



King County
Human Resources Management Division
Department of Executive Services
450 King County Administration Bldg.
500 Fourth Avenue
Seattle, WA 98104
(206) 296-7340

Human Resources Bulletin

April 5, 2006

06-PSP-05

SUBJECT: King County Employment Applications

Purpose: To establish the requirement for completion of the King County Job Application form for career service, career service exempt and temporary positions.

Overview: The King County Job Application form provides significant information that may not be included in a resume or cover letter. The information includes details such as previous county employment, felony convictions, pay, supervisory experience, etc. In addition, the Applicant Data Sheet of the employment application form enables the county to collect voluntary information used for affirmative action planning and reporting.

Guidance: Applicants for all King County positions shall complete and submit a job application form in order to be considered for a King County position. The requirement applies to all applicants being considered for any position including career service, temporary (Term-limited temporary, Short-term temporary, Administrative Intern, and Work Study Student) and career service exempt.

Refer also to HR Bulletin 06-LER-01, Rehire of Former King County Employees for additional information.