

Application For Employment

Foss Home & Village is an Equal Opportunity Employer. It is Foss Home Policy to recruit employ, pay transfer, discipline, separate from employment and promote qualified personnel without distinction based on race, religion, color, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity or expression.

PERSONAL INFORMATION: Email Address: _____

Social Security Number: _____ Phone: () _____

Name _____
 Last First Middle

Present Address: _____
 Address City State Zip

Permanent Address: _____
 Address City State Zip

Give name and department of any relative, other than spouse, already employed by Foss Home & Village: _____

Referred to Foss Home & Village by: Advertisement () Friend () Relative () Walk-in ()
 Employment Agency () Other _____

Available to work: Full-time () Part-time () On-Call () Temporary ()
 Can you work weekends? Yes () No () Can you work holidays? Yes () No ()

On what date would you be available to start work? _____

EMPLOYMENT DESIRED: Position: _____

Shift Preferred: am () pm () night () Salary Desire: _____

Are you employed now? Yes () No () If yes, may we inquire of your present employer? Yes () No ()

Have you ever been employed here before? Yes () No () If yes, give dates: _____

Are any of your records under a different name? Yes () No () If yes, give name(s): _____

If you are under 18 and are employed, can you show a work permit? Yes () No ()

EDUCATION:	Name of School & Location	Circle Last Year Completed Graduated?	Subjects Studied & Degree(s) Received
High School		1 2 3 4 Yes () No ()	
College		1 2 3 4 Yes () No ()	
Describe Specialized Training, Apprenticeship, Skills, & Other Activities		1 2 3 4 Yes () No ()	

Continued On Other Side ➡

Former Employers Or Volunteer Positions: List below last 4 employers, with the most recent at the bottom

Month & Year	Name & Address of Employer & Supervisor	Telephone Number & Wage	Position	Reason for Leaving
From: _____ To: _____		() _____ \$ _____ Per		
From: _____ To: _____		() _____ \$ _____ Per		
From: _____ To: _____		() _____ \$ _____ Per		
From: _____ To: _____		() _____ \$ _____ Per		

Reference: List below the names of 3 persons, not related to you, whom you have known at least 1 year

Name	Address	Phone	Business	Years Acquainted
1.				
2.				
3.				

English: Indicate your understanding and ability to read, write and speak English:

Read: excellent _____ good _____ poor _____ not at all _____
 Write: excellent _____ good _____ poor _____ not at all _____
 Speak: excellent _____ good _____ poor _____ not at all _____

Licensure OR

Certification: Type: _____ State: _____ Number: _____ Expiration Date: _____

IN CASE OF EMERGENCY NOTIFY: _____

In keeping with Foss Home & Village's drug and alcohol policy, all job applications or rehires will undergo testing for the presence of illegal drugs and/or alcohol and marijuana as a condition of employment.

Application is kept active for 90 days.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages or salary, be terminated at any time without previous notice.

Date: _____ **Signature:** _____

DO NOT WRITE BELOW THIS LINE

Licensure / Certification verification by: _____ Date: _____

Interviewed by: _____ Date: _____

Employment Verification Request

Employer's Name (*Please Print*): _____

Employer's Address: _____

State, Zip: _____ Employer's Phone: _____

Attention Human Resources / Personnel:

I have applied for a position with Foss Home & Village as a _____. I authorize my current and former employers to give information they may have regarding my employment. I hereby release and hold harmless, employers, schools, or persons from all liability for any damage which may result from issuing this information.

Name: _____ S.S. #: _____

Dates Employed From: _____ To: _____

Position Last Held: _____ Ending Salary: _____

Reason for Leaving: _____

Signature: _____ Date: _____

Employer Please Complete This Section

Is the information listed above correct? _____ Yes _____ No

If no, list necessary corrections: _____

Is the individual eligible for rehire? _____ Yes _____ No

If no, why: _____

Please rate the following:

	Above Average	Average	Unsatisfactory
Job Performance	_____	_____	_____
Dependability	_____	_____	_____
Initiative	_____	_____	_____
Judgment	_____	_____	_____
Cooperation	_____	_____	_____
Attendance	_____	_____	_____

Additional Comments: _____

Signature / Title: _____ Date: _____

 **Please Return To:** Foss Home & Village Human Resources 13023 Greenwood Ave. N. Seattle, WA 98133
Phone: (206)-364-1300 **Fax:** (206)-834-2531

Employment Verification Request

Employer's Name (*Please Print*): _____

Employer's Address: _____

State, Zip: _____ Employer's Phone: _____

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Foss Home And Village
Seattle, WA

DISCLOSURE STATEMENT

Pursuant to the requirement of 1987 Washington Laws Chapter 436, we must ask you to complete the following disclosure statement. This information will be kept confidential.

1. Have you ever been convicted of a crime against persons? (A crime against persons includes any offenses: Aggravated murder; 1st, or 2nd, degree murder, 1st, 2nd, degree kidnapping; 1st, 2nd, 3rd, or 4th (3 or more years) degree assault; 1st, 2nd, or 3rd, degree rape; 1st, 2nd, or 3rd, degree rape of a child; 1st, or 2nd degree robbery; child abuse or neglect; malicious harassment; 1st, 2nd, or 3rd, degree child molestation; child abandonment; child buying or selling, 1st degree arson; 1st degree burglary; 1st or 2nd degree manslaughter; 1st 2nd or 3rd degree extortion; incest; vehicular homicide; 1st degree promoting prostitution; communication with a minor for immoral purposes; unlawful imprisonment; indecent liberties; sexual exploitation of minors; 1st or 2nd degree criminal mistreatment; 1st or 2nd degree custodial interference, 1st or 2nd degree sexual misconduct with a minor; patronizing a juvenile prostitute; promoting pornography, custodial assault; violation of a child abuse restraining order; prostitution (3 or more years); selling or distributing erotic material to a minor; forgery (5 or more years); 1st or 2nd (5 or more years), or 3rd (5 or more years) degree theft; or any of these crimes as they may be renamed in the future).

() YES () NO

If your answer is "YES", please describe and provide the date(s) of the conviction (s) and the sentence (s) imposed.

2. Have you ever been convicted in any crime relating to:

- a) Financial Exploitation?
- b) Having neglected, sexually abuse, or exploited or physically abused any person in any court action or proceeding?
- c) By professional disciplinary board or the director who issues professional licenses or certification?

() YES () NO

If your answer is "YES", please describe and provide the date(s) of the finding(s) and the penalty(ies) imposed.

We will request from the Washington State Patrol criminal identification system a report of criminal convictions for offenses against persons, civil adjudications of child abuse, and disciplinary board final decisions. If you are hired before the report is available, YOUR EMPLOYMET WILL BE CONDITIONAL UPON THE RECEIPT OF A SATISFACTORY REPORT.

ON PENALTY OF PERJURY, I certify that the above information is true, correct and complete. I understand that if I am hired, I can be discharged for any misrepresentation or omission in the above statement. I also understand that if I am hired, my employment is conditional on your receipt of a satisfactory report form the Washington State Patrol

DATE: _____

SIGNATURE: _____

NAME (PRINT): _____