

City of Bellevue

APPLICATION FOR EMPLOYMENT

DATE: _____

DEPARTMENT APPLIED FOR: _____

POSITION APPLIED FOR: _____

NAME _____
LAST FIRST MIDDLE

ADDRESS _____
STREET

CITY STATE ZIP

HOW LONG HAVE YOU LIVED AT THIS ADDRESS _____

PREVIOUS ADDRESS _____
STREET

CITY STATE ZIP HOW LONG _____

TELEPHONE _____

WOULD YOU WORK FULL-TIME _____ PART TIME _____

SPECIFY HOURS/DAYS IF PART TIME _____

HAVE YOU EVER BEEN EMPLOYED HERE BEFORE _____ YES _____ NO

LIST ANY FRIENDS OR RELATIVES WORKING FOR US:

ARE YOU EMPLOYED NOW _____ YES _____ NO

MAY WE CONTACT YOUR EMPLOYER _____ YES _____ NO

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY
BECAUSE OF VISA OR IMMIGRATION STATUS _____ YES _____ NO

IF YOUR APPLICATION IS CONSIDERED FAVORABLE, ON WHAT DATE WILL YOU BE AVAILABLE FOR WORK _____

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY: _____

ARE THERE ANY OTHER EXPERIENCES, SKILLS OR QUALIFICATIONS WHICH YOU FEEL WOULD ESPECIALLY FIT YOU FOR WORK WITH THE CITY:

EDUCATION:

Elementary:

Name/Address of School _____

Years Completed _____

High School:

Name/Address of School _____

Years Completed _____ Graduated _____

College/University:

Name/Address of School _____

Years Completed _____ Graduated _____

Specialized Training:

EMPLOYMENT HISTORY:

Start with your present or last job. Include military service and volunteer activities.

Employer _____ Telephone No. _____

Address _____

From _____ To _____ Job Title _____

Supervisor _____ Reason for Leaving _____

Description of Work Performed _____

Employer _____ Telephone No. _____

Address _____

From _____ To _____ Job Title _____

Supervisor _____ Reason for Leaving _____

Description of Work Performed _____

Employer _____ Telephone No. _____
Address _____
From _____ To _____ Job Title _____
Supervisor _____ Reason for Leaving _____
Description of Work Performed _____

Employer _____ Telephone No. _____
Address _____
From _____ To _____ Job Title _____
Supervisor _____ Reason for Leaving _____
Description of Work Performed _____

Employer _____ Telephone No. _____
Address _____
From _____ To _____ Job Title _____
Supervisor _____ Reason for Leaving _____
Description of Work Performed _____

(If you need additional space, please continue on a separate sheet of paper)

SPECIAL SKILLS AND QUALIFICATIONS:

Summarize special skills and qualifications: _____

PERSONNEL DEPARTMENT USE

Arrange Interview _____ Yes _____ No _____

Remarks _____

Employed _____ Yes _____ No _____ Date _____

Department _____ Job Title _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that I shall be subject to a **pre-employment examination** and a **pre-employment drug screening**.

I understand that neither this document nor any offer of employment from the City of Bellevue constitutes an employment contract unless the employer and the employee in writing execute a specific document to that effect.

I understand that, in the event of employment, false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulation of the employer.

I understand that applications for employment are for the specific position advertised and are not maintained on file. I also understand that a new application must be submitted for every position applied for, every time the position is vacant.

Signature of Applicant

Date

Revised 8/99

N:\sm\forms\applicant statement