

EMPLOYMENT APPLICATION

WHATCOM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Phone (360) 676-6802
 TTY (360) 738-4555
 Website www.co.whatcom.wa.us



**WHATCOM COUNTY
 HUMAN RESOURCES**
 Whatcom County Courthouse
 311 Grand Avenue, Suite 107
 Bellingham, WA 98225-4038

INSTRUCTIONS TO APPLICANTS

Complete application in full, even if providing a resume, and return to Human Resources by closing date. A separate application is required for each opening. If you are applying for more than one position, you can make copies of a completed application, leaving the "Position Applied For," "Signature" and "Date" spaces blank, to be filled in later when applying for other positions. Be thorough and complete in describing your background and experience.

Name			POSITION APPLIED FOR
Address			Home Phone
			Work/Message Phone
City	State	Zip	Email Address

Education and Training

	School Name/Location	Month/Year Attended	Type of Diploma/Degree Received	Course of Study
High School		Graduated? (month/year not necessary) <input type="checkbox"/> YES <input type="checkbox"/> NO		
Colleges/Universities				
Graduate/Professional				
Other				

Specialized training, apprenticeships, internships, job-related skills:

Certificates, licenses, professional associations:

General Information

1. Are you a U.S. citizen, or if not, are you eligible for legal employment in the United States? Yes No
(If employed, proof of identity and legal right to work in the United States will be required *after* hire.)

2. Do you have any relatives employed by Whatcom County? Yes No
If yes, indicate name, relationship and department:

3. Have you ever been discharged/fired, or asked to resign from a position? Yes No
(If yes, please explain.)

4. Have you, within the last ten years, been convicted of a crime or released from prison? Yes No
(A conviction record will not automatically bar you from consideration for employment.)

5. Have you ever been warned about or otherwise disciplined for:
 - A. Absenteeism, tardiness, failure to notify your Employer when absent, or any other attendance problem? ... Yes No
 - B. Sexual harassment, fighting, assault, or related offenses? Yes No
 - C. Violating any State, Federal, or Employer safety rules? Yes No(If yes on any of the above, please explain.)

6. Are there any time lapses between jobs you held which are not explained on the application? Yes No
(If yes, please explain.)

7. Have you ever been employed by Whatcom County? Yes No
(If yes, list title and date employed.)

8. Are you interested in temporary work? Yes No
9. List other names by which you may be known:

Employment Experience

Start with your present or last job. Include any **job-related** military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, sexual orientation or other protected status. Complete in full, even if providing a resume.

1. Employer		Dates Employed		Hourly Rate/Salary		
		From	To	Starting	Final	
Full Address						
Job Title		Hours Worked Per Week		Work Performed *		
Supervisor	Phone Number(s)					
Reason for Leaving						
2. Employer		Dates Employed		Hourly Rate/Salary		
		From	To	Starting	Final	
Full Address						
Job Title		Hours Worked Per Week		Work Performed *		
Supervisor	Phone Number(s)					
Reason for Leaving						
3. Employer		Dates Employed		Hourly Rate/Salary		
		From	To	Starting	Final	
Full Address						
Job Title		Hours Worked Per Week		Work Performed *		
Supervisor	Phone Number(s)					
Reason for Leaving						
4. Employer		Dates Employed		Hourly Rate/Salary		
		From	To	Starting	Final	
Full Address						
Job Title		Hours Worked Per Week		Work Performed *		
Supervisor	Phone Number(s)					
Reason for Leaving						

* If you need additional space, please continue on a separate sheet of paper.

I hereby authorize Whatcom County Human Resources, or its agent, to verify or to supplement information given by me in this application and any other submitted materials. I understand this information may be the basis of an employment decision, and I hereby release any and all of my employers from any liability or claim that I might have as a result of disclosure of this information. Yes No

May we contact your present employer? Yes No

Are there special conditions prior to contact? Yes No
(If yes, please explain.)

I learned about this job through (check all boxes that apply):

- | | |
|--|--|
| <input type="checkbox"/> A Friend or Relative | <input type="checkbox"/> Internet Site or E-Mail (address: _____) |
| <input type="checkbox"/> A County Employee | <input type="checkbox"/> <i>Bellingham Herald</i> |
| <input type="checkbox"/> Posted Job Announcement | <input type="checkbox"/> Regional Newspaper (title: _____) |
| <input type="checkbox"/> WorkSource Center/Website | <input type="checkbox"/> Job Publication (title: _____) |
| <input type="checkbox"/> Whatcom County Job Line | <input type="checkbox"/> Organization or Group (name: _____) |
| <input type="checkbox"/> Whatcom County Web Site | <input type="checkbox"/> Placement Office/Instructor (school: _____) |
| <input type="checkbox"/> Other _____ | |

READ BEFORE SIGNING

I CERTIFY that this application and any other submitted materials contain no willful misrepresentations or falsifications, and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any misrepresentation or falsification, I may be summarily terminated or disqualified from holding any position under the jurisdiction of Whatcom County. This application becomes part of my official personnel file if hired.

Signature

Date

Whatcom County promotes a smoke-free/drug-free work environment

ADSHRAPP Rev 7/06



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