



2802 Broadway, P.O. Box 839, Everett, WA 98206-0839

APPLICATION FOR EMPLOYMENT

WE ARE AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER – M/F/H/V

Volunteers of America provides equal employment opportunities to all applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, handicap or status as Vietnam-era or special disabled veteran, use of a trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disabilities Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with state and local laws governing non-discrimination in employment.

Please read carefully, write clearly and answer all questions.

Date: _____

Name _____

Present Address _____
Number Street Apt #

Home Telephone No. _____

City State Zip Code

Work Telephone No. _____

Are you a US Citizen or are you registered to work in the US? _____ Yes _____ No

Are you 18 years of age or older? _____ Yes _____ No

Position(s) applied for _____ Job # _____

Rate of pay requested \$ _____

Would you work full time _____ part time _____ temporary _____ Work hours desired _____

Were you previously employed by us? _____ Yes _____ No If yes, when _____

List any friends or relatives working for us _____

Do you have any pending charges or have you ever been convicted of a crime? _____ Yes _____ No

If yes, describe _____

If we offer you a position, what date would you be available to start? _____

How did you learn about this position? _____

Do you have a valid Washington State driver's license? _____ (Not a disqualifying factor if not required for the job.)

If you require any accommodation(s) during your employment interview, please request such in advance of interview.

RECORD OF EDUCATION

| TYPE OF SCHOOL | SCHOOL AND LOCATION (City, State) | MAJOR/MINOR COURSES | DIPLOMA/DEGREE |
|---|-----------------------------------|---------------------|-------------------|
| High School or G.E.D. | | | Graduated or GED? |
| Business or Technical School | | | |
| Undergraduate Studies | | | |
| Other Professional Licenses, Degrees, or Certificates | | | |
| Highest Level of Education Completed | | | |

MILITARY SERVICE RECORD

Were you in the US Armed Forces? _____ Type of Discharge _____ Branch of Service _____

List duties in the service including special training _____

WORK/VOLUNTEER HISTORY

Beginning with your present or most recent employment, list your work/volunteer experience history. Be sure to include any non-paid experience which is related to the job for which you are applying. If additional space is required, attach a separate sheet.

| | | |
|---------------------------------------|-------------------------------|----|
| Employer's Name | From | To |
| Address | Supervisor | |
| Phone () | Starting salary | |
| Position | Last Salary | |
| Number of employees supervised by you | Hours worked per week | |
| Primary duties | May we contact this employer? | |
| | Reason for leaving | |
| | | |
| | | |

| | | |
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| | | |

REFERENCES

| Name | Phone | Association |
|------|-------|-------------|
| | | |
| | | |
| | | |

PLEASE READ AND SIGN BELOW

The facts set forth above in my application are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I authorize Volunteers of America Washington to solicit information regarding my character, general reputation, credit, previous employment and similar background information, including a background check through the Washington State Patrol, and to conduct any and all references. 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 Volunteers of America Washington from any liability for future references it may provide. In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either Volunteers of America Washington or myself.

Signature of Applicant _____

Date _____

**AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY
APPLICANT TEAR-OFF SHEET**

The following information is being collected for Affirmative Action requirement *only*. It will be kept completely confidential and separate from your application for employment. Your cooperation in providing the information is strictly voluntary.

Name _____ Date _____

Job Objective _____ Job Number _____

Referral Source _____

Gender: _____ Male _____ Female Date of Birth _____

Please mark one of the following categories (defined by government terms):

_____ Black or African American – all persons having origins in any of the Black racial groups of Africa. (B)

_____ Hispanic or Latino – all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture, regardless of race. (H)

_____ Asian – all persons having origins in any of the original peoples of the Far East. Southeast China, Japan, Korea. (A)

_____ Native Hawaiian or other Pacific Islander – all person having origins in any of the Hawaiian or other Pacific Islands the Philippine Islands, and Samoa. (NHPI)

_____ Native American – all persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. Meets Bureau of Indian Affairs definition standards. (Nat Am)

_____ Caucasian – White. (W)

_____ Two or more races.

Presence of a work restricting disability _____

If so, explain _____

Vietnam Era Veteran _____ Yes (served between 08/05/64 and 05/07/75) _____ No

Disabled Veteran _____ Yes (receives 30% military disability) _____ No



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