



TOWN OF WOODWAY

23920 113th Place W. · Woodway, WA 98020
206.542.4443 · 206.546.9453 fax
<http://www.townofwoodway.com>

EMPLOYMENT APPLICATION

The Town of Woodway is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status. Contact us if you require reasonable accommodation to complete the application and/or interview process.

Position:	Date of application:
How did you learn of this opening?	Date available to begin work:
Applicant Name:	
Mailing Address:	
City/State/ZIP:	
Phone Number:	
Email Address:	
Have you previously applied for a position with the Town of Woodway? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, position and date:	
Have you previously been employed by the Town of Woodway? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, position and date:	
Do you know anyone who is employed by the Town of Woodway? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name and relationship:	
Can you provide proof of a legal right to work in the United States if you are hired? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a current Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been convicted of a crime reasonably related to the job duties within the past 10 years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: <i>During the hiring process, Woodway will consider criminal convictions and how a conviction relates to the position you are applying for. A criminal conviction will not automatically bar you from employment.</i>	
Can you travel overnight if required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	
Are you available to work occasional evenings and/or weekends if required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	

EDUCATION & TRAINING

Highest level of education completed/degrees obtained:	
Name & location of institution that issued your high school diploma or GED Certificate:	
Name of additional education institution(s), if applicable:	
Dates attended:	Major:
Name of additional education institution(s), if applicable:	
Dates attended:	Major:
List professional certificates or licenses you possess that are related to this position:	

EMPLOYMENT HISTORY

Start with present or last job and work back. Be sure to include the experience which you feel qualifies you for this position. Include military service, volunteer service, or other unpaid experience. Failure to complete this section may affect your being considered for an interview or employment. **Please submit a resume in addition to this application form.** Please use a separate sheet if needed.

Employer:	Job title:
Employer's address:	
Major job duties:	
This position was <input type="checkbox"/> full time <input type="checkbox"/> part time	Number of employees supervised:
Employed From (Mo. / Yr.):	To (Mo. / Yr.):
Supervisor's name:	
Supervisor's title	Supervisor's phone number:
Reason for leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Job title:
Employer's address:	
Major job duties:	
This position was <input type="checkbox"/> full time <input type="checkbox"/> part time	Number of employees supervised:
Employed From (Mo. / Yr.):	To (Mo. / Yr.):
Supervisor's name:	
Supervisor's title	Supervisor's phone number:
Reason for leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

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Employed From (Mo. / Yr.):	To (Mo. / Yr.):
Supervisor's name:	
Supervisor's title	Supervisor's phone number:
Reason for leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

ADDITIONAL SKILLS & QUALIFICATIONS

Please summarize your additional skills or qualifications related to this position, including computer and equipment operation:

ADDITIONAL INFORMATION

Is there anything else you would like us to consider relating to your ability to perform the job for which you have applied?

PROFESSIONAL REFERENCES

Please list three professional references who are not past supervisors who can speak to your professional qualifications and character.

Professional Reference #1

Name:	Phone number:
Employer:	Relationship:

Professional Reference #2

Name:	Phone number:
Employer:	Relationship:

Professional Reference #3

Name:	Phone number:
Employer:	Relationship:

By signing and submitting this application and accompanying resume, I hereby affirm the following:

I certify that to the best of my knowledge the information contained in this application and all supplemental information I have submitted is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or during my employment, regardless of when or how discovered.

I certify that I have read the job description for the position for which I am applying and that I can perform the essential and auxiliary functions listed for this position with or without reasonable accommodation, and I understand that the job description is illustrative only and does not list all functions or responsibilities of the position.

I understand that this application is valid only for this position and I must re-apply for any future positions with the Town of Woodway.

I understand that if I am hired, I must produce applicable documents showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that the Town may contact my current and prior employers, educational institutions, and other references, whether listed or not listed in my application material. These references are authorized to give the Town any and all pertinent information they may have related to my previous job performance and my ability to perform the job I am applying for; this includes information relating to my moral character. I release all persons or entities involved, including the Town of Woodway, previous employers and their agents, and any other person or entity, from all liability arising from this contact and release of information.

I agree to submit to any post-offer, pre-employment, medical or physical testing, as required by the Town of Woodway. I authorize the Town to conduct a criminal history and credit check and understand that the Town in making hiring decisions will consider criminal convictions and how a conviction relates to the position I am applying for. I understand that a criminal conviction does not automatically bar me from employment with the Town. (You will be notified prior to the background check and if a credit check is required you will be notified of your rights under the Fair Credit Reporting Act.)

I understand and agree that nothing contained in this employment application packet creates a contract for employment between the Town and me. If an employment relationship is established, I understand that unless specifically limited in an expressed, formal executed contract, I have the right to terminate my employment at any time and that the Town has the same right.

APPLICANT: _____
Signature Printed Name Date