



Town of Friday Harbor  
 PO Box 219 / 60 Second Street  
 Friday Harbor, WA 98250  
 (360) 378-2810

Date stamp
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### **EMPLOYMENT APPLICATION**

Position applied for
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GENERAL INFORMATION		
Name (last, first, middle)	Email Address	
Mailing Address	City, State, ZIP	
Street Address	City, State, ZIP	
Home Phone No.	Message / Cell Phone No.	
If hired, can you provide proof of U.S. Citizenship, Visa, or Alien Registration Number?	Yes	No

TRAINING AND EDUCATION			
Name of High School	Did you graduate?		
	Yes	No	
Location	If not, have you passed a G.E.D. test?		
	Yes	No	
Colleges/Other Training	Major/Subject	Degree/Certificates	Date completed

ADDITIONAL SKILLS		
Skill	Type of Experience	Level of Experience
Office equipment, computers, software, (typing speed, programs, etc.)		
Technical skills, professional licenses		
Heavy equipment, machinery		
Other		

**EMPLOYMENT HISTORY**

Beginning with your present or most recent employment, list your employment history. Include self-employment, military service, volunteer experience and periods of unemployment. The following sections **MUST** be completed even if you are submitting a resume in addition to this application.

Employer	Dates employed (mo/yr - mo/yr)
Address/City/State	Supervisor Name & Title
Phone	May we contact this employer?
Position	Hours worked / week
Primary duties	
Number of employees supervised by you	
Reason for leaving	

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Position	Hours worked / week
Primary duties	
Number of employees supervised by you	
Reason for leaving	

PROFESSIONAL REFERENCES		
Name	Place of employment/title	Contact Info

BACKGROUND INFORMATION		
<b>EACH APPLICANT IS CONSIDERED SEPARATELY BASED ON JOB DUTIES AND PERFORMANCE AREAS</b>		
Do you have a valid driver's license?	Yes      No	State / Drivers License #
Do you have a valid CDL endorsement?	Yes      No	
If not, do you have the ability to train and obtain a CDL endorsement if required for your essential duties?	Yes      No	

ADDITIONAL INFORMATION		
Town offers a recruitment incentive to employees. Did you hear about this position from a current employee? If so, please list name(s).		
If your application is considered favorably, will you consent to a criminal and driving record (if applicable) background check as a condition of employment?	Yes      No	
Do you have any relatives employed with the Town? If so, state relationship.		
If your application is considered favorably, on what date could you be available for work?		
Are you able to perform the essential job duties for this position with or without reasonable accommodation?	Yes      No	
For Non-SJC Residents: Town has a reasonable expectation that employees reside on San Juan Island for scheduling, emergency callout and other commuting considerations. The Town is equally concerned that all employees have housing security. If hired, are you able to secure stable housing and/or locate to San Juan Island, WA?	Yes      No	

***By my signature below, it is understood and agreed that the information in this employment application, including attachments, is true and complete to the best of my knowledge, and that my falsification of this information will be grounds for elimination from further consideration or, if employed, for dismissal. I authorize my previous employers to furnish the Town of Friday Harbor my appropriate employment records, reason for leaving and all information they may have concerning me and I hereby release them and the Town of Friday Harbor from all liability for any damage whatsoever arising therefrom.***

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*Signature of Applicant*

\_\_\_\_\_

*Date*

**The Town of Friday Harbor is an Equal Opportunity Employer**