

# Snohomish County Emergency Radio System

## Application for Employment

HUMAN RESOURCES USE ONLY

1121 SE Everett Mall Way - Suite 210  
Everett, WA 98208  
Ph. 425-407-3949

You must submit a separate Application for each position.  
Read the Position Opening Announcement to see if a  
Supplemental Questionnaire is required.  
**DO NOT submit a photograph of yourself.**

Snohomish County Emergency Radio System 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.

**Complete all information from this point forward. An incomplete Application may disqualify you from further consideration.**

<b>Position Applying For:</b>		Would you accept part time? Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Temporary employment? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Last Name	First Name	Middle Name	
Street Address	City	State	Zip
Social Security Number	Home Phone ( ) ( ) ( )	Work Phone ( ) ( ) ( )	Cell Phone ( ) ( ) ( )

Are you a U.S. citizen, or, do you have a Visa permitting you to work in the U.S.? (Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.)  Yes  No

Are you over the age of 18?  Yes  No

Do you have, or can you obtain, a valid Washington State Driver's License?  Yes  No License # \_\_\_\_\_

Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.04.010?  Yes  No

### TRAINING AND EDUCATION

Highest Grade Completed:  8  9  10  11  12  GED

Colleges/Other Training	Subject/Major	Degree/Certificate	Date Completed
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Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.

### EXPERIENCE WITH PERSONAL COMPUTERS: (check all that apply)

Word Processing  Spreadsheet  Database  Other List software used: \_\_\_\_\_

### CRIMINAL CONVICTION

Snohomish County Emergency Radio System is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's convictions 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?  YES  NO  
**If Yes, Please provide Details Regarding the Crime and the Sentence of Fine Imposed**

### PROFESSIONAL REFERENCES (Do Not List Relatives)

Name/Title _____	Employer _____	Phone ( ) ( ) ( ) _____
Name/Title _____	Employer _____	Phone ( ) ( ) ( ) _____
Name/Title _____	Employer _____	Phone ( ) ( ) ( ) _____

### SIGNATURE IS REQUIRED

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 accommodation. I understand that if I receive a Conditional Offer of Employment Snohomish County Emergency Radio System is authorized to complete a thorough background check. I authorize investigation of all statements in this application.

I understand that providing false information on this application is grounds for disqualification and/or dismissal. If I am applying for an exempt position, I understand that nothing in this application or my communications with any Snohomish County Emergency Radio System official is intended to create an employment contract between Snohomish County Emergency Radio System and me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**WORK HISTORY**

Beginning with your present or most recent employment, list your work/experience history for the last 10 years or experience prior to that time which is directly related to the position for which you are applying. Attach additional sheets as necessary. Be sure to include any non-paid experience which is related to the job for which you are applying. **Complete the following sections even if you are submitting a resume** in addition to this application. An incomplete application may disqualify you. If you have been known by a different name by any of these employers, please identify the employer and state the name here :

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Employer's Name	_____	From	_____ Mo/Year	To	_____ Mo/Year
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	_____ Mo/Year	To	_____ Mo/Year
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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Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				

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Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				

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### **AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS**

**References will only be checked for finalists.**

Current and/or prior employers will only be contacted after an applicant has been notified that he/she is a finalist. I certify that the information given by me to the Snohomish County Emergency Radio System is true and complete to the best of my knowledge. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, may result in discipline up to and including immediate dismissal. I further certify that I am not engaged in any outside activity or business that could be considered in conflict with Snohomish County Emergency Radio System interest or those of its clients, nor will I become engaged in such activity or business if employed.

I, the undersigned applicant for employment with Snohomish County Emergency Radio System, in consideration of the review of my employment application, do authorize the Snohomish County Emergency Radio System to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all prior employers or references I have given on my application. 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. If employed, I release Snohomish County Emergency Radio System from any liability for future references it may provide regarding my work history at the Snohomish County Emergency Radio System.

It is my intention that any copy of this authorization be as effective as the original.

Date \_\_\_\_\_

Name (Please  
Print) \_\_\_\_\_

Signature \_\_\_\_\_

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## DRIVING RECORD (To be completed with application)

Name: \_\_\_\_\_  
Please Print Last First MI

*List all notices of infractions or traffic citations (other than parking tickets) which you have received in the past 5 years.*

State	Month/Year	Type of Infraction

Infractions or citations will not necessarily remove you from consideration. Snohomish County Emergency Radio System will, however, consider your driving record when making employment decisions.

**The information provided above is true to the best of my knowledge. I understand that providing false information is cause for elimination in the selection process or dismissal from employment.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Applicants for positions in which the employee is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked.

**THIS PAGE WILL BE REMOVED FROM THE APPLICATION AND KEPT SEPARATELY**

Name: \_\_\_\_\_  
Please Print Last First MI  
Job #: \_\_\_\_\_

**Are you a former or current Snohomish County Emergency Radio System Employee?**

Yes  No If Yes, please tell us:

When you worked \_\_\_\_\_  
Department \_\_\_\_\_  
Position Title \_\_\_\_\_  
Supervisor \_\_\_\_\_

**Having a relative employed by Snohomish County Emergency Radio System will not necessarily bar you from employment.**

Do you have any relatives employed by the Snohomish County Emergency Radio System?  Yes  No

If yes, Please list their name/s and relationship/s \_\_\_\_\_

**We would appreciate completion of the information below. This is entirely voluntary. Snohomish County Emergency Radio System is committed to non-discrimination in employment practices. This information will be kept confidential and will be used for EEO record keeping purposes only.**

Sex  Female  Male  
Ethnic Category (Check one)  Caucasian  African American  Hispanic or Latino  Asian  
 Native Hawaiian or Other Pacific Islander  Alaskan Indian  Native American  Two or More Races  Other \_\_\_\_\_

**Please tell us how you learned of this opening by circling the number of the source**

- |                                  |  |
|----------------------------------|--|
| 1. Local Media _____             | 7. Library                                 |
| 2. [Member] (Jobline/TV/Walk in) | 8. School/College                          |
| 3. Internet (general)            | 9. Friend/Relative                         |
| 4. Jobs Available                | 10. Employee                               |
| 5. AWC Job Net                   | 11. Professional Publication/Internet Site |
| 6. Municipal Office              | 12. Law Enforcement Digest                 |
|                                  | 13. Other                                  |

**APPLICATION ASSEMBLY and HIRING PROCESS:**

**Assemble application materials in this order: 1: Snohomish County Emergency Radio System Application Front Page, 2: Work History, 3: Supplemental Questionnaire (if required), 4: Authorization To Release Employment Records, 5: Driving Record. 6: The following optional items may follow in this order: cover letter, resume, reference list, etc. Please make 7: this sheet the LAST PAGE as it will be removed. Staple everything together in the top left corner.**

Those applicants who submit a complete and timely application and are invited to participate in the testing and/or interview stages of the selection process will be notified by phone, email, or mail. Those who are not will be notified by mail. Incomplete or late applications will not receive notification. Application screening is scheduled to begin on the first business day following the closing date and may take 5-10 business days.

***Thank you for considering us as your prospective employer.***