

Yakima Valley Conference of Governments

Application for Employment



*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.*

The Yakima Valley Conference of Governments is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race and color, religion and creed, national origin, sex, marital status, HIV, AIDS, and hepatitis C status, honorably discharged veteran or military status, age, disability, pregnancy and maternity, sexual orientation and gender identity, use of a guide dog or other service animal, genetic information or any other protected class status. Applicants with disabilities may be entitled to reasonable accommodation in the hiring process. Please contact Human Resources if you need assistance completing this application or to otherwise participate in the hiring process.

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

Applicant: Write the Position Title of the job you are applying for here

Name _____ (Last) _____ (First) _____ (Middle)

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell _____ Work _____ Email _____

Are you authorized to work in the United States?

(Note: If hired, a form I-9, Employment Eligibility

Verification, must be completed at the start of employment). Yes No

Are you over the age of 18? Yes No

If you are applying for a position where you will be expected to drive on duty, do you have, or can you obtain, a valid Washington State Driver's License?

Yes No N/A

Do you wish to claim Veteran's Scoring Criteria status or a general Veteran's Preference pursuant to RCW 73.16.010? If yes, attach DD214

Yes No

TRAINING AND EDUCATION

Highest Grade Completed: 8 9 10 11 12 GED

Colleges/Other Training	Subject/Major	Degree/Certificate

EQUIPMENT, OFFICE AND COMPUTER APPLICATION SKILLS

Describe computer and other equipment operation skills. Include programs used, typing speed & other information relevant to the position for which you are applying.

PRE-EMPLOYMENT BACKGROUND INVESTIGATION

The Yakima Valley Conference of Governments is mindful of its obligation to employ qualified persons and recognizes that its employees have an obligation to uphold public trust. To ensure the safety and health of our employees, customers, public, and to secure property and uphold the public interest and trust, YVCOG may conduct pre-employment background investigations.

All applicants for employment shall truthfully disclose the existence of any 1) conviction for any violation of law other than a minor traffic violation, 2) pending criminal charges and/or 3) removal from employment (collectively known as a "Background Incident") on the application and provide a written description using the "Explanation and Consent Form":

- YES: Applicant has information to disclose and is attaching the "Explanation and Consent Form".
 NO: Applicant does not have information to disclose and is not attaching the "Explanation and Consent Form."

PROFESSIONAL REFERENCES (Do Not List Relatives)

Name/Title _____ Employer _____ Phone _____
 Name/Title _____ Employer _____ Phone _____
 Name/Title _____ Employer _____ Phone _____

WORK HISTORY

Beginning with your present or most recent employment, list all work/experience history for the last 10 years, and 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 experiences which are 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 : _____

Employer's Name _____ From _____^{Mo/Year} To _____^{Mo/Year}
 Address _____ Supervisor _____
 Phone _____ Hours Worked Per Week _____
 Position _____ Ending Salary _____
 Number Of Employees Supervised By You _____
 Reason For Leaving _____
 Primary Duties _____

Employer's Name _____ From _____^{Mo/Year} To _____^{Mo/Year}
 Address _____ Supervisor _____
 Phone _____ Hours Worked Per Week _____
 Position _____ Ending Salary _____
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 Position _____ Ending Salary _____
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Employer's Name	_____	From	_____ Mo/Year	To	_____ Mo/Year
Address	_____	Supervisor	_____		
Phone	_____	Hours Worked Per Week	_____		
Position	_____	Ending Salary	_____		
Number Of Employees Supervised By You	_____				
Reason For Leaving	_____				
Primary Duties	_____				

INK 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 am applying for employment in a position where I will or may have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the Yakima Valley Conference of Governments will complete a thorough background check as allowed by the Child/Adult Abuse Information Act. Background checks are also completed for other positions. I understand that I may be tested for the presence of drugs as part of the pre-employment screening if I am applying for a safety sensitive position or one which requires a Commercial Driver License. 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. I understand that nothing in this application or my communications with any YVCOG official is intended to create an employment contract between the YVCOG and me.

Signature _____

Date _____

RCW 73.16.010: Preference in public employment.

In every public department, and upon all public works of the state, and of any county thereof, honorably discharged soldiers, sailors, and marines who are veterans of any war of the United States, or of any military campaign for which a campaign ribbon shall have been awarded, and their widows or widowers, shall be preferred for appointment and employment. Age, loss of limb, or other physical impairment, which does not in fact incapacitate, shall not be deemed to disqualify them, provided they possess the capacity necessary to discharge the duties of the position involved: PROVIDED, That spouses of honorably discharged veterans who have a service connected permanent and total disability shall also be preferred for appointment and employment.