

Application For Employment

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

PLEASE PRINT

Position(s) applied for _____		Date of application ___/___/___	
Name _____			
LAST	FIRST	MIDDLE	
Address _____			
STREET	CITY	STATE	ZIP CODE
Telephone (____) _____		Other Phone (____) _____	
Social Security # _____			
If you are under the age of 18, and it is required, can you furnish a work permit? _____ Yes ___ No ___			
If no, please explain _____			
Have you ever been employed here before? _____ Yes ___ No ___			
Are you legally eligible for employment in this country? _____ Yes ___ No ___			
Are you able to meet the attendance requirements of the position? _____ Yes ___ No ___			
Have you ever been charged and/or convicted of a crime? _____ Yes ___ No ___			
If yes, please explain _____			
NOTE: Charges/Convictions will not necessarily be a bar to employment, each instance and explanation will be considered.			
Date available for work _____		Type of Employment desired: Full time ___ Part time ___ Other ___	
Driver's License Number _____ State Issued _____			

Employment History

Please provide the following information for your past four (4) employers, assignments or volunteer activities, starting with the most recent.

From	To	Employer	Telephone Number
Position	Wage	Address	
Supervisor	Title	Job Responsibilities	
Reason For Leaving			
From	To	Employer	Telephone Number
Position	Wage	Address	
Supervisor	Title	Job Responsibilities	
Reason For Leaving			

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AN EQUAL OPPORTUNITY EMPLOYER

From	To	Employer	Telephone Number
Position	Wage	Address	
Supervisor	Title	Job Responsibilities	
Reason For Leaving			
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Position	Wage	Address	
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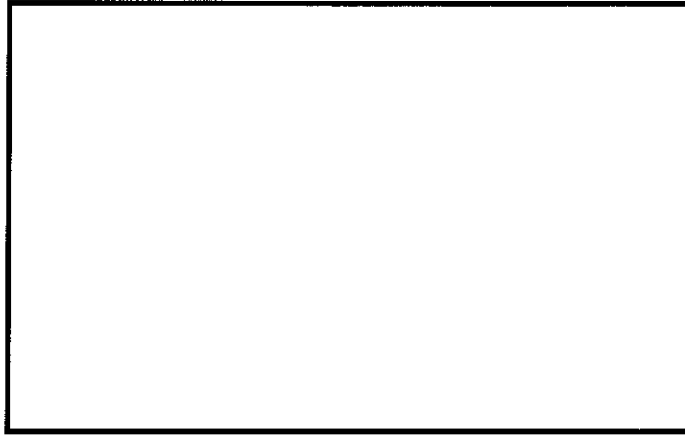
Residential History

Please provide your current and previous residential history.

CURRENT ADDRESS					Rent _____ Own _____ Lease _____		
Street Address		Apt #	City	State	Zip Code		
Name of Apartments (if applicable)				How Long?	From	To	
Landlord/Management Company/Owner/Mortgage Company							
Landlord/ Mortgage Company Address			City	State	Zip Code		
Telephone Number		Fax Number			Email Address		
PREVIOUS ADDRESS					Rent _____ Own _____ Lease _____		
Street Address		Apt #	City	State	Zip Code		
Name of Apartments (if applicable)				How Long?	From	To	
Landlord/Management Company/Owner/ Mortgage Company							
Landlord/ Mortgage Company Address			City	State	Zip Code		
Telephone Number		Fax Number			Email Address		

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AN EQUAL OPPORTUNITY EMPLOYER



COPY OF SOCIAL SECURITY CARD

A large, empty rectangular box with a black border, intended for a copy of a Driver's License. At the bottom left of the box, there are two lines of text with horizontal lines for input: "DL# _____" and "DATE OF BIRTH _____".

COPY OF DRIVER'S LICENSE

Skills and Qualifications

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job related functions in the position for which you are applying

Educational Background

Name and Location	Years Completed	Did You Graduate?	Course Of Study
High School			
College			
Other			

References

Name	Relationship	Telephone Number	Years Known

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application. I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

SIGNATURE OF APPLICANT _____ DATE _____

RELEASE AUTHORIZATION

In connection with my application for employment and/or continued employment and/or contract employment with you, I understand that an investigative consumer report may be requested that may include information as to my character, work habits, performance and experience, along with reasons for termination of past employment from previous employers. Further, I understand that you may be requesting information concerning my workers' compensation claims, motor vehicle operation history, credit history and criminal history from various states, private and insurance sources along with other public records available. Worker's compensation information will only be requested in compliance with the ADA and/or any other applicable state laws.

I HERBY AUTHORIZE, WITHOUT RESERVATION, ANY LAWFUL ENFORCEMENT AGENCY, ADMINISTRATOR, STATE AGENCY, INSITUTION, INFORMATION SERVICE BUREAU, EMPLOYER OR INSURANCE COMPANY CONTACTED BY ORCA INFORMATION, INC TO FURNISH THE ABOVE-MENTIONED INFORMATION.

I further acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release includes all state and federal agencies including Minnesota's Department of Labor. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer-reporting agency. If so, I will be so advised and be given the name of the agency or source of information

Today's Date: _____ Signature: _____

The following must be filled out completely for your application to be considered. (Please print).

Last Name	First Name	MI	Date of Birth	Race	Sex	Social Security #	
Place of Birth (City/State)	Current Address		City	State	Zip	Driver's License # / State	
Other Last Names Used	Other States and Counties I have lived in as an adult		State	County	Zip	From (year)	To (year)
		1					
		2					
		3					
		4					

Have you ever been charged or convicted of a crime: Yes No
If yes, what State & County: _____ **what was the nature of the crime (give details):** _____

***The above information is to be used only for identification and investigative purposes.**

This information is being verified by ORCA Information, Inc. Any information or questions should be directed to the following address:

ORCA Information, Inc. P.O. Box 277
 Anacortes, WA 98221
 (800) 341-0022
 (360) 588-1633