



APPLICATION FOR EMPLOYMENT OR PROMOTION

Instructions:

1. Read the job announcement for this position and make sure to comply with all requirements.
2. Provide all requested information by typing or printing in ink.
3. Incomplete applications may affect your standing. Unsigned and incomplete applications may not be accepted.
4. Applications must be signed and dated.
5. Applications must be submitted or postmarked on or before 5:00 p.m. on the closing date, as posted on the job announcement, at the WorkForce Central Administrative Office located at **3640 South Cedar Street, Suite E, Tacoma, WA 98409**
6. Any changes in contact information should be communicated to Human Resources at (253) 594-7618.

WorkForce Central and its partners are equal opportunity employers and providers of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities. Reasonable accommodations will be provided to applicants who submit a written request at the time of application.

Washington Telecommunications Relay Service available at (800) 833-6384.

Position Applied For: _____

Last Name	First Name	Middle Initial
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Street Address	City	State	Zip Code
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Contact Number	Message Number
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Are you at least 18 years old? Yes No

Do you have relatives working for WorkForce Central? Yes No

If so, please list the name of the individual (s), the relation, and the department.

Have you ever applied to or worked for WorkForce Central before? Yes No

If yes, please list the title and dates of positions held or applied for.

Have you been convicted of a felony within the last 7 years? Yes No

(A conviction record may not necessarily disqualify you for employment but will be considered only to determine whether the record is pertinent to the position for which you have applied).

EDUCATION

Highest Degree Attained: _____

Name and Location of School	Major	Dates Attended	Degree Conferred or Credit Hours
High School			
College(s)			

TRAINING

Vocational or on-the-job training which would be useful in the position for which you are applying

Courses	Location	Dates Attended	Certificate or Degree

Special licenses you hold which are necessary or useful in this position.

Type of License	Issuing State	Expiration Date

Experience or Training	Indicate any other trades or skills you possess <i>related to the position</i> you are seeking:
<input type="checkbox"/> Typing WPM <input style="width: 40px;" type="text"/> <input type="checkbox"/> PC <input type="checkbox"/> MS Office Software <input type="checkbox"/> SKIES	<input type="checkbox"/> Bookkeeping <input type="checkbox"/> 10 Key <input type="checkbox"/> Other

EMPLOYMENT HISTORY

MOST RECENT EXPERIENCE FIRST

Employing Firm:		<i>Specific Duties:</i>
Address (City, State Zip Code)		
Phone	Position	
Supervisor	Hours per week	
Starting & Ending Date	Starting & Ending Salary	
No. of employees supervised		
Reason for Leaving		

Employing Firm:		<i>Specific Duties:</i>
Address (City, State Zip Code)		
Phone	Position	
Supervisor	Hours per week	
Starting & Ending Date	Starting & Ending Salary	
No. of employees supervised		
Reason for Leaving		

Employing Firm:		<i>Specific Duties:</i>
Address (City, State Zip Code)		
Phone	Position	
Supervisor	Hours per week	
Starting & Ending Date	Starting & Ending Salary	
No. of employees supervised		
Reason for Leaving		

LIST OTHER JOBS YOU HAVE HELD

Dates	Job Title	Employer

VETERAN'S PREFERENCE

Do you wish to claim Veteran's Preference? Yes No

Copies of DD214s/DD215s are required at time of application as proof of eligibility.

AUTHORIZATION AND CERTIFICATE

By signing this application...

- I authorize WorkForce Central, at the time of my application for employment or during the course of employment, to verify information contained in this application as it relates to the position for which I am being considered, or in which I may be employed.
- I understand all statements made on this application may be investigated.
- I certify my statements in this application are true, complete and correct to the best of my knowledge and belief.
- I understand any falsification or omission of information may bar me from further consideration or, if I have been appointed, cause my dismissal from WorkForce Central.
- I understand employment is not guaranteed and, if hired, that either party may terminate the relationship, within the acceptable parameters of WorkForce Central's Personnel Rules and Regulations.
- I understand WorkForce Central has a code of ethics and, if hired, I will be required to read and comply with that code.
- If hired, I agree to comply with WorkForce Central's policy that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and will notify my employer if I receive any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- I understand that I must be able to prove authorization to work in the United States at the time of appointment.
- I understand employment with WorkForce Central may be contingent upon passing a thorough background investigation and authorize Workforce Central to conduct such investigations.

Signature

Date