



APPLICATION FOR EMPLOYMENT
Post Office Box 1090
Port Angeles, WA 98362
360.452.9771

PERSONAL DATA

Name (Please print) Last First Middle Date

Mailing Address Street City State Zip Code

Home phone Business/other phone

Social Security No. Are you at least 18 years old?

Does any prior employer or educational institution know you by any other name?

If yes, what?

Are you prevented from lawfully working in the United State based on visa or immigration status? (Documentation of authorization to work in the U.S. will be required if you are hired.)

Position applying for: Date available:

Referred by:

Names and relationships of relatives employed by the District:

Have you ever applied here before? If yes, date:

FOR OFFICE JOB CLASSIFICATIONS:

Typing Speed Shorthand/speed writing speed

List office machines you have operated

EDUCATION

College/University Name & Location Major Area of Study/Degree Received

High School Name & Location Major Area of Study/Degree Received

Other Schools/Classes Attended

Public Utility District No. 1 of Clallam County is an Equal Opportunity Employer and does not discriminate in hiring or employment on the basis of race, color, sex, age, national origin, religion, marital status, disability, veteran status, or any other basis prohibited by law.

THIS APPLICATION IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST. PLEASE CONTACT THE DISTRICT'S AMERICANS WITH DISABILITIES ACT COORDINATOR IF YOU NEED A REASONABLE ACCOMMODATION TO COMPLETE THIS APPLICATION FORM OR FOR ANY OTHER PART OF THE JOB APPLICATION PROCESS.

EMPLOYMENT HISTORY:

Please give accurate, complete full-time and part-time employment information. Start with your current or most recent employer. Attach a separate sheet, if necessary. Please explain any periods of unemployment greater than 30 days.

Company: _____ Telephone: _____

Address: _____ Supervisor: _____

Dates of employment: From _____ To _____ Salary: _____

Job Title: _____ Reason for leaving: _____

Major responsibilities: _____

Company: _____ Telephone: _____

Address: _____ Supervisor: _____

Dates of employment: From _____ To _____ Salary: _____

Job Title: _____ Reason for leaving: _____

Major responsibilities: _____

Company: _____ Telephone: _____

Address: _____ Supervisor: _____

Dates of employment: From _____ To _____ Salary: _____

Job Title: _____ Reason for leaving: _____

Major responsibilities: _____

Company: _____ Telephone: _____

Address: _____ Supervisor: _____

Dates of employment: From _____ To _____ Salary: _____

Job Title: _____ Reason for leaving: _____

Major responsibilities: _____

DRIVING POSITIONS: (Answer only if driving is a requirement of the position for which you are applying.)

Do you have a valid driver's license? Yes ____ No ____ Number: _____ State: _____

Have you been convicted of, pled guilty or no contest to, or forfeited bond or bail for any traffic violations in the last three years? (A "Yes" answer will not automatically disqualify you from employment.)

Yes _____ No _____

If yes, provide details: _____

CRIMINAL CONVICTIONS

Have you been convicted of a criminal offense or released from jail within the past 10 years? Yes ____ No ____

If yes, please list the nature, location, and date of the offense: _____

Note: The District will consider only criminal convictions that relate to fitness to perform the job for which you are applying, and such convictions will not necessarily bar you from employment with the District.

GENERAL INFORMATION

List other special training, skills, experience, and community activities relevant to the position for which you are applying (omit any activities that reveal race, color, sex, age, national origin, religion, marital status, disability, or veteran status):

CERTIFICATION, RELEASE, AND SIGNATURE (Read before signing.)

I certify that the statements made by me on this application contain no errors, omissions, or misrepresentations. I authorize investigation of my background and all statements contained in this application; grant permission to contact all references listed; authorize former employers to release all information concerning my employment; and release the District and former employers from any and all claims arising out of the giving or receiving of such references. I understand that, if employed, any misstatements or omissions of fact on this application will be considered grounds for dismissal, regardless of when discovered.

In the event of my employment with the District, I will comply with all the rules and regulations as set forth in the District's Employee Handbook and other communications distributed to employees. I understand and agree that, if hired, my employment is at will, for no definite period, and may be terminated at any time by either party. I further understand that any statements that contradict the District's at-will employment provisions are unauthorized and have no effect on the employment relationship, unless in writing and signed by the General Manager.

All offers of employment with the District are conditioned on the applicant passing a physical examination and drug/alcohol screening as part of the pre-employment process. If the physical exam reveals conditions which prohibit safe and successful completion of essential job functions, or if the drug/alcohol screening procedures indicate the presence of alcohol, illegal drugs, or controlled substances, the applicant will no longer be considered for employment.

I hereby acknowledge that I have read the above statements and understand what I have read.

Date

Signature of Applicant