



NORTHWEST CENTER

APPLICATION FOR EMPLOYMENT Northwest Center

NORTHWEST CENTER IS AN EQUAL OPPORTUNITY EMPLOYER.

Northwest Center is an equal opportunity employer and does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, marital or veteran status, disability status, sexual orientation, or any other legally protected status. Please let us know if you need accommodations in order to participate in the application process.

PLEASE PRINT:

Date of Application: _____ Position(s) Applied for: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Alternate/Cell Phone: _____

Email Address: _____ How did hear about this position? _____

Type of employment you are seeking:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> On-call	<input type="checkbox"/> Temporary
Date available:	_____			
Are you on lay-off and subject to recall?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If employed and you are under 18, can you furnish a permit to work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Have you filed an application with Northwest Center in the past?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If so, when? _____				
Have you ever worked for Northwest Center?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If so, when? _____				
Do you have any friends or relatives employed by Northwest Center? If yes, please provide their names and relationship to you:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

Are you employed now?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Will visa or immigration status prevent your lawful employment? (Proof of work authorization will be required upon employment.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Have you been convicted or pleaded no contest to any criminal offense? If yes, indicate the nature of the offense, date, court and disposition. (Conviction will not necessarily disqualify applicant from employment.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

With or without accommodation, are you able to perform the essential functions of the position(s) for which you are applying?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

EMPLOYMENT EXPERIENCE

Start with your present or most recent job. Include military service assignments and volunteer activities. You must account for all periods of unemployment. Please complete fully even if you are including a resume.

May we contact your present employer?

Yes

No

1	Name and Address of Company:		From:		To:	
			Telephone		Wage Rate	
			()		Begin	End
	Position Title:		Supervisor:			
	Brief Description of Your Duties:					
Reason for Leaving:						
2	Name and Address of Company:		From:		To:	
			Telephone		Wage Rate	
			()		Begin	End
	Position Title:		Supervisor:			
	Brief Description of Your Duties:					
Reason for Leaving:						
3	Name and Address of Company:		From:		To:	
			Telephone		Wage Rate	
			()		Begin	End
	Position Title:		Supervisor:			Position Title:
	Brief Description of Your Duties:					
Reason for Leaving:						

EDUCATION	School Name	Course of Study	Graduate?	Diploma or Degree
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other: (Specify)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe specialized training, apprenticeship, or other skills related to the position(s) you are seeking:				
List professional, trade, business or civic activities and offices held.				
Is any additional information relative to change of name, use of an assumed name or nickname necessary to enable a check of your records? If yes, please explain:				
RCW 74.15 requires that persons residing in Washington less than 5 years who wish to provide services or who have unsupervised access to children, expectant mothers, or persons with developmental disabilities must submit fingerprint cards to DDD for State Patrol and FBI criminal history checks. Have you lived in the state of Washington for the last 5 or more years? <input type="checkbox"/> Yes <input type="checkbox"/> No				

I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that the discovery of false, incomplete or misleading information given during the application process may result in termination.

I authorize Northwest Center to solicit information regarding my character, general reputation, credit, previous employment and similar background information, and to contact any and all former employers and references I have given on my application. I hereby release anyone connected with 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 Northwest Center from any liability for future references it may provide regarding my work history with Northwest Center.

I understand Northwest Center strictly prohibits the use of any illegal drugs, being under the influence of or possessing illegal drugs and alcohol while on Northwest Center premises. I further understand that Northwest Center has a drug and alcohol policy, and that all employees may be subject to testing under specific circumstances, including pre-employment, reasonable suspicion, post accident, return to work, and follow-up. I understand that failure to submit to any required drug testing is a willful violation of Northwest Center' program and may result in non-selection or termination.

I agree to take any physical examination that Northwest Center may request as a condition to present or future employment.

In consideration of my employment, if employed, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either Northwest Center or myself. I understand that my employment is not for any specific or stated period of time.

If employed, I further agree that if Northwest Center advances any paid leave before it has been accrued, or advances or loans me any money during the course of my employment, or if I lose, damage or fail to return any Northwest Center property, Northwest Center is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.

Signature _____

Date: _____



SELF- IDENTIFICATION FORM

Northwest Center is an Equal Opportunity Employer. We are subject to certain federal equal employment recordkeeping requirements. In order to comply, we request applicants to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

Please complete the following:

Name: _____ Job Title: _____

Date Applied: _____ Gender: Male _____ Female _____

<p>Section 1: Ethnicity/ Race for EEO-1 Reporting</p> <p>Are you Hispanic or Latino? Yes _____ No _____</p> <p>If no, what race do you consider yourself to be (see page 2 for definitions):</p> <p>_____ White (Not Hispanic or Latino)</p> <p>_____ Black or African American (Not Hispanic or Latino)</p> <p>_____ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)</p> <p>_____ Asian (Not Hispanic or Latino)</p> <p>_____ American Indian or Alaska Native (Not Hispanic or Latino)</p> <p>_____ Two or more races (Not Hispanic or Latino)</p>	<p>Section 2: Ethnicity / Race for Affirmative Action Plan Reporting</p> <p>Please indicate below which one race you would like to be recorded as for Affirmative Action Plan purposes:</p> <p>_____ White (Not Hispanic or Latino)</p> <p>_____ Hispanic or Latino</p> <p>_____ Black or African American (Not Hispanic or Latino)</p> <p>_____ Asian (Not Hispanic or Latino)</p> <p>_____ American Indian or Alaska Native (Not Hispanic or Latino)</p>
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Definitions of race and ethnicity categories:

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or more Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.