

City of Mercer Island Employment Application

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Personal Information	First Name _____ Middle Name _____ Last Name _____
	Street Address _____ City _____ State/Zip _____
	Telephone Home _____ Are you over 18? <input type="checkbox"/> Yes <input type="checkbox"/> No Work _____ Are you a current or former City of Mercer Island Employee <input type="checkbox"/> Yes <input type="checkbox"/> No
	Email _____ Position / Department _____ Dates Employed _____ to _____
	Relatives Employed by the City _____ Relationship _____
	Are you currently working for, or otherwise associated with a firm which does business with the City? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name of firm _____ Nature of association _____
	Type of employment desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Other (Specify) _____
	Position Applied for _____ Is there an accommodation that needs to be made to complete the duties and responsibilities of this position? <input type="checkbox"/> Yes _____ <input type="checkbox"/> No _____

Education and Training	School	Name, Location (City, State)	Major/Minor Courses	Year	Diploma/Degree
	High School or G.E.D.				
	Business or Technical				
	Undergraduate Studies				
	Graduate Studies				
	Other job-related training and/or Professional Licenses				

Computer Skills	Computer Experience	Proficiency Level (Beginning, Intermediate, or Advanced)	Other Details, Programs Used
	<input type="checkbox"/> Personal Computer <input type="checkbox"/> Windows File Mgmt <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft Access <input type="checkbox"/> Microsoft PowerPoint <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Typing Speed <input type="checkbox"/> Other _____	_____ _____ _____ _____ _____ _____ _____	

Background	The City of Mercer Island has an obligation to employ qualified persons, and under law, must consider an applicant's conviction record as it relates to job performance. A conviction record may not disqualify you for employment unless it would reasonably affect your fitness for the job for which you are applying.
	Have you been convicted of a felony or released from prison within the last seven (7) years, or convicted of a misdemeanor other than traffic offenses within the last three years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain _____ _____

Beginning with your present or most recent employment, list your work history for the past ten years or your last three employers. Be sure to include any non-paid experience related to the job for which you are applying. Page 2 of 4

Work History	Most Recent Employer	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Telephone Number		Supervisor's Name
	Street Address	City	State	Zip	Date Employed (Mo/Yr) From To
	Your Position/Title	Base Salary – <input type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input type="checkbox"/> Annual Starting Ending			Reason for Leaving
	Describe major work duties, responsibilities, and accomplishments (attach separate sheet if needed)				
	Former Employer	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Telephone Number		Supervisor's Name
	Street Address	City	State	Zip	Date Employed (Mo/Yr) From To
	Your Position/Title	Base Salary – <input type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input type="checkbox"/> Annual Starting Ending			Reason for Leaving
	Describe major work duties, responsibilities, and accomplishments (attach separate sheet if needed)				
	Former Employer	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Telephone Number		Supervisor's Name
	Street Address	City	State	Zip	Date Employed (Mo/Yr) From To
Your Position/Title	Base Salary – <input type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input type="checkbox"/> Annual Starting Ending			Reason for Leaving	
Describe major work duties, responsibilities, and accomplishments (attach separate sheet if needed)					
Signature	To the best of my knowledge, the information contained in this application is true and complete. I understand that falsification, misrepresentation or material omission on this application will be grounds for elimination from further consideration or, if employed, for immediate dismissal at any time. I also understand that if hired I will be required to provide documentation showing authorization to work in the United States. I also agree to submit to a drug and/or alcohol test prior to employment if it is required for the position. Furthermore, I understand that the City of Mercer Island may conduct a background check and request an abstract of my driving record for certain positions that require driving a City vehicle and/or unsupervised access to children or developmentally disabled persons. By signing below, I understand the employment requirements listed above and explained in detail on the right side of this application.				
	_____			_____	
	Applicant Signature			Date	

Please list three professional references that we can call regarding your ability to perform in the position in which you are making application. References are called after the initial interview process. You will be notified before any references are called.

Reference Checking Authorization	Professional Reference Name	Telephone Number
	Company Name	
	Professional Relationship: <input type="checkbox"/> Current Supervisor <input type="checkbox"/> Former Supervisor <input type="checkbox"/> Current Co-Worker <input type="checkbox"/> Former Co-Worker <input type="checkbox"/> Other _____	
	Professional Reference Name	Telephone Number
	Company Name	
	Professional Relationship: <input type="checkbox"/> Current Supervisor <input type="checkbox"/> Former Supervisor <input type="checkbox"/> Current Co-Worker <input type="checkbox"/> Former Co-Worker <input type="checkbox"/> Other _____	
	Professional Reference Name	Telephone Number
	Company Name	
	Professional Relationship: <input type="checkbox"/> Current Supervisor <input type="checkbox"/> Former Supervisor <input type="checkbox"/> Current Co-Worker <input type="checkbox"/> Former Co-Worker <input type="checkbox"/> Other _____	
	<i>I, _____, authorize the City of Mercer Island to contact the references I have provided above as part of my application for employment with the City of Mercer Island. I agree that the City of Mercer Island may contact any of the references I have provided, and I agree that I will not request Mercer Island to disclose to me the information obtained from my references. I authorize any of the references to discuss with the City of Mercer Island my employment history, including my awards and commendations, disciplinary action or reasons for termination.</i> <i>I also agree that I will not bring any claims, suits or legal actions against the City of Mercer Island or its employees, or any of the employers or individuals I have listed as my references, based on information provided to the City of Mercer Island.</i>	
	_____ Applicant Signature	_____ Date

Advertising Information	<p>How did you learn of this position opening?</p> <p>Newspaper (Name) _____</p> <p>Internet (Website Name) _____</p> <p>Job Posting (Where) _____</p> <p>Publication/Journal _____</p> <p>Referral Agency _____</p> <p>Mercer Island Employee _____</p> <p>Friend or other _____</p>
Optional Information	<p>This information is entirely voluntary and will be kept separate from your application.</p> <p>Please indicate your ethnicity and gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p><input type="checkbox"/> Disabled _____</p> <p><input type="checkbox"/> Caucasian <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American</p> <p>Veteran's Status:</p> <p>Vietnam Era Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Gulf War Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Disabled Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Active Reserves <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Inactive Reserves <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Position Applied For _____</p>
Employment Requirements	<p>Employment with the City of Mercer Island includes the following requirements:</p> <ol style="list-style-type: none"> 1. Immigration Reform Control Act All City of Mercer Island employment offers are contingent upon the applicant meeting the requirements of the Immigration Reform and Control Act. This Act requires the City of Mercer Island to verify the identity of every new employee as well as documenting their legal right to work in the United States. This verification requires every new employee to complete the Government's Eligibility Verification Form (I-9) and present the required documentation on the first day of employment. 2. Drug & Alcohol Testing Policy It is the City of Mercer Island's policy to maintain a work environment free of substance abuse. In order to preserve employee fitness for duty, the safety of employees and the public, drug and alcohol testing is required for prospective employees in safety sensitive positions and may be required of current employees in certain positions as prescribed by policy. Employment offers are contingent upon the applicant successfully passing a drug and alcohol screening when required. 3. Background Investigations The City of Mercer Island employs people who have unsupervised access to children under 16 years of age and/or developmentally disabled persons. Pursuant to RCW 43.43.834 the City of Mercer Island has the right to make an inquiry to the Washington State Patrol or an equivalent agency in order to verify any record of conviction, offenses or adjudication of child abuse, sexual assault, or exploitation of a minor or developmentally disabled person that was brought in a civil action or a disciplinary board. Employment offers are contingent upon the applicant's background investigation when required for certain positions. 4. Abstract of Driving Record Some positions in the City require an individual to drive a City vehicle. The City of Mercer Island has the right to make an inquiry to the Washington State Patrol or an Equivalent agency in order to request an abstract of an applicant's driving record. Employment offers are contingent upon the applicant's clean and insurable driving record when required for certain positions.