



**EMPLOYMENT APPLICATION  
CITY OF TIETON, WASHINGTON**

Return to:  
City of Tieton  
PO Box 357  
418 Maple Street  
Tieton, WA 98947  
(509) 673-3162

The City of Tieton is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination because of race, national origin, sex, age, marital status, veteran status, sexual orientation, the presence of a disability or any other protected status. Women and minorities are encouraged to apply.

Federal Law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States within three (3) days of hire.

Position Applied For: _____		Today's Date _____
Last Name _____	First Name _____	Middle Initial/Name _____
Street Address _____		
City, State, Zip _____		
Valid WA State Driver's License? <input type="checkbox"/> yes <input type="checkbox"/> no If other State, which? _____		
(A valid driver's license is required only where stated on the job announcement.)		
Home Telephone: ( ) _____		Work Telephone: ( ) _____
Cell Phone: ( ) _____		
(Give a number where you may be reached or a message may be left from 8:00 a.m. to 5:00 p.m.)		
I have received and read the job announcement for this position and can perform the essential job functions with or without reasonable accommodation. <input type="checkbox"/> yes <input type="checkbox"/> no		

**TRAINING AND EDUCATION**

Circle highest grade completed: 8 9 10 11 12 GED Other? \_\_\_\_\_

COLLEGES/OTHER TRAINING	SUBJECT/MAJOR	DEGREE/CERTIFICATE

**EQUIPMENT, OFFICE AND COMPUTER SKILLS**

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

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**CRIMINAL CONVICTION** (Conviction does not automatically bar you from employment. Each case is considered separately based on job duties/area performed).

Have you been convicted of a felony or served time in prison within the last seven (7) years:  yes  no

**TRAFFIC VIOLATIONS** (If position for which you have applied involves driving):

Have you ever been convicted, pleaded no contention or paid a fine for any traffic violations in the past three (3) years?  yes  no  
If yes, please explain:

**EMPLOYMENT HISTORY – List employment for the past ten (10) years, beginning with current position.  
(Attach additional page if necessary).**

Employer's Name		Position	
City and State		Starting Salary	Ending Salary
From	To	Hours worked per week	
Supervisor		Supervisor's Telephone Number	
May we contact this supervisor/employer for a reference:		[ ] yes [ ] no	
Primary Duties:			
Number of employees supervised by you:		Reason for leaving:	

Employer's Name		Position	
City and State		Starting Salary	Ending Salary
From	To	Hours worked per week	
Supervisor		Supervisor's Telephone Number	
May we contact this supervisor/employer for a reference:		[ ] yes [ ] no	
Primary Duties:			
Number of employees supervised by you:		Reason for leaving:	

Employer's Name		Position	
City and State		Starting Salary	Ending Salary
From	To	Hours worked per week	
Supervisor		Supervisor's Telephone Number	
May we contact this supervisor/employer for a reference:		[ ] yes [ ] no	
Primary Duties:			
Number of employees supervised by you:		Reason for leaving:	

**GENERAL QUESTIONS**

Can you travel for training and other purposes if the City requires/requests you to do so?  yes  no

Do you have any relatives employed or serving as an elected official with the City of Tieton?  yes  no

If yes, list the position and relationship:

Have you previously applied for employment or been previously employed with the City of Tieton?  yes  no

If yes, list the position you held or the position you applied for: \_\_\_\_\_ When?

Are you a citizen of the United States of America?  yes  no

Referred by? \_\_\_\_\_

**Work References** – Please list below three (3) people (former employers or supervisors) who can responsibly evaluate your work performance.

<b>NAME</b>	<b>WORK RELATIONSHIP TO YOU</b>	<b>PHONE NUMBER</b>
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**AGREEMENT, CERTIFICATION AND AUTHORIZATION**

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, for dismissal at anytime. I authorize my previous employers and all schools or educational and technical institutions which I have attended to furnish the City of Tieton my record, reason for leaving and all information they may have concerning me. I hereby release any such current or former employers or institutions, their agents or employees and the City of Tieton from all liability for any damage whatsoever arising there from. I authorize investigation of all statements in this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**PLEASE ATTACH YOUR RESUME AND ANY OTHER SUPPORTING DOCUMENTS TO THIS APPLICATION.**

-----DO NOT WRITE BELOW THIS LINE-----

Arrange Interview:  yes  no

Date of Interview: \_\_\_\_\_

Remarks: \_\_\_\_\_

Date of final interview (if a 2<sup>nd</sup> interview is scheduled): \_\_\_\_\_

Employed:  yes  no

Date Employment Begins: \_\_\_\_\_

Job Title \_\_\_\_\_

Hourly Rate/Salary \_\_\_\_\_

Salary Increase at Anniversary Date?  yes  no

Rate of Increase? \_\_\_\_\_

Interviewed by:

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Hired by: \_\_\_\_\_

\_\_\_\_\_  
Date

Mayor's Signature