



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

Date stamp

## EMPLOYMENT APPLICATION

Position applied for

### 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	
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	
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	

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).		
As part of our standard hiring process for new employees, employment will be contingent upon successful completion of a background check. For employees who drive town vehicles, a driving records check will also be performed.		
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.***

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

\_\_\_\_\_  
Date

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