



**King County**

# Application for Employment

Dear Applicant,

Thank you for considering a position with King County, a government dedicated to serving the people of King County, Washington.

Please fill out the entire application. Providing complete and accurate information on your education, work experience, and skills will help identify whether you are a qualified candidate for the position.

King County is an equal employment opportunity employer. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation (including gender identity), or any other basis prohibited by federal, state, and local laws.

If you need an accommodation in the application or testing process, please call the contact person listed on the job announcement. King County fully supports the Americans With Disabilities Act and will provide reasonable accommodation.

## Instructions

1. Submit a separate application for each job opening. Applications are accepted only for open positions.
2. Type or print legibly in ink.
3. Include the job title and announcement number on the application. If you are applying for more than one position, please note the correct job announcement number on *each* application.
4. Answer all questions. If a question is not applicable, enter "N/A". An incomplete application may delay action or disqualify you.
5. All information you provide is subject to verification.
6. Return all required materials indicated on the job announcement.
7. If you are claiming Veteran's Preference, submit a copy of your DD-214 with your application.
8. Date and sign the application. If not signed, the application will not be complete. (Note: If submitting the application electronically, a typed name will substitute for a written signature.)
9. Send your completed application packet to the address listed on the job announcement. Applications sent to the wrong address may not be processed.
10. Your application must be received by the date and time indicated on the job announcement.
11. Applications and supporting material will not be returned.
12. Allow a minimum of four to six weeks after the announced closing date for a reply to your application. If you have a question about the job, contact the person or office listed on the announcement.

Human Resources Division  
Department of Executive Services  
**Employment center:** 500 4th Avenue, Room 450, Seattle, WA 98104  
**King County jobs website:** [www.kingcounty.gov/jobs](http://www.kingcounty.gov/jobs)  
**24-hour job line:** 206-296-5209  
**Alternative formats:** 206-296-7586 or TTY Relay 711

## APPLICANT DATA SHEET

Job applying for:	Job announcement #:	
Name (Last, First, Middle):		
Mailing address:		
City:	State:	Zip code:
E-mail address:		
Home phone:	Are you currently a King County career service employee?	Yes      No
How did you hear about this job? List specific website, newspaper, etc.		
If you need a disability accommodation in the application or testing process, please call the contact number listed on the job announcement.		

## AFFIRMATIVE ACTION INFORMATION – CONFIDENTIAL AND VOLUNTARY

King County is committed to non-discrimination in employment. To assist in this effort, we ask your voluntary cooperation in responding to the questions below. The data collected will be used for statistical and affirmative action purposes only. Responses will not be used in evaluating your application. Definitions of the categories on this page are available at <http://metrokc.gov/jobs/aadefts.htm>.

1. **Are you**      Male      Female
2. **Ethnicity:** Are you Hispanic or Latino (A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin unique to the Americas, regardless of race)?      Yes      No

3. **Race:** (not Hispanic or Latino)

*African American/Black:* A person having origins in any of the black racial groups of Africa.

*American Indian/Alaska Native:* A person having origins in the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.

*Asian:* 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, the Philippine Islands, and Vietnam.

*Native Hawaiian or Other Pacific Islander:* A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

*White/Caucasian:* A person having origins in any of the original peoples of Europe, North Africa, the Middle East, or Southwest Asia.

*Two or more races:* A person who identifies with more than one of the five races listed above.

If you select this option, please indicate a primary race: \_\_\_\_\_

4. **Do you have a disability as defined by the Americans with Disabilities Act (ADA)?**      Yes      No  
All disability status information will be treated as confidential.

5. **Have you ever been on active duty in the U.S. Armed Forces?**      Yes      No

6. **If you have been on active duty in the U.S. Armed Forces, which, if any, apply?**

Vietnam Era veteran

Special disabled veteran

Recently separated veteran

Other protected veteran

# Application for Employment

rev. 7/28/09



King County is proud to be an Equal Employment Opportunity employer

Alternative formats of this application are available  
by calling 206-296-7586 or TTY Relay 711

## JOB FOR WHICH YOU ARE APPLYING

Job title:	Job announcement #:
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## PERSONAL INFORMATION

Name (Last, First, Middle):			
Mailing address:			
City:	State:	Zip code:	
E-mail address:			
Home phone:	Message/alternate phone:		
Types of employment desired:	Full Time	Part Time	Temporary
Are you 18 years or older?	Yes	No	
If hired, can you show verification of your legal right to work in the United States?	Yes	No	
Are you claiming Veteran's Preference?	Yes	No (if yes, please submit a copy of your DD214)	
Have you ever been convicted of a felony?	Yes	No (if yes, list the date and for what you were convicted: _____)	
Note: A conviction will not necessarily bar you from employment and will be considered only if it relates to the job duties.			

## APPLICANT STATEMENT

I declare under penalty of perjury under the laws of the state of Washington that all information I have provided in my application materials is true, complete, and correct. I also declare that I have not omitted any information called for by this application. I understand that any information I provide (or fail to provide) that is found to be false, incomplete, or contains a misrepresentation in any respect will be sufficient cause to (i) cancel further consideration of this application or (ii) subject me to discipline, up to and including termination, if I am hired.

I expressly authorize, without reservation, King County, its representatives, employees, or agents to contact and obtain information from all employers and references and to verify the accuracy of all information provided by me in this application. I hereby waive all rights and claims I may have regarding King County or its representatives for seeking, gathering, and using such information in the employment process and all other persons or organizations for furnishing information about me.

### DO NOT SIGN UNTIL YOU HAVE READ THE APPLICANT STATEMENT ABOVE

I have read, fully understand, and accept all terms of the above Applicant Statement. I also understand that if my application is not signed, it is not complete and I may be disqualified from being considered for this position. (Note: If submitting the application electronically, a typed name will substitute for a written signature.)

Signature: \_\_\_\_\_

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

## EDUCATION, TRAINING, AND LICENSES

**Note: In Washington State, it is unlawful to knowingly use a false academic credential or to falsely claim to have a credential issued by an accredited college/institution recognized by the U.S. Department of Education.**

Did you graduate from high school?  Yes  No  GED

Degrees and dates earned:  Associate's date: \_\_\_\_\_  Bachelor's date: \_\_\_\_\_  Master's date: \_\_\_\_\_  
 Ph.D. date: \_\_\_\_\_  JD date: \_\_\_\_\_  Other: \_\_\_\_\_ date: \_\_\_\_\_

Higher education or training institute	Location	Major/subject	# of years completed	Degree, diploma, professional certificate, registration, license

## HISTORY WITH KING COUNTY

Are you currently a King County employee?  Yes  No  
 If yes, what is your status?  Career Service  Career Service Exempt  Temporary (TLT, STT, intern)  
 What is your current job title?

For which department and division do you work? \_\_\_\_\_

Are you a member of a union?  Yes  No (if yes, which union? \_\_\_\_\_ )

Have you previously worked for King County?  Yes  No

If yes, list the agency and your job title:

Reason for leaving King County:

- Resigned voluntarily
- Resigned in lieu of being terminated for (*select one*):
  - Cause (misconduct, performance, etc.)  Layoff  Other reason
- Terminated for (*select one*):
  - Cause (misconduct, performance, etc.)  Layoff  Other reason

Do you have any relatives employed by King County?  Yes  No (if yes, please provide details)

Name:	Position:	Relationship:

## FOR OFFICE USE ONLY

Accepted  Accepted subject to: \_\_\_\_\_  
 Disqualified  Experience  Education  Other (specify): \_\_\_\_\_  
 Analyst: \_\_\_\_\_ Date: \_\_\_\_\_  
 Action: \_\_\_\_\_

## EMPLOYMENT HISTORY

Starting with your most recent employer, list work and volunteer experience gained during the last 10 years.  
**Do not indicate "See Resume" or you may be disqualified from being considered for the position.**

<b>1</b>	From: (MM/YY)	Employer's name and address:	Type of business:
	To: (MM/YY)		
Job title:			
Supervisor's name and phone #:			
Hours per week:		Last salary: \$	# of employees supervised:
Reason for leaving:			
Duties:			
<b>MAY WE CONTACT THIS EMPLOYER?</b> Yes                      No			
<b>2</b>	From: (MM/YY)	Employer's name and address:	Type of business:
	To: (MM/YY)		
Job title:			
Supervisor's name and phone #:			
Hours per week:		Last salary: \$	# of employees supervised:
Reason for leaving:			
Duties:			
<b>MAY WE CONTACT THIS EMPLOYER?</b> Yes                      No			
<b>3</b>	From: (MM/YY)	Employer's name and address:	Type of business:
	To: (MM/YY)		
Job title:			
Supervisor's name and phone #:			
Hours per week:		Last salary: \$	# of employees supervised:
Reason for leaving:			
Duties:			
<b>MAY WE CONTACT THIS EMPLOYER?</b> Yes                      No			

**CONTINUATION SHEET FOR EMPLOYMENT HISTORY**

<b>4</b>	From: (MM/YY)	Employer's name and address:	Type of business:
	To: (MM/YY)		

Job title:

Supervisor's name and phone #:

Hours per week:	Last salary: \$	# of employees supervised:
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Reason for leaving:

Duties:

**MAY WE CONTACT THIS EMPLOYER?**                      Yes                      No

<b>5</b>	From: (MM/YY)	Employer's name and address:	Type of business:
	To: (MM/YY)		

Job title:

Supervisor's name and phone #:

Hours per week:	Last salary: \$	# of employees supervised:
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Reason for leaving:

Duties:

**MAY WE CONTACT THIS EMPLOYER?**                      Yes                      No

<b>6</b>	From: (MM/YY)	Employer's name and address:	Type of business:
	To: (MM/YY)		

Job title:

Supervisor's name and phone #:

Hours per week:	Last salary: \$	# of employees supervised:
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Reason for leaving:

Duties:

**MAY WE CONTACT THIS EMPLOYER?**                      Yes                      No

Use this space to account for any gaps in your employment history

Dates:		to		Activity:
Dates:		to		Activity: