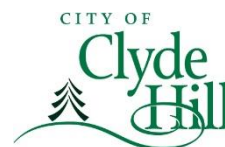


City of Clyde Hill Application for Employment



City of Clyde Hill
 9605 NE 24th Street
 Clyde Hill, WA 98004
 Phone: 425.453.7800
 Email: cityhall@clydehill.org

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 Clyde Hill is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race and color, religion and creed, national origin, sex, marital status, HIV, AIDS, and hepatitis C status, honorably discharged veteran or military status, age, disability, pregnancy and maternity, sexual orientation and gender identity, use of a guide dog or other service animal, genetic information or any other protected class status.

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

Applicant: Write the Position Title of the job you are applying for here

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

Address _____ City _____ State _____ Zip _____

Home Phone () _____ Cell () _____ Work () _____ Email _____

Are you authorized to work in the United States for the City of Clyde Hill?

(Note: If hired, a form I-9, Employment Eligibility Verification, must be

completed at the start of employment). Yes No

Are you over the age of 18? Yes No

If you are applying for a position where you will be expected to drive on duty, do you have, or can you obtain, a valid Washington State Driver's License? Yes No N/A

TRAINING AND EDUCATION

Highest Level of Education: High school or GED Associates Degree or Certification Bachelors Degree Masters Degree or Higher

Colleges/Other Training	Subject/Major	Degree/Certificate

EQUIPMENT, OFFICE AND COMPUTER SKILLS

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

CRIMINAL CONVICTIONS

The City of Clyde Hill is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's convictions record as it relates to job performance. **A conviction record will not automatically disqualify you for employment.** Applicants will be asked to disclose information about their criminal history in the last ten years.

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 understand that if I am applying for employment in a position where I will or may have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Clyde Hill will complete a thorough background check as allowed by the Child/Adult Abuse Information Act. Background checks are also completed for other positions. I understand that I will be tested for the presence of drugs as part of the pre-employment screening if I am applying for a safety sensitive position or one which requires a Commercial Driver License. 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. I understand that nothing in this application or my communications with any City of Clyde Hill official is intended to create an employment contract between the City of Clyde Hill and me.

Signature _____ Date _____

WORK HISTORY

Beginning with your present or most recent employment, list all work/experience history for the last 10 years, and 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 experiences which are 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	_____				
Number Of Employees Supervised By You	_____				
Reason For Leaving	_____				
Primary Duties	_____				

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

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

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

AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS

References will only be checked for finalists.

Current and/or prior employers will only be contacted after an applicant has been notified that he/she is one of the finalists.

I certify that the information given by me to the City of Clyde Hill is true and complete to the best of my knowledge. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, will result in disciplinary action up to and including immediate dismissal.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with the City of Clyde Hill's interest or those of its clients, nor will I become engaged in such activity or business if employed.

I, the undersigned applicant for employment with the City of Clyde Hill, in consideration of the review of my employment application, do authorize the City of Clyde Hill to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release the City of Clyde Hill from any liability for future references it may provide regarding my work history at the City of Clyde Hill.

It is my intention that any copy of this authorization be as effective as the original.

Date _____
Name (Please
Print) _____
Signature _____

DRIVING RECORD
(To be completed with application)

Name: _____
Please Print Last First MI

List all notices of infractions or traffic citations (other than parking tickets) received in the past 5 years.

State	Month/Year	Type of Infraction

Infractions or citations will not necessarily remove you from consideration. The City of Clyde Hill will; however, consider your driving record when making employment decisions.

The information provided above is true to the best of my knowledge. I understand that providing false information is cause for elimination in the selection process or dismissal from employment.

Signed: _____ Date: _____

Finalists, upon notification that references will be checked, will be required to submit a copy of their Abstract of Driving Record (ADR) to Human Resources. ADR's may be obtained at any Washington State Department of Licensing for a small fee. Other states may have different procedures. This fee is at each Finalist's own expense.

City of Clyde Hill 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 driver license issued by the state of residence, with any necessary endorsements. Driving records of applicants may be checked. Applicants may be disqualified for unacceptable driving record pursuant to the City of Clyde Hill's driving standards policy.

THIS PAGE WILL BE REMOVED FROM THE APPLICATION AND KEPT SEPARATELY

Name: _____
Please Print Last First MI

Are you a former or current City of Clyde Hill Employee?

Yes No If Yes, please tell us:

When you worked _____
Department _____
Position Title _____
Supervisor _____

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

Do you have any relatives employed by the City of Clyde Hill? 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 Clyde Hill 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 Caucasian African American Hispanic or Latino Asian
Ethnic Category (Check one) Native Hawaiian or Other Pacific Islander Alaskan Indian /Native
American Two or More Races Other _____

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. Yes No

Please tell us how you learned of this opening

- | | |
|--|---|
| <input type="checkbox"/> 1. City of Clyde Hill (website) | <input type="checkbox"/> 6. Professional Firm (e.g. headhunter) |
| <input type="checkbox"/> 2. Internet (general) | <input type="checkbox"/> 7. Professional Organization (e.g. ICMA, APWA, etc.) |
| <input type="checkbox"/> 3. GovJobsToday.com | <input type="checkbox"/> 8. Friend/Relative |
| <input type="checkbox"/> 4. AWC Job Net | <input type="checkbox"/> 9. City of Clyde Hill Employee |
| <input type="checkbox"/> 5. Clyde Hill City Hall (walk-in) | <input type="checkbox"/> 10. Other _____ |

APPLICATION ASSEMBLY and HIRING PROCESS:

Assemble application materials in this order: 1: City of Clyde Hill Application Front Page, 2: Work History, 3: Supplemental Questionnaire (if required), 4: Authorization To Release Employment Records, 5: Driving Record. 6: The following optional items may follow in this order: cover letter, resume, reference list, etc.

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

Thank you for considering the City of Clyde Hill as your prospective employer.