



APPLICATION FOR EMPLOYMENT
Post Office Box 1000
Carlsborg, WA 98324
360.452.9771

PERSONAL DATA

Name (Please print) Last First Middle Date

Mailing Address Street City State Zip Code

Home phone Business/other phone

Social Security No. Are you at least 18 years old?

Does any prior employer or educational institution know you by any other name?

If yes, what?

Are you legally authorized to work in the United State? (Documentation of authorization to work in the U.S. will be required if you are hired.)

Position applying for: Date available:

Referred by:

Names and relationships of relatives employed by the District:

Have you ever applied here before? If yes, date:

FOR OFFICE JOB CLASSIFICATIONS:

Typing Speed 10-key/speed writing speed

List office machines and software programs you have operated

EDUCATION

College/University Name & Location Major Area of Study/Degree Received

High School Name & Location Major Area of Study/Degree Received

Other Schools/Classes Attended

Public Utility District No. 1 of Clallam County is an Equal Opportunity Employer and does not discriminate in hiring or employment on the basis of race, color, sex, age, national origin, religion, marital status, disability, veteran status, or any other basis prohibited by law.

THIS APPLICATION IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST. PLEASE CONTACT THE DISTRICT'S AMERICANS WITH DISABILITIES ACT COORDINATOR IF YOU NEED A REASONABLE ACCOMMODATION TO COMPLETE THIS APPLICATION FORM OR FOR ANY OTHER PART OF THE JOB APPLICATION PROCESS.

**EMPLOYMENT HISTORY:** Please give accurate, complete full-time and part-time employment information. Start with your current or most recent employer. Attach a separate sheet, if necessary. Please explain any periods of unemployment greater than 30 days.

Company: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_ Job Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Major responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_ Job Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Major responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_ Job Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Major responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_ Job Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Major responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DRIVING POSITIONS:** (Answer only if driving is a requirement of the position for which you are applying.)

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_ Number: \_\_\_\_\_ State: \_\_\_\_\_

Have you been convicted of, pled guilty or no contest to, or forfeited bond or bail for any traffic violations in the last three years?  
(A "Yes" answer will not automatically disqualify you from employment.)

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide details: \_\_\_\_\_

---

**GENERAL INFORMATION**

List other special training, skills, experience, and community activities relevant to the position for which you are applying (omit any activities that reveal race, color, sex, age, national origin, religion, marital status, disability, or veteran status):

---

---

---

---

---

**CERTIFICATION, RELEASE, AND SIGNATURE** (Read before signing.)

I certify that the statements made by me on this application contain no errors, omissions, or misrepresentations. I authorize investigation of my background and all statements contained in this application; grant permission to contact all references listed; authorize former employers to release all information concerning my employment; and release the District and former employers from any and all claims arising out of the giving or receiving of such references. I understand that, if employed, any misstatements or omissions of fact on this application will be considered grounds for dismissal, regardless of when discovered.

In the event of my employment with the District, I will comply with all the rules and regulations as set forth in the District's Employee Handbook and other communications distributed to employees. I understand and agree that, if hired, my employment is at will, for no definite period, and may be terminated at any time by either party. I further understand that any statements that contradict the District's at-will employment provisions are unauthorized and have no effect on the employment relationship, unless in writing and signed by the General Manager.

All offers of employment with the District may be conditioned on the applicant passing a physical examination and drug/alcohol screening as part of the pre-employment process.

I hereby acknowledge that I have read the above statements and understand what I have read.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant



## Equal Employment Data VOLUNTARY SELF-IDENTIFICATION

Public Utility District No. 1 of Clallam County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by Federal, state or local law. The information below will be used only in the compilation of data for Affirmative Action reporting.

Completion of this data is voluntary and will not affect your opportunity for employment or terms or conditions of employment, if hired. Identification can be declared at any time prior to, or if applicable, after hire. Return this page with your employment application.

Name: \_\_\_\_\_  Male  Female

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

**ETHNIC GROUP:** Check one of the descriptions below corresponding to the ethnic group with which you most identify.

- Hispanic or Latino** – person of Cuban, Mexican, Puerto Rican, South or Central America or other Spanish Culture or origin.
- White** (Not Hispanic or Latino) – 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) – person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** (Not Hispanic or Latino) – person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Asian** (Not Hispanic or Latino) – 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) – 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) – persons who identify with more than one of the above five races.

**VETERAN STATUS:** Check one if it describes your veteran status. \* Veteran status may only be requested after a job offer is made.

- Special Disabled Veteran:** Means (A) a veteran who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veteran Affairs for a disability rated at 10 or 20 percent in the case of a veteran who has been determined to have a serious employment disability or (B) a person who was discharged or released from active duty because of a service-connected disability.
- Vietnam Era Veteran:** A Vietnam era veteran is a person who (1) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released with other than a dishonorable discharge; (2) was discharged or released from active duty for a service connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975; or (3) served on active duty for more than 180 days and served in the Republic of Vietnam between February 28, 1961 and May 7, 1975.