



**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:

<b>Employer's Name</b>	_____	<b>From</b>	_____ <small>Mo/Year</small>	<b>To</b>	_____ <small>Mo/Year</small>
<b>Address</b>	_____	<b>Supervisor</b>	_____		
<b>Phone</b>	_____	<b>Hours Worked Per Week</b>	_____		
<b>Position</b>	_____	<b>Number of Employees Supervised by You</b>	_____		
<b>Reason for Leaving</b>	_____				
<b>Primary Duties</b>	_____				

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<b>Employer's Name</b>	_____	<b>From</b>	_____ <small>Mo/Year</small>	<b>To</b>	_____ <small>Mo/Year</small>
<b>Address</b>	_____	<b>Supervisor</b>	_____		
<b>Phone</b>	_____	<b>Hours Worked Per Week</b>	_____		
<b>Position</b>	_____	<b>Number of Employees Supervised by You</b>	_____		
<b>Reason for Leaving</b>	_____				
<b>Primary Duties</b>	_____				

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<b>Employer's Name</b>	_____	<b>From</b>	_____ <small>Mo/Year</small>	<b>To</b>	_____ <small>Mo/Year</small>
<b>Address</b>	_____	<b>Supervisor</b>	_____		
<b>Phone</b>	_____	<b>Hours Worked Per Week</b>	_____		
<b>Position</b>	_____	<b>Number of Employees Supervised by You</b>	_____		
<b>Reason for Leaving</b>	_____				
<b>Primary Duties</b>	_____				

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<b>Employer's Name</b>	_____	<b>From</b>	_____ <small>Mo/Year</small>	<b>To</b>	_____ <small>Mo/Year</small>
<b>Address</b>	_____	<b>Supervisor</b>	_____		
<b>Phone</b>	_____	<b>Hours Worked Per Week</b>	_____		
<b>Position</b>	_____	<b>Number of Employees Supervised by You</b>	_____		
<b>Reason for Leaving</b>	_____				
<b>Primary Duties</b>	_____				

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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 certify that the information given by me to the City of Toppenish 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 Toppenish interest or those of its clients, nor will I become engaged in such activity or business if employed.

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

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

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

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

**DRIVING RECORD**  
(To be completed with application)

Name: \_\_\_\_\_  
Please Print Last First MI

*List all notices of infractions or traffic citations (other than parking tickets) which you have received in the past 5 years.*

State	Month/Year	Type of Infraction

Infractions or citations will not necessarily remove you from consideration. The City will; however, consider your driving record when making employment decisions.

**The information provided above is true to the best of my knowledge. I understand that providing false information is cause for elimination in the selection process or dismissal from employment.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Finalists, upon notification that references will be checked, will be required to submit a copy of their driving abstract to Human Resources.** Driving abstracts may be obtained at any Washington State Department of Licensing branch office for a small fee. Other states may have different procedures. This fee is at the Finalist's own expense.

**City Driving Standards:**

Applicants for positions in which the occupant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants will be disqualified under the following circumstances:

- Violations  
More than two moving traffic violations within the preceding three years; or reckless driving violation within the preceding five years; or driving while intoxicated within the preceding five years.
- Accidents  
More than one motor vehicle accident within the preceding three years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty" or "nolo contendere."

**THIS PAGE WILL BE REMOVED FROM THE APPLICATION AND KEPT SEPARATELY**

**Name:** \_\_\_\_\_  
Please Print Last First MI

Today's Date: \_\_\_\_\_

**Are you a former or current City of Toppenish Employee?**

Yes  No If Yes, please tell us:

When you worked \_\_\_\_\_

Department \_\_\_\_\_

Position Title \_\_\_\_\_

Supervisor \_\_\_\_\_

**Having a relative employed by the City will not necessarily bar you from employment.**

Do you have any relatives employed by the City?  Yes  No

If yes, Please list their name/s and relationship/s \_\_\_\_\_

**We would appreciate completion of the Affirmative Action information below. This is entirely voluntary. The City of Toppenish is committed to non-discrimination in employment practices. This information will be kept confidential and will be used for Affirmative Action record keeping purposes only.**

Sex  Female  Male

Caucasian  African American  Hispanic  Asian

Ethnic Category (Check one)  Pacific Islander  Alaskan Indian  Native American  Other

**APPLICATION ASSEMBLY and HIRING PROCESS:**

**Print Application. Assemble application materials in this order:**

**1: City of Toppenish Application Front Page, 2: Work History, 3: Supplemental Information (if required), 4: Authorization To Release Employment Records, 5: Driving Record, 6: The following optional items may follow in this order: cover letter, resume, reference list, etc., 7: 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 testing and/or interview stages of the selection process will be notified by phone, email, or mail. Those who are not will be notified by mail. Incomplete or late applications will not receive notification. Application screening is scheduled to begin on the first business day following the closing date and may take 5-10 business days.

*Thank you for considering us as your prospective employer.*