



City of Stanwood Application for Employment

Human Resources
Use Only

Human Resources
10220 270th St. NW, Stanwood WA 98292
(360) 629-2181
employment@ci.stanwood.wa.us

You must submit a separate Application for each position. Read the Position Opening Announcement to see if a Supplemental Questionnaire is required.
DO NOT submit a photograph of yourself.

The City of Stanwood is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law.

Complete all information from this point forward. An incomplete Application may disqualify you from further consideration.

Applicant: Job you are applying for: _____

Name _____ (Last) _____ (First) _____ (Middle)

Address _____
City _____ State _____ Zip _____

Home Phone _____ Cell _____ Work _____ Email _____

Are you a U.S. citizen, or, do you have a Visa permitting you to work in the U.S.? Yes No
(Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.)

Are you over the age of 18? Yes No

Do you have, or can you obtain, a valid Washington State Driver's License? Yes No

Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.04.010? Yes No

TRAINING AND EDUCATION

Highest Grade Completed: 8 9 10 11 12 GED

Colleges/Other Training Completed	Subject/Major	Degree/Certificate	Date

EQUIPMENT, OFFICE AND COMPUTER SKILLS

Describe computer and other equipment operation skills. Include programs used, typing speed & other information relevant to the position for which you are applying.

City of Stanwood Driving Standards:

Applicants for positions in which the employee is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants will be disqualified under the following circumstances.

- Violations: More than two moving traffic violations within the preceding three years; or reckless driving violations within the preceding five years; or driving while intoxicated within the preceding five years.
- Accidents: More than one motor vehicle accident within the preceding three years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty", or "nolo contendere."

PROFESSIONAL REFERENCES (Do Not List Relatives)

Name/Title _____ Employer _____ Phone () _____

Name/Title _____ Employer _____ Phone () _____

Name/Title _____ Employer _____ Phone () _____

SIGNATURE IS REQUIRED

To the best of my knowledge, the information herein is true and complete. I have read the Position Opening Announcement and I can perform the essential functions of the position for which I am applying, with or without reasonable accommodation. I authorize investigation of all statements in this application. I understand that providing false information on this application is grounds for disqualification and/or dismissal. If I am applying for an exempt position, I understand that nothing in this application or my communications with any City of Stanwood official is intended to create an employment contract between the City of Stanwood and me.

Signature _____ Date _____

WORK HISTORY

Beginning with your present or most recent employment, list your work/experience history for the last 10 years or experience prior to that time which is directly related to the position for which you are applying. Attach additional sheets as necessary. Be sure to include any non-paid experience which is related to the job for which you are applying. **Complete the following sections even if you are submitting a resume** in addition to this application. An incomplete application may disqualify you. If you have been known by a different name by any of these employers, please identify the employer and state the name here :

Employer's Name	_____	From	_____ Mo/Year	To	_____ Mo/Year
Address	_____	Supervisor	_____		
Phone	_____	Hours Worked Per Week	_____		
Position	_____	Start Salary	_____		
Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				

Employer's Name	_____	From	_____ Mo/Year	To	_____ Mo/Year
Address	_____	Supervisor	_____		
Phone	_____	Hours Worked Per Week	_____		
Position	_____	Start Salary	_____		
Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				

Employer's Name	_____	From	_____ Mo/Year	To	_____ Mo/Year
Address	_____	Supervisor	_____		
Phone	_____	Hours Worked Per Week	_____		
Position	_____	Start Salary	_____		
Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				

THIS PAGE WILL BE REMOVED FROM THE APPLICATION AND KEPT SEPARATELY

Name: _____
Last First MI

Please Print
Job you are applying for: _____

Are you a former or current City of Stanwood Employee?

Yes No If Yes, please tell us:

When you worked _____

Department _____

Position Title _____

Supervisor _____

Having a relative employed by the City of Stanwood will not necessarily bar you from employment.

Do you have any relatives employed by the City of Stanwood? Yes No

If yes, Please list their name/s and relationship/s _____

We would appreciate completion of the information below. This is entirely voluntary. The City of Stanwood is committed to non-discrimination in employment practices. This information will be kept confidential and will be used for EEO record keeping purposes only.

Sex: Female Male

Ethnic Category (Check one) Caucasian African American Hispanic or Latino Asian
 Native Hawaiian or Other Pacific Islander Alaskan Indian
 Native American Two or More Races
Other _____

Please tell us how you learned of this opening by circling the number of the source

- | | |
|---------------------------------------|--|
| 1. Local Media _____ | 7. Library |
| 2. City of Stanwood (website/walk in) | 8. School/College |
| 3. Internet (general) | 9. Friend/Relative |
| 4. Jobs Available | 10. City of Stanwood Employee |
| 5. AWC Job Net | 11. Professional Publication/Internet Site |
| 6. Municipal Office | 12. Law Enforcement Digest |
| | 13. Other |

APPLICATION ASSEMBLY and HIRING PROCESS:

Assemble application material in this order: 1. City of Stanwood Application Front Page, 2. Work History, 3. Supplemental Questionnaire (if required), 4. The following optional items may be added in this order: Cover Letter and Resume 5. Please make sure THIS sheet is the LAST PAGE as it will be removed. Staple everything together in the top left corner.

Those applicants who submit a complete and timely application and are invited to participate in the testing and/or interview stages of the selection process will be notified by phone, email, or mail. Those who are not will be notified by mail. Incomplete or late applications will not receive notification.

Thank you for considering us as your prospective employer.