



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 |
| | | | |
| | | | |
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| 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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| PROFESSIONAL REFERENCES | | |
|-------------------------|---------------------------|--------------|
| Name | Place of employment/title | Contact Info |
| | | |
| | | |
| | | |

| BACKGROUND INFORMATION | |
|--|----------------------------------|
| EACH APPLICANT IS CONSIDERED SEPARATELY BASED ON JOB DUTIES AND PERFORMANCE AREAS | |
| 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