

Office Use Only –  
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## Employment Application Title Page

**City of Normandy Park**  
**801 SW 174<sup>th</sup> Street**  
**Normandy Park, WA 98166**  
**(206) 248-8248**

**Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Position Applying For:** \_\_\_\_\_

It is the policy of the City of Normandy Park to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified applicants and employees without regard to race, color, national origin, gender, age, marital status, genetic information, veteran status, sexual orientation, creed, ancestry or the presence of any sensory, mental or physical disability, or any other basis protected by applicable discrimination laws.



The City of Normandy Park accepts applications for City employment only when a vacancy exists. Please read the job announcement before completing this application form. All sections of the application form **MUST be completed by the applicant**. An incomplete application may disqualify you from further consideration. **DO NOT** submit a photograph of yourself.

**General Information**

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>
<b>Street Address:</b>		<b>City, State, Zip:</b>
<b>Home Phone:</b>	<b>Cell Phone:</b>	<b>Work Phone:</b>
<p>Are you a U.S. Citizen, or do you have a Visa permitting you to work in the U.S?    <input type="checkbox"/> Yes   <input type="checkbox"/> No,          (Documentation of authorization to work in the US will be required if an offer of employment is made and accepted).</p> <p>Are you over the age of 18?    <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Do you have, or can you obtain, a Valid WA State Driver's License?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Do you wish to claim Veteran's Preference for testing pursuant to RCW 41.04.010?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>		
<p>The City of Normandy Park is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's conviction record as it relates to job performance. A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied. Have you been convicted of a felony or released from prison within the last ten (10) years, or have been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?    <input type="checkbox"/> Yes   <input type="checkbox"/> No    If yes, please explain</p> <p>_____</p> <p>_____</p> <p>_____</p>		

**Education/Training**

<b>Highest Grade Completed:</b> <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> GED			
<b>College/University</b>	<b>Subject/Major</b>	<b>Degree/Certificate</b>	<b>Date Completed</b>
<b>List Other Specialized Training, Apprenticeships, Certificates:</b>			
_____			
_____			
<b>Describe computer and equipment operation skills relevant to the position for which you are applying:</b>			
_____			
_____			

**Employment History**

Begin with your present or most recent employment. Attach additional sheets if necessary  
(Complete this section even if you are submitting a resume)

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Employer's Name \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Phone \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_  
Position \_\_\_\_\_ Start Salary \_\_\_\_\_  
Number of Employees Supervised By You \_\_\_\_\_ Last Salary \_\_\_\_\_  
Reason For Leaving \_\_\_\_\_  
Primary Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Employer's Name \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Phone \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_  
Position \_\_\_\_\_ Start Salary \_\_\_\_\_  
Number of Employees Supervised By You \_\_\_\_\_ Last Salary \_\_\_\_\_  
Reason For Leaving \_\_\_\_\_  
Primary Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Phone \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_  
Position \_\_\_\_\_ Start Salary \_\_\_\_\_  
Number of Employees Supervised By You \_\_\_\_\_ Last Salary \_\_\_\_\_  
Reason For Leaving \_\_\_\_\_  
Primary Duties \_\_\_\_\_  
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Phone \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_  
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Number of Employees Supervised By You \_\_\_\_\_ Last Salary \_\_\_\_\_  
Reason For Leaving \_\_\_\_\_  
Primary Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Military Service</b>	
<b>Branch of Service</b>	<b>Dates of Service From/To</b>

<b>Professional References</b> <i>(exclude immediate supervisors and relatives)</i>		
<b>Name</b>	<b>Place of Employment/Title</b>	<b>Phone</b>

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**Signature is Required / Agreement and Release**

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To the best of my knowledge, the information herein is true and complete. I have read the Position Opening Announcement and I can perform the essential functions of the position for which I am applying, with or without reasonable accommodations. I hereby authorize the City of Normandy Park to investigate all the statements in this application and to secure any additional information from all by employers, references, and academic institutions. I hereby release all those employers, references, academic institutions and the City from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City. I understand that if I receive a Conditional Offer of Employment, the City of Normandy Park is required to complete a thorough background check to include past employment, schools, references, driving record, and criminal convictions. If the position I am applying for requires a Commercial Driver’s License, I understand that I will be tested for the presence of drugs as part of the pre-employment screening. I understand that I am applying for employment at will which the City may terminate at any time in its sole discretion (unless tenure is established under Civil Service rules for police or under the terms of a collective bargaining agreement). No promises of any form or nature regarding employment have been made to me, and no guarantee of any length of employment is, nor shall it be, binding on this employer, unless an agreement to the contrary has been written and signed by the City. I understand that providing false information on this application is grounds for disqualification and/or dismissal.

**Failure to sign and date this application will disqualify you from further consideration for employment with the City.**

**Applicant Signature** \_\_\_\_\_ **Date signed** \_\_\_\_\_

**We appreciate completion of the information below. This information is voluntary, will be kept confidential and will be removed from the application before selection process begins.**

**AFFIRMATIVE ACTION DATA**

In accordance with Federal and State Equal Employment Opportunity laws, it is the policy of the City of Normandy Park to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, sex, age, marital status, veteran status, sexual orientation, or the presence of disability. Providing this information is voluntary and will be kept in a confidential file separate from the application form.

**Gender**                       **Female**                       **Male**

**Ethnic Category (check one)**     **African American**     **Hispanic**                       **Asian**                       **Pacific Islander**

**Alaskan Indian**                       **Native Indian**     **Other**                       **Caucasian**

**Please tell us how you learned of this opening (Please check one)**

**Friend or Relative**                       **Employment Security**                       **City Website**

**City Employee**                       **Newspaper**                       **AWC Job Posting**

**Other, specify:** \_\_\_\_\_

**Application Documents Checklist:**

1. Cover letter
2. Resume
3. Copy of applicable certifications
4. Employment application
5. Supplemental Questionnaire Application (if applicable)

Applicants who are invited to participate in the testing and/or interview stages of the selection process will receive notification by phone and those who are not will be notified by mail. Incomplete or late applications will not receive notification.

**Please Return Application To:**

City of Normandy Park, Job Opening  
801 SW 174<sup>th</sup> Street  
Normandy Park, WA 98166

Phone (206) 248-7603  
[www.normandyparkwa.gov](http://www.normandyparkwa.gov)

**The City of Normandy Park is an Equal Opportunity Employer**