



315 Halleck Street
 Bellingham, WA 98225
 (360) 733-4030

EMPLOYMENT APPLICATION

Position applying for:

Please complete this application by typing or clearly printing. Fully and accurately complete all application questions, even if submitting your resume. Use additional sheets provided if more space is required.

Name (Last)	(First)	(M.I.)
Address (Street)	(City)	(State) (Zip)
Telephone (Day)	(Evening)	Email address

Do you have the legal right to work in the U.S.? Yes No

Note: All employment offers are contingent upon proof of eligibility to work in the U.S.

Are you available to work: Full-time Part-time Temporary

Please list the hours and days of the week you are available?

Have you ever been dismissed, discharged, fired or asked to resign from a position? Yes No
 If yes, please explain.

Have you been convicted of a felony or released from prison within the last ten (10) years? Yes No

Note: Please explain fully any convictions on a separate sheet of paper. Each case is considered individually. A conviction will not necessarily preclude you from employment; however failure to disclose convictions can disqualify you from employment.

Education			
Type of School	School & Location	Circle Yrs Completed	Degree/Certificate <i>(Year higher level degree earned for verification purposes)</i>
High School		9 th 10 th 11 th 12 th GED	
College or University Studies		1 2 3 4	
Graduate School		1 2 3 4	
Business or Tech. School		1 2 3 4	
Other Relevant Training or courses			

License/Registration/Certificate

Description	State	Number	Expiration

Work History

Begin with your most recent experience. List all jobs separately (including military) and identify gaps in employment. **A résumé will not substitute for the information required in this section.** Résumés may be attached, but do not write “See Résumé” in lieu of completing the application.

If employment was under different name, indicate name:

FROM: / /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: / /	PRIMARY DUTIES:	
HOURS / WEEK:		ADDRESS:
SUPERVISOR:		SUPERVISOR'S PHONE #:
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		

FROM: / /	TITLE:	EMPLOYER:
TO: / /	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		SUPERVISOR'S PHONE #:
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Work History (continued)

FROM: / /	TITLE:	EMPLOYER:
TO: / /	PRIMARY DUTIES:	
HOURS / WEEK:		ADDRESS:
SUPERVISOR:		
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		

FROM: / /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: / /	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISOR'S PHONE #:

FROM: / /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: / /	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISOR'S PHONE #:

ADDITIONAL EXPERIENCE (volunteer, internship, etc.):

Application Release

- *To the best of my knowledge, the information herein is true and complete. I understand that providing false information on my application or during the hiring process will be grounds for elimination from further consideration or, if employed, for dismissal at any time.*
- *I understand that I will be required to provide documentation showing authorization to work in the United States.*
- *I acknowledge that Whatcom Council on Aging is an "at will" employer, which means that either the employee or the company is free to terminate the employment relationship at any time, with or without reason, advance notice, or warning.*
- *I hereby authorize the company or its agents to solicit information regarding my previous employment, educational background and any other similar background information regarding my character, general reputation and credit, and to contact any previous employers and references I have given on my employment application regarding this information. I authorize all previous employers to furnish the company or its agents with any and all such information as described above that they may have regarding my employment and reason for leaving. I release all parties and persons connected with any such request for information or the furnishing of such information from all claims, liabilities and damages for any reason arising out of the request. If employed, I release the company from any liability for future references the company may provide regarding my work history.*

SIGNATURE: _____

DATE: _____