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| Application for Employment |  | rev. 7/3/18 |  |

King County is committed to equity and diversity in the workplace. In addition, we are committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented,   
results-focused, accountable, innovative, professional and fair and just.

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| **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 Veterans’ Preference?  Yes  No (if yes, please submit a copy of your DD214) | | | |

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| **APPLICANT STATEMENT** |
| I confirm that all information I have provided in my application materials is true, complete, and correct. I also confirm 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.  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.  *Signature:*  *Date:* |

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| **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 |
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| **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: | | |
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| **FOR OFFICE USE ONLY** |
| Accepted Accepted subject to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Disqualified Experience Education Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Analyst: Date:  Action: |

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| **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.** | | | | |
| **1** | From: (mo/yr) | Employer’s name and address: | | Type of business: |
| To:  (mo/yr) |
| Job title: | | | | |
| Supervisor’s name and phone #: | | | | |
| Hours per week: | | | # of employees supervised: | |
| Reason for leaving: | | | | |
| Duties: | | | | |
| **MAY WE CONTACT THIS EMPLOYER?** Yes  No | | | | |

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| **2** | From:  (mo/yr) | Employer’s name and address: | | Type of business: |
| To:  (mo/yr) |
| Job title: | | | | |
| Supervisor’s name and phone #: | | | | |
| Hours per week: | | | # of employees supervised: | | |
| Reason for leaving: | | | | |
| Duties: | | | | |
| **MAY WE CONTACT THIS EMPLOYER?**  Yes  No | | | | |
| **3** | From:  (mo/yr) | Employer’s name and address: | | Type of business: |
| To:  (mo/yr) |
| Job title: | | | | |
| Supervisor’s name and phone #: | | | | |
| Hours per week: | | | # of employees supervised  : | | |
| Reason for leaving: | | | | |
| Duties: | | | | |
| **MAY WE CONTACT THIS EMPLOYER?**  Yes  No | | | | |

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| **4** | From:  (mo/yr) | Employer’s name and address: | | Type of business: |
| To:  (mo/yr) |
| Job title: | | | | |
| Supervisor’s name and phone #: | | | | |
| Hours per week: | | | # of employees supervised: | |
| Reason for leaving: | | | | |
| Duties: | | | | |
| **MAY WE CONTACT THIS EMPLOYER?**  Yes  No | | | | |

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| **5** | From:  (mo/yr) | Employer’s name and address: | | Type of business: |
| To:  (mo/yr) |
| Job title: | | | | |
| Supervisor’s name and phone #: | | | | |
| Hours per week: | | | # of employees supervised: | |
| Reason for leaving: | | | | |
| Duties: | | | | |
| **MAY WE CONTACT THIS EMPLOYER?** Yes  No | | | | |

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| **6** | From:  (mo/yr) | Employer’s name and address: | | Type of business: |
| To:  (mo/yr) |
| Job title: | | | | |
| Supervisor’s name and phone #: | | | | |
| Hours per week: | | | # of employees supervised: | |
| Reason for leaving: | | | | |
| Duties: | | | | |
| **MAY WE CONTACT THIS EMPLOYER?**  Yes  No | | | | |

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| Use this space to account for any gaps in your employment history | | | | |
| Dates: |  | *to* |  | Activity: | |
| Dates: |  | *to* |  | Activity: | |