CITY OF COVINGTON, PERSONNEL DIVISION; 16720 SE 271st Street, #100; Covington, WA 98042
Tel: (253) 480-2410 or (253) 480-2411 ~ FAX: (253) 480-2401

APPLICATION FOR EMPLOYMENT

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

DIRECTIONS: ***Employment applications are accepted only in response to a valid job opening. Submit a separate application for each position opening you are interested in. Refer to the employment opening announcement to see if a supplemental questionnaire is required. DO NOT submit a photograph of yourself. COMPLETE ALL INFORMATION (do NOT write "See Resume"). AN INCOMPLETE and/or UNSIGNED APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.***

POSITION APPLIED FOR: _____

PERSONAL DATA

NAME: _____
(LAST) *(FIRST)* *(MIDDLE)*

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME TELE.: ( )_____ CELL: ( )_____ WORK*: ( )_____

E-mail: _____ **** MAY WE CONTACT YOU AT WORK? YES / NO***

EDUCATION

TYPE OF SCHOOL	SCHOOL NAME & LOCATION	COURSE WORK or MAJOR	NO.OF YEARS	DIPLOMA, DEGREE or CERT TITLE
HIGH SCHOOL				
BUSINESS/ TECHNICAL				
COLLEGE				
PROFESSIONAL LICENSES/ CERTIFICATIONS/ OTHER TRAINING				

SPECIAL SKILLS

Are you experienced in using a personal computer? ❑ NO ❑ YES – If "yes," then please write in proficiency level, as illustrated, for the software with which you are familiar. Identify others not listed:

BEG* = *Beginner ***INT* = *Intermediate*** ***ADV* = *Advanced***

Internet	_____				
Outlook	_____	Access	_____	Other: _____	_____
Word	_____	PowerPoint	_____	_____	_____
Excel	_____	Publisher	_____	_____	_____

Other skills, especially as applicable to position you are applying for. Include office equipment, heavy machinery operation, etc., as may be appropriate to the position for which you are applying:
_____

_____

WORK HISTORY

DIRECTIONS: Beginning with your present or most recent employment, list your last four places of employment in chronological order. ***PLEASE FILL OUT THIS SECTION AS SPACE ALLOWS, EVEN IF INFORMATION IS REPEATED ON YOUR RESUME.*** You may include any relevant non-paid (volunteer) experience.

EMPLOYER NAME*_____ FROM_____ TO_____
May we contact this employer? (circle: YES NO) ***mm/yy*** ***mm/yy***
Address_____ City_____ State_____ Zip_____
Supervisor_____ Supervisor/Employer Phone _____
Your Position Title_____ Hrs/Wk _____
# of Employees Supervised_____ Starting Salary_____ Ending Salary_____

REASON YOU LEFT **OR** FOR SEEKING OTHER EMPLOYMENT?_____

PRIMARY DUTIES_____

_____

EMPLOYER NAME*_____ FROM_____ TO_____
May we contact this employer? (circle: YES NO) ***mm/yy*** ***mm/yy***
Address_____ City_____ State_____ Zip_____
Supervisor_____ Supervisor/Employer Phone _____
Your Position Title_____ Hrs/Wk _____
# of Employees Supervised_____ Starting Salary_____ Ending Salary_____

REASON YOU LEFT **OR** FOR SEEKING OTHER EMPLOYMENT?_____

PRIMARY DUTIES_____

_____

EMPLOYER NAME*_____ FROM_____ TO_____
May we contact this employer? (circle: YES NO) ***mm/yy*** ***mm/yy***
Address_____ City_____ State_____ Zip_____
Supervisor_____ Supervisor/Employer Phone _____
Your Position Title_____ Hrs/Wk _____
# of Employees Supervised_____ Starting Salary_____ Ending Salary_____

REASON YOU LEFT **OR** FOR SEEKING OTHER EMPLOYMENT?_____

PRIMARY DUTIES_____

_____

EMPLOYER NAME*_____ FROM_____ TO_____
May we contact this employer? (circle: YES NO) ***mm/yy*** ***mm/yy***
Address_____ City_____ State_____ Zip_____
Supervisor_____ Supervisor/Employer Phone _____
Your Position Title_____ Hrs/Wk _____
# of Employees Supervised_____ Starting Salary_____ Ending Salary_____

REASON YOU LEFT **OR** FOR SEEKING OTHER EMPLOYMENT?_____

PRIMARY DUTIES_____

_____

GENERAL

Do you possess a valid Washington Driver's License?_____ ***or another state license (name state)? _____***

If hired, can you provide proof of U.S. citizenship, visa or alien registration #?_____

List any relatives employed by the City and their relationship_____

The City of Covington is obligated to employ qualified persons. It also considers an applicant's conviction record as it relates to job performance, as entitled under the law. A conviction record will not disqualify you for employment, unless such record would reasonably affect your fitness for the position for which you have applied. The City will perform background checks with the Washington State Patrol. If selected to fill an employment position with the City of Covington, you will be provided with an Authorization for Release of Washington State Patrol Information for your completion and subsequent return to the City.

The following questions* MUST *be answered by all applicants, in order for this application to be considered complete:

Have you been convicted of a felony, or released from prison in the last ten (10) years? Yes___ No___

*If yes, please explain:*_____

_____

Have you been convicted of a misdemeanor other than a traffic offense within the last three (3) years? Yes___ No___

*If yes, please explain:*_____

_____

"*I have read the employment opening announcement, including the functions required of the position that I am applying for, and attest I can perform the essential functions of this position with or without reasonable accommodation.*

I certify that all statements in this application are true and correct to the best of my knowledge. I understand that falsification of information on this application may be cause for elimination from the selection process and dismissal from employment, if hired. Additionally, I authorize the City of Covington to investigate all statements on this application and to solicit information regarding my character, general reputation, previous employment, work-related skills, and similar background information, and to contact former employers I have listed on my application materials, unless specified to the contrary. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages, for any reason, arising out of the furnishing of such information. Consent is granted for the City of Covington to furnish this authorization to third parties in the course of fulfilling its official responsibilities. For this purpose, a copy of this signed authorization is as effective as the original.

If I am applying for an exempt position, I understand that nothing in this application or my communications with any City of Covington official is intended to create an employment contract between the City of Covington and me."

_____ _____

APPLICANT SIGNATURE DATE

~ Thank you for your interest in employment with the City of Covington ~

CITY OF COVINGTON, PERSONNEL DIVISION; 16720 SE 271st Street, #100; Covington, WA 98042
Tel: (253) 480-2410 or (253) 480-2411 - FAX: (253) 638-1122

ATTACHMENT A to EMPLOYMENT APPLICATION

A. Recruitment Information:

Position you are applying for: _____ *Date:* _____

How Did You Learn of This Job Opening?

Saw ad in newspaper (which paper?): _____

Saw job posting (please name the location or website): _____

Heard about it from the following City employee: _____

Other: _____

B. E.E.O. Information: (*Please note that the information requested below is OPTIONAL and will be separated from the rest of the application packet prior to the application review process.*)

The data collected below will not be used to make employment decisions. It will be used for equal employment record keeping purposes only.

Position You Are Applying For: _____ ***Date:*** _____

Date of Birth: _____ ***Sex:*** ☐ Male ☐ Female

Origin:

☐ African American

☐ Hispanic

☐ Native American (proof of tribal affiliation is required)

☐ Asian

☐ Caucasian (White, not of Hispanic Origin)

☐ Pacific Islander

SUPPLEMENTAL QUESTIONNAIRE
PLANS EXAMINER/BUILDING INSPECTOR POSITION
June 2015

Each Plans Examiner/Building Inspector applicant must provide answers to the following questions along with their completed employment application in order to be eligible to participate in the application screening process:

1. A customer points out a problem with project routing that staff is already aware of and is in the process of fixing. What do you do?

2. Give an example of a customer that you turned around from being unhappy on a business-related level to happy.

3. Define “great customer service.” Please include your own personal experiences that reflect what you would consider as great customer service.

4. Give an example of a time when a customer was upset, which was primarily due to their operating under incorrect information. What was the issue, how did you handle it, and what was the outcome?