical or Trade Schools			
Specialized Training and/or Certifications			
Have you completed an apprenticeship? <input type="checkbox"/> YES <input type="checkbox"/> NO		Which craft(s):	

## OTHER SKILLS AND QUALIFICATIONS

Computer software:
List any special technical or machine operation skills that you have gained from employment, training, experience as a volunteer, or through other means:
May inquiry be made of your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO

## EMPLOYMENT EXPERIENCE

BEGINNING WITH YOUR PRESENT, OR MOST RECENT EMPLOYMENT, list your work history, including U.S. Military Service, and working back, list the last five positions you held. If more space is needed please attach additional sheet.

**Be sure to complete all sections of this application completely and accurately to the best of your ability even if you are submitting a resume in addition to this application.** Give us a clear description of your job duties, the time spent doing that work, the equipment you used, and anything else which will help us understand the nature of your work. We will evaluate the information you provide to decide which applicants will be invited to the examination for this position. Your application will be used as part of the examination process and therefore, should represent your best effort.

Name & address of employing firm:	
Company phone:	Hours worked per week:
Immediate Supervisor:	Dates (month & year):      From                      To
Position:	Reason for leaving:
Ending Salary:	Description of work:

Name & address of employing firm:			
Company phone:		Hours worked per week:	
Immediate Supervisor:		Dates (month & year):	From                      To
Position:		Reason for leaving:	
Ending Salary:		Description of work:	

Name & address of employing firm:			
Company phone:		Hours worked per week:	
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Immediate Supervisor:		Dates (month & year):	From                      To
Position:		Reason for leaving:	
Ending Salary:		Description of work:	

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Immediate Supervisor:		Dates (month & year):	From                      To
Position:		Reason for leaving:	
Ending Salary:		Description of work:	

**AGREEMENT, CERTIFICATION, AND AUTHORIZATION**  
**(Please read carefully)**

I certify that all statements made in this application are true, complete, and correct to the best of my knowledge, and that any misrepresentation or omission shall be considered sufficient cause for employment disqualification or discharge.

I authorize my current or former employer(s) to provide to City of Kennewick representatives any information regarding my current or former employment. I understand that such information may or may not help my application for employment with the City of Kennewick. I hereby release any current or former employer, its agents or employees from any and all liability resulting from the release of such information. My authorization to current or former employers to release information and my waiver of liability which are written out above are knowing, intelligent, and voluntary acts.

I understand that as a condition of employment, I must pass a **pre-employment physical** examination which **includes drug screening and alcohol testing**, and background check and that my fingerprints may be required in order to obtain my criminal record.

**You have been given the essential job functions of the position for which you have applied, are you able to perform each of the essential job functions with or without accommodations?**  YES  NO

**If you can perform the job functions with an accommodation, please describe how you would perform the functions and with what accommodations.**

I understand that as a condition of employment and within 3 days of being employed, I must provide documentation to prove employment eligibility and personal identification as required by the Immigration Reform and Control Act of 1986.

Signature of Applicant:

Date of application:

**Notice: All applications must be complete, signed and dated in order to be accepted for consideration.**

**VETERAN'S SCORING CRITERIA**

Under Washington state law, veteran's scoring criteria may be claimed if you received a discharge under honorable conditions or received a discharge for physical reasons with an honorable record and: (1) served in any branch of the armed forces of the United States between World War I and World War II or during any period of war; or (2) served in any branch of the armed forces of the United States and received the armed forces expeditionary medal, SW Asian Service Medal, or Marine corps and Navy expeditionary medal, for opposed action on foreign soil. **(Military reserve time does not qualify.)** Veteran's scoring criteria may be used in competitive examinations until one such exam results in said Veteran's first appointment.

In all competitive examinations, all veterans upon request shall be given scoring criteria status by adding to a **passing grade only**, based upon a rating of one hundred points, a percentage as follows: **TEN PERCENT** to a veteran who is not receiving any veteran retirement benefits; or **FIVE PERCENT** to a veteran who is receiving veterans retirement payments; or **FIVE PERCENT** to a veteran who, after having previously served employment with the City, shall be called to active military service for a period of one year, or more, during any period of war, for his first promotional examination. *(For specifics see RCW 41.04.005 and 41.04.010).*

**MILITARY STATUS**

Have you ever served in the Military services of the United State?  
 YES  NO

Do you claim veteran's preference?  YES  NO

**If claiming veteran's preference, you must attach a copy of your Form DD214**

**Are you presently receiving military retirement benefits?**  YES  NO

**Are you presently in an active reserve unit?**  YES  NO

**CONFIDENTIAL**

*City of Kennewick*

It is the policy of the City of Kennewick to ensure equal opportunity in employment and promotion. This policy will be administered without regard to race, religion, color, national origin, marital status, sex, age (except in cases where sex or age is a bona fide occupational qualification), or the presence of disabilities.

The information requested below will be used for statistical purposes only, as required by the Equal Employment Opportunity Commission (EEOC). This is voluntary information and is on a separate form and will not be filed with your job application.

If you have questions please contact the Human Resources office.

Name:			
Position Applied For:		<b>Part Time Student Clerk</b>	
Date:	Birthdate:	Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female
With which ethnic group do you <i>most</i> identify (check one):			
<input type="checkbox"/>	1. CAUCASIAN - Includes origins in Europe, North Africa, Middle East; not Hispanic or East Indian.		
<input type="checkbox"/>	2. BLACK - Includes origins in any black racial group.		
<input type="checkbox"/>	3. AMERICAN INDIAN/ALASKAN NATIVE - A person with origins in any of the original peoples of North America who maintains identifiable tribal affiliations through membership and participation or community identification.		
<input type="checkbox"/>	4. ASIAN - Includes origins in Far East, Southeast Asia, Pacific Islands, Indian Subcontinent (China, Japan, Korea, Philippines, Samoa, Vietnam, India, Pakistan).		
<input type="checkbox"/>	5. HISPANIC - Includes origins of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture.		

Are you a Veteran?	Discharge Date:	Are you a disabled Veteran?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES <input type="checkbox"/> NO		Are you a Vietnam Era Veteran?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Do you consider yourself to be disabled (Physically, mental, or sensory)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, please specify:		
Do you require special accommodation to participate in the application or examination process?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, please specify:		

I learned of this job opening through (check all that apply):		Job Posting (Where)	Job Line
Friend or Relative	Newspaper	City Employee	Other

**The City of Kennewick is an Equal Opportunity Employer**

In compliance with federal and state equal employment opportunity guidelines, qualified applicants are considered for employment without regard to race, creed, color, sex, national origin, age, marital status, or the presence of a non-job related medical condition or handicap.