



City of Ridgefield Employment Application

GENERAL INFORMATION

Position applying for:			Date:
Last name	First name	Middle name	
Address	City	State	Zip
Home Phone	Other Phone	E-Mail Address	
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Are you legally eligible for employment in the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>		DOCUMENTATION CONFIRMING AUTHORIZATION FOR EMPLOYMENT IN THE UNITED STATES WILL BE REQUIRED IF AN OFFER OF EMPLOYMENT IS MADE	
Are you now, or have you ever been employed by the City of Ridgefield? YES <input type="checkbox"/> NO <input type="checkbox"/>	If YES, give job title:	Dates of employment:	
Have you been known under a different name for any employer or school listed on this application? If so please identify the name that you were known by, and the employer or school.			

EDUCATION

Did you graduate from high school or obtain a GED? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, highest grade completed:			
Name of college, university, trade or business school, etc.	Major Area of Study	Dates Attended	Credits OR Degree Earned

List any licenses or certifications you possess related to the position. Include the issuing state and expiration date.

SPECIAL SKILLS OR TRAINING

(List any job related skills abilities that you possess and specialized training you have received.)

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EXPERIENCE AND EMPLOYMENT

List your work experience, starting with the most recent. Include self-employment and military service. Attach additional sheets if necessary. Be as complete as possible outlining the duties of each position.

Employer	Dates of Employment (Month/Year)
Address	Telephone Number
Job Title	
Supervisor	Supervisor Contact Number
Co-worker who would know your work habits	Co-worker Contact Number
Specific Duties, Projects and/or Assignments	
Reason for Leaving	May We Contact This Employer?

Employer	Dates of Employment (Month/Year)
Address	Telephone Number
Job Title	
Supervisor	Supervisor Contact Number
Co-worker who would know your work habits	Co-worker Contact Number
Specific Duties, Projects and/or Assignments	
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REFERENCES

Name	How you know this person (for example, friend, teacher or coworker)	Phone Number	Years Acquainted

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department at Ridgefield City Hall, 230 Pioneer St., PO Box 608, Ridgefield, WA 98642
(360) 887-3557

The City of Ridgefield is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, genetic information, disability or any prohibited federal, state or local law.

Certification

I certify that the information contained in this application accurate and complete. I understand providing false or misleading information will result in my disqualification from the hiring process or termination from employment.

I am willing to submit to a background check, including job and personal reference checks, criminal history, a credit report, and a pre-employment drug screen if required. I understand that as a condition of employment I must provide documentation to prove my eligibility to obtain employment along with personal identification information as required by the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990.

I understand that this application is not intended to be a contract of employment, a promise of specific treatment in situations, or a guarantee of employment for any specific duration.

Applicant Signature: _____

Applicant Printed Name: _____

Date Signed: _____

SEND COMPLETED APPLICATION TO:
City of Ridgefield
230 Pioneer Street, PO Box 608
Ridgefield, WA 98642
(360) 887-3557 phone (360) 887-0861 fax
www.ridgefieldwa.us