



EMPLOYMENT APPLICATION

City Hall
 601 7th Street
 Prosser, WA 99350
 Phone: (509) 786-2332
 www.cityofprosser.com

PLEASE TYPE OR PRINT – USE INK ONLY

Form must be completed in full, incomplete applications may disqualify you from further consideration. A resume is encouraged, however, will not be accepted in lieu of a completed application. NOTE: This form is subjected to public disclosure. This institution is an equal opportunity provider and employer.

A separate application must be submitted for each position (copies will be accepted).

Position Desired:

Name (Last, First MI):			
Address:			
City/State/Zip:			
Phone Number:		Date Available:	
Message Phone:		E-mail:	

GENERAL INFORMATION		
Are you a U.S. citizen, or do you have a Visa permitting you to work in the U.S.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you over the age of 18?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have, or can you obtain, a valid Washington State Driver License?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a valid Driver License for another state?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you able to perform the essential functions of the job with or without reasonable accommodation(s)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a current City of Prosser employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a former City of Prosser employee?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If former employee, list date of termination and position held:		
Do any of your relatives work for the City of Prosser? <input type="checkbox"/> Yes <input type="checkbox"/> No	List name/relationship:	

MILITARY SERVICE			
Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.04.010 (<i>civil service positions only</i>)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Branch:	Date of entry:	Date of release:	
Rank at Discharge:	Type of Discharge:		
If other than honorable, explain:			
Form DD214 must be submitted with this application. ONLY APPLICABLE FOR CIVIL SERVICE POSITIONS (POLICE)			

EDUCATION AND TRAINING

High School (please check the highest grade completed): Did Not Complete 9 10 11 12 GED

Name of College, University, Technical/Trade School:	Subject/Major:	Degree/Certificate:	Date Completed:

SKILLS & QUALIFICATIONS

Do you possess any professional licenses/certifications (CDL, PE, Lifeguard, First Aid/CPR, etc.)? YES NO If yes, please list:

Describe computer skills (programs, typing speed, etc.), equipment operation skills (including office equipment), and all other relevant information to the position for which you are applying:

Are you fluent in any languages other than English? YES NO If yes, please list:

CRIMINAL RECORD

The City of Prosser is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's conviction record as it relates to job performance. A conviction record will not disqualify you from employment unless such record would reasonably affect your fitness for the job for which you have applied. Have you been convicted of a felony or released from prison within the last 10 years and/or have you been convicted of a misdemeanor other than minor traffic offenses within the past 3 years?

YES

NO

Where:		When:	
Nature of charges:			
Disposition of case(s):			

REFERENCES (Do Not List Relatives)

NAME	EMPLOYER/RELATIONSHIP	TELEPHONE	OCCUPATION	YEARS KNOWN

EMPLOYMENT EXPERIENCE

Beginning with your present or most recent employment, list your work/experience history. Please include any non-paid experience which is related to the position for which you are applying and state as such. Complete all sections entirely and accurately to the best of your ability. Complete the following sections even if you are submitting a resume in addition to this application. An incomplete application may disqualify you from consideration of the position for which you applied. If more space is needed, please attach additional sheets.

A RESUME WILL NOT BE ACCEPTED IN LIEU OF COMPLETING THIS SECTION. DO NOT REFERENCE "SEE RESUME".

Employer's Name:		Phone Number:		
Address:		Dates (Mo/Yr):	From:	To:
Position:		Salary:	Starting:	Final:
Supervisor:		Reason for leaving:		
Primary Duties:				
Employer's Name:		Phone Number:		
Address:		Dates (Mo/Yr):	From:	To:
Position:		Salary:	Starting:	Final:
Supervisor:		Reason for leaving:		
Primary Duties:				
Employer's Name:		Phone Number:		
Address:		Dates (Mo/Yr):	From:	To:
Position:		Salary:	Starting:	Final:
Supervisor:		Reason for leaving:		
Primary Duties:				

Signature of Applicant:		Date of Application:	
Print Name:			
Notice: In order to be accepted for consideration, all applications must be completed, signed and dated.			

OPTIONAL INFORMATION

We would appreciate completion of the information below. This portion is entirely voluntary. The City of Prosser is committed to non-discrimination in employment practices. This information will be kept confidential (in a separate file) and will be used for EEO record keeping purposes only.

Ethnicity (check one below):		Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
Caucasian <input type="checkbox"/>	Asian <input type="checkbox"/>	Native Hawaiian or Other Pacific Islander <input type="checkbox"/>
African American <input type="checkbox"/>	Native American <input type="checkbox"/>	Two or More Races <input type="checkbox"/>
Hispanic or Latino <input type="checkbox"/>	Alaskan Indian <input type="checkbox"/>	Other <input type="checkbox"/>