

City of Cashmere Application for Employment

Office Use Only



City of Cashmere
 101 Woodring St.
 Cashmere, WA 98815
 (509) 782-3513
 mail@cityofcashmere.org

You must submit a separate Application for each position.

DO NOT submit a photograph of yourself.

The City of Cashmere is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, and color, sex, age, color, religion and creed, national origin, marital status, disability, HIV, AIDS and Hepatitis C status, honorably discharged veteran or military status, pregnancy and maternity, sexual orientation or gender identity use of a guide dog or other service animal, genetic information or any other basis prohibited by federal, state or local law.

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	
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Home Phone ()	Cell ()	Work ()	Email	
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Are you authorized to work in the United States for the City of Cashmere? (Note: if hired, a form I-9, Employment Eligibility Verification must be completed at the start of employment)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Do you have a valid Washington State Commercial Driver's License?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.04.010?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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TRAINING AND EDUCATION

Highest Grade Completed: 8 9 10 11 12 GED

Colleges/Other Training	Subject/Major	Degree/Certificate	Date Completed

EQUIPMENT, OFFICE AND COMPUTER SKILLS

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

CRIMINAL CONVICTION

The City of Cashmere 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 from employment unless such record would reasonably affect your fitness for the job for which you have applied.** Applicants will be asked to disclose information about their criminal history for the last 10 years.

If Yes, Please Explain	
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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 Job Description 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 receive a conditional offer of employment for a position where I will have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Cashmere is required to complete a thorough background check as required by the Child/Adult Abuse Information Act. I understand that I will be tested for the presence of drugs as part of the pre-employment screening if I receive a conditional offer of employment for a position which requires a Commercial Driver's 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. If I am applying for an exempt position, I understand that nothing in this application or my communications with any City official is intended to create an employment contract between the City and me.

Signature	Date
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WORK HISTORY

Beginning with your present or most recent employment, list your work/experience history for the last 10 years or 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 experience which is 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					



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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 they are a finalist.

I, the undersigned applicant for employment with the City of Cashmere, in consideration of the review of my employment application, do authorize the City of Cashmere 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 Cashmere from any liability for future references it may provide regarding my work history at the City of Cashmere.

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

Date	
Name (Please Print)	
Signature	

I certify that the information given by me to the City of Cashmere 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, may result in immediate dismissal.

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

If employed, I further agree that if I lose, damage, or fail to return any of the City of Cashmere's property, the City of Cashmere is authorized to deduct from my wages sufficient funds to replace its property.

Date	
Name (Please Print)	
Signature	

Please Print

Name: _____
LAST
FIRST
MI

Are you a former or current City of Cashmere employee?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please tell us:	
When you worked	
Department	
Position Title	
Supervisor	

Having a relative employed by the City of Cashmere will not necessarily bar you from employment.	
Do you have any relatives employed by the City of Cashmere? <input type="checkbox"/> Yes <input type="checkbox"/> 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 Cashmere is committed to non-discrimination in employment practices. This information will be kept confidential and will be used for EEO recordkeeping purposes only.	
Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male
Ethnic Category (Check one)	<input type="checkbox"/> Caucasian <input type="checkbox"/> African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Alaskan Indian <input type="checkbox"/> Native American <input type="checkbox"/> Two or More Races <input type="checkbox"/> Other _____

Please tell us how you learned of this opening by circling the number of the source	
1. Local Media _____	5. Friend/Relative
2. Walk-in	6. City of Cashmere Employee
3. City Website	7. Other _____
4. AWC Job Net	

APPLICATION ASSEMBLY and HIRING PROCESS:

Assemble application materials in this order: 1: City of Cashmere Application Front Page, 2: Work History, 3: Authorization To Release Employment Records, 4: The following optional items may follow in this order: cover letter, resume, reference list, etc. 5: Please make this sheet the **LAST PAGE as it will be removed. Staple everything together in the top left corner.**

Those applicants who submit a complete and timely application and are invited to participate in the interview stages of the selection process will be notified by phone, email, or mail. ***Thank you for considering us as your prospective employer.***