



**APPLICATION FOR EMPLOYMENT**

**WWW.CITYOFFEDERALWAY.COM**

Human Resources  
 33325 8<sup>th</sup> Avenue South  
 Federal Way, WA 98003-6325

Human Resources: (253) 835-2531  
 Job Line: (253) 835-2505

POSITION APPLIED FOR	JOB NUMBER
----------------------	------------

The City of Federal Way is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law.  
**AN INCOMPLETE APPLICATION MAY DELAY ACTION OR DISQUALIFY YOU – DO NOT SUBMIT A PHOTOGRAPH OF YOURSELF**

(Last) (First) (Middle)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ ALT. PHONE: ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_ ARE YOU 18 YEARS OR OLDER? YES \_\_\_ NO \_\_\_

ARE YOU A U.S. CITIZEN, OR DO YOU HAVE A VISA PERMITTING YOU TO WORK IN THE U.S.? YES \_\_\_ NO \_\_\_  
 (Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.)

DO YOU WISH TO CLAIM VETERAN'S PREFERENCE FOR TESTING, PURSUANT TO RCS 41.04.010? YES \_\_\_ NO \_\_\_

ARE YOU A CURRENT OR FORMER CITY OF FEDERAL WAY EMPLOYEE? \_\_\_\_\_ POSITION/DEPT: \_\_\_\_\_ DATES \_\_\_\_\_

RELATIVES EMPLOYED BY THE CITY: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ DEPT: \_\_\_\_\_

TYPE OF WORK DESIRED: FULL TIME \_\_\_ PART-TIME \_\_\_ TEMPORARY \_\_\_ SUMMER \_\_\_ JOB SHARE \_\_\_

OTHER (SPECIFY) \_\_\_\_\_

**EDUCATION**

TYPE OF SCHOOL	SCHOOL & LOCATION	# OF YEARS ATTENDED	MAJOR COURSE	DEGREE/DATE
HIGH SCHOOL OR G.E.D.				
BUSINESS OR TECH.				
UNDERGRADUATE STUDIES				
GRADUATE STUDIES				
OTHER COURSES AND TRAINING				

SPECIAL SKILLS/PROFESSIONAL LICENSES: \_\_\_\_\_

GIVE THE NUMBER OF YEARS EXPERIENCE AND/OR SPEED IN EACH OF THE FOLLOWING (IF APPROPRIATE TO THE JOB APPLIED FOR):

10 KEY \_\_\_\_\_ DICTAPHONE \_\_\_\_\_ SPREADSHEET SOFTWARE \_\_\_\_\_ WORD PROCESSING SOFTWARE \_\_\_\_\_  
 (PLEASE SPECIFY) (PLEASE SPECIFY)  
 DATA ENTRY \_\_\_\_\_ TYPING SPEED \_\_\_\_\_

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 receive a Conditional Offer of Employment for a position where I will have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Federal Way must complete a thorough background check as required by the Child/Adult Abuse Information Act. 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 Federal Way official is intended to create an employment contract between the City of Federal Way and me.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Work History:** Beginning with your present or most recent employment, list your work/experience history. Be sure to include any non-paid experience which is related to the job for which you are applying.

EMPLOYER'S NAME _____	FROM _____	TO _____
ADDRESS _____	SUPERVISOR _____	
PHONE ( ) _____	HOURS WORKED PER WEEK _____	STARTING SALARY _____
POSITION _____	LAST SALARY _____	
NUMBER OF EMPLOYEES SUPERVISED BY YOU _____	MAY WE CONTACT THIS EMPLOYER? _____	
REASON FOR LEAVING _____		
PRIMARY DUTIES _____		
_____		
_____		
_____		
_____		

EMPLOYER'S NAME _____	FROM _____	TO _____
ADDRESS _____	SUPERVISOR _____	
PHONE ( ) _____	HOURS WORKED PER WEEK _____	STARTING SALARY _____
POSITION _____	LAST SALARY _____	
NUMBER OF EMPLOYEES SUPERVISED BY YOU _____	MAY WE CONTACT THIS EMPLOYER? _____	
REASON FOR LEAVING _____		
PRIMARY DUTIES _____		
_____		
_____		
_____		
_____		

EMPLOYER'S NAME _____	FROM _____	TO _____
ADDRESS _____	SUPERVISOR _____	
PHONE ( ) _____	HOURS WORKED PER WEEK _____	STARTING SALARY _____
POSITION _____	LAST SALARY _____	
NUMBER OF EMPLOYEES SUPERVISED BY YOU _____	MAY WE CONTACT THIS EMPLOYER? _____	
REASON FOR LEAVING _____		
PRIMARY DUTIES _____		
_____		
_____		
_____		
_____		

**EMPLOYER'S NAME** \_\_\_\_\_ **FROM** \_\_\_\_\_ **TO** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_ **SUPERVISOR** \_\_\_\_\_  
**PHONE ( )** \_\_\_\_\_ **HOURS WORKED PER WEEK** \_\_\_\_\_ **STARTING SALARY** \_\_\_\_\_  
**POSITION** \_\_\_\_\_ **LAST SALARY** \_\_\_\_\_  
**NUMBER OF EMPLOYEES SUPERVISED BY YOU** \_\_\_\_\_ **MAY WE CONTACT THIS EMPLOYER?** \_\_\_\_\_  
**REASON FOR LEAVING** \_\_\_\_\_  
**PRIMARY DUTIES** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HOW DID YOU LEARN OF POSITION OPENING? Please identify source:**  
**Job Line** \_\_\_\_\_ **Tacoma News Tribune** \_\_\_\_\_ **Seattle Times/PI** \_\_\_\_\_ **Walk In** \_\_\_\_\_  
**Other** \_\_\_\_\_ **Referral Agency** \_\_\_\_\_

The City of Federal Way is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's conviction record as it relates to job.

A CONVICTION RECORD WILL NOT DISQUALIFY YOU FOR EMPLOYMENT UNLESS SUCH RECORD WOULD REASONABLY AFFECT YOUR FITNESS FOR THE JOB FOR WHICH YOU HAVE APPLIED.

Have you been convicted of a felony or released from prison within the last seven (7) years, or been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?    Yes \_\_\_\_ No \_\_\_\_

If yes. please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JOB ANNOUNCEMENT # \_\_\_\_\_

CITY OF FEDERAL WAY JOB APPLICATION  
APPLICANT DATA SHEET

PLEASE PRINT OR TYPE

POSITION APPLIED FOR \_\_\_\_\_

NAME: \_\_\_\_\_  
LAST FIRST M.I.

MAILING ADDRESS \_\_\_\_\_  
STREET APT # CITY STATE ZIPCODE

PLEASE READ CAREFULLY BEFORE COMPLETING INFORMATION BELOW.

We would appreciate completion of the information below. This is entirely voluntary, will be kept confidential and will not be considered part of your application.

PLEASE CHECK GROUPS WITH WHICH YOU IDENTIFY:

SEX: Male \_\_\_\_\_ Female \_\_\_\_\_

RACE: Federal guidelines do not allow multiple racial/ethnic designations for affirmative action purposes. Read the definitions carefully and select only one racial/ethnic group.

\_\_\_ **Hispanic or Latino:** a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

\_\_\_ **White:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

\_\_\_ **Black or African American:** a person having origins in any of the black racial groups of Africa.

\_\_\_ **Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinents including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

\_\_\_ **Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

\_\_\_ **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 maintains tribal affiliation or community attachment.\*

\_\_\_ **Two or More Races:** a person who primarily identifies with two or more of the above race/ethnicity categories.

\_\_\_ **I choose not to identify.**

*\*As set forth in EEOC Form (EE-9). Proof of tribal affiliation required.  
(Indian, Eskimo, etc.)*

**TO REQUEST ACCOMMODATION IN THE APPLICATION OR TESTING PROCESS PLEASE CALL  
1-800-833-6384(VOICE) OR 1-800-833-6388 (TDD) IMMEDIATELY.**

**I certify that the information provided above is accurate and true, and may be subject to verification.**

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_