Whitman County Employment Application

APPLICANTS: In order to be considered for employment, this application must be completed entirely. Please type or print clearly, and remember to read and sign the second page. Exclude information which would reveal sex, race, religion, national origin, age, ancestry, physical disability, or other protected status. **NOTE: A SEPARATE COUNTY APPLICATION MUST BE FILED FOR EACH OPENING.**

APPLICANTS WHO REQUIRE ACCOMMODATION SHOULD ADVISE US OF THAT NEED.
WHITMAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION APPLYING FOR: ______________________________ DATE:: ____________________

FULL NAME: ____________________________________ HOME PHONE: ________________

ADDRESS: ____

CITY: ___________________________ STATE: ____________ ZIP CODE: ______________

DAYTIME / MESSAGE PHONE: ____

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EDUCATION

Circle the highest grade completed in school:

Elementary: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4 Graduate: 1 2 3 4

	Name of School	Location	Diploma or Degree	Major
High School				
University/College				
Graduate School				
Vocational/Training				

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Have you ever been employed by Whitman County before? When? Position? ______________________

What skills, training and work experiences qualify you for this position?

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Professional memberships and trade licenses.

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List any additional information you would like us to consider.

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PLEASE LIST THREE REFERENCES WHO ARE NOT RELATED

NAME	ADDRESS	PHONE NUMBER

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How did you learn of this position? ❑ NEWSPAPER ❑ COURTHOUSE POSTING
What newspaper? ____________________

❑ EMPLOYMENT SECURITY DEPARTMENT ❑ FRIEND / RELATIVE

❑ OTHER ____________________

PLEASE SUBMIT COMPLETED APPLICATIONS BY 5:00 p.m. ON THE CLOSING DATE TO:
(*Any applications postmarked after the designated date will not be accepted)*

WHITMAN COUNTY HUMAN RESOURCES
400 N. MAIN ST
COLFAX, WA 99111
PHONE: (509) 397-6205 FAX: (509) 397-6355

EMPLOYMENT HISTORY

This section must be completed entirely. Do not substitute a resume. List work experience from the past 10 years, OR the 3 most recent jobs, paid or unpaid, beginning with your current or most recent job. Include military experience as well as volunteer jobs that you wish to have considered as part of your qualifications for the position you are seeking. Explain all breaks in continuous employment.

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EMPLOYER: ______________________ PH: ( ) ______________

YOUR TITLE: ______________________ ADDRESS: ______________

DESCRIBE DUTIES: ______________________ ______________

______________________ SUPERVISOR: ______________

______________________ DATES: ________ FULL-TIME ❑ PART-TIME ❑

______________________ RATE OF PAY: $______________

REASON FOR LEAVING: MAY WE CONTACT THIS EMPLOYER?

______________________ YES ❑ NO ❑

<><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><>

EMPLOYER: ______________________ PH: ( ) ______________

YOUR TITLE: ______________________ ADDRESS: ______________

DESCRIBE DUTIES: ______________________ ______________

______________________ SUPERVISOR: ______________

______________________ DATES: ________ FULL-TIME ❑ PART-TIME ❑

______________________ RATE OF PAY: $______________

REASON FOR LEAVING: MAY WE CONTACT THIS EMPLOYER?

______________________ YES ❑ NO ❑

<><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><>

EMPLOYER: ______________________ PH: ( ) ______________

YOUR TITLE: ______________________ ADDRESS: ______________

DESCRIBE DUTIES: ______________________ ______________

______________________ SUPERVISOR: ______________

______________________ DATES: ________ FULL-TIME ❑ PART-TIME ❑

______________________ RATE OF PAY: $______________

REASON FOR LEAVING: MAY WE CONTACT THIS EMPLOYER?

______________________ YES ❑ NO ❑

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PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION

Whitman County is an equal opportunity employer and does not discriminate on the basis of sex, age, race and color, religion, marital status, national origin, disability or veteran status. Interviews are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Because of the large number of applications received, not everyone who applies for a vacant position will be interviewed.

I certify that I have answered truthfully and have not knowingly withheld any information relative to my application.. I understand that any misrepresentation or material omission of this application will result in my being eliminated from further consideration. I further understand that, if accepted for employment, any misrepresentation or material omission which becomes known to Whitman County, will result in immediate termination of my employment.

I authorize any of the persons or organizations named in this application to give Whitman County complete information and records regarding my employment, education, character and qualifications. I release Whitman County and all previous employers and supervisors from liability for any damages that may result from furnishing information to Whitman County.

I understand that, if an offer of employment is made and accepted, I will be required to provide proof of my identity and my legal right to work in the United States prior to beginning actual work for the county.

In consideration of my employment, I agree to conform to the instructions, rules and policies of Whitman County. My employment and compensation can be terminated at any time, with or without cause and with or without notice, at the option of either the county or myself. I agree that any disputes arising from my employment or termination of my employment will be resolved under the grievance procedure that is in effect in the employer's policy manual. I understand that no representative of the county has any authority to enter into any agreement for employment for any specified period of time, except for temporary or seasonal positions, or to make any agreement contrary to the foregoing.

Due to the job responsibilities of some positions concerning confidentiality, the handling of funds, and/or obtaining bonds, I understand that I may be required, prior to employment, to provide additional personal information, at minimum a valid driver's license number and/or my birth date.

______________________________ ______________________

APPLICANT'S SIGNATURE DATE

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The Washington State Human Rights Commission requests that we compile statistics on our applicants. This information will be maintained separately from your application and will not be used in a discriminatory manner. We would appreciate your assisting us by voluntarily providing the following information:

POSITION NAME DATE

Which gender are you? ❑ MALE ❑ FEMALE

With which race/ethnic group do you identify?

❑ WHITE ❑ BLACK

❑ HISPANIC ❑ ASIAN OR PACIFIC ISLANDER

❑ AMERICAN INDIAN OR ALASKAN NATIVE

❑ OTHER (specify): ________________