

P.O. Box 167
262 E. Main St.
Dayton, WA 99328



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APPLICATION FOR EMPLOYMENT

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Bluewood Business Office.

Name: _____
Last First Middle

Position Applied For: _____

Date of Application: _____ Social Security Number: _____

Present Address: _____
Street/Mailing City State Zip

Permanent Address: _____
Street/Mailing City State Zip

Phone #:(_____) Other Phone #:(_____) _____

Emergency Contact: _____

Relationship: _____ Phone #:(_____) _____

Address: _____
Street/Mailing City State Zip

If you are under 18 and it is required, can you provide proof of your eligibility to work? YES NO

If no, please explain: _____

Have you submitted an application to Bluewood in the past? YES NO

If yes, please give dates: _____

Have you ever been employed by Bluewood in the past? YES NO

If yes, please give dates: _____

Are you legally eligible for employment in this country? YES NO

Date available to begin work: _____

Type of seasonal employment desired: Full Time Part Time Temporary

Please circle the days of the week you are available to work:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

If you are unable to work all hours of the days you are available for work, please list what hours you are available on each day: _____

Are you willing to work overtime if necessary? YES NO

Have you been convicted of a crime in the last ten (10) years? YES NO

If yes, please explain in detail: _____

A conviction will not necessarily be a bar to employment. Each instance and explanation will be considered in relation to the position for which you are applying.

Driver's license number if driving is an essential job function: # _____ State: _____

SKILLS AND QUALIFICATIONS: Summarize any special training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

EDUCATIONAL BACKGROUND: List all schools attended, starting with the most recent. List the number of years completed. Indicate degree or diploma earned, if any, and dates. List your major field of study.

SCHOOL	YEARS COMPLETED	DEGREE/DIPLOMA DATE	MAJOR

EMPLOYMENT HISTORY: Please provide the following information for your past and current employers, assignments, or volunteer activities, starting with the most recent (use additional sheets if necessary). Please explain any gaps in employment in the comments section below.

Employer: _____ Telephone: _____

Address: _____

Street/Mailing _____ City _____ State _____ Zip _____

Dates of employment: From _____ to _____

Starting wage: \$ _____ Ending wage: \$ _____ Hourly Rate _____ Salary _____

Job Title: _____ Reason for leaving: _____

Immediate Supervisor and Title: _____

Summarize the type of work performed and job responsibilities: _____

May we contact this employment for a reference? YES NO

Employer: _____ Telephone: _____

Address: _____

Street/Mailing

City

State

Zip

Dates of employment: From _____ to _____

Starting wage: \$ _____ Ending wage: \$ _____

Hourly Rate

Salary

Job Title: _____ Reason for leaving: _____

Immediate Supervisor and Title: _____

Summarize the type of work performed and job responsibilities: _____

May we contact this employment for a reference?

YES

NO

Employer: _____ Telephone: _____

Address: _____

Street/Mailing

City

State

Zip

Dates of employment: From _____ to _____

Starting wage: \$ _____ Ending wage: \$ _____

Hourly Rate

Salary

Job Title: _____ Reason for leaving: _____

Immediate Supervisor and Title: _____

Summarize the type of work performed and job responsibilities: _____

May we contact this employment for a reference?

YES

NO

Employer: _____ Telephone: _____

Address: _____

Street/Mailing

City

State

Zip

Dates of employment: From _____ to _____

Starting wage: \$ _____ Ending wage: \$ _____

Hourly Rate

Salary

Job Title: _____ Reason for leaving: _____

Immediate Supervisor and Title: _____

Summarize the type of work performed and job responsibilities: _____

May we contact this employment for a reference?

YES

NO

Comments - Explain any gaps in employment: _____

References: List the name and telephone number of three **business/work** references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

NAME	PHONE NUMBER	YEARS KNOWN

ADDITIONAL INFORMATION: List professional, trade, business, school, or civic associations and any offices held. Exclude memberships which would reveal sex, race, religion, national origin, color, disability, or any other similarly protected status.

ORGANIZATION	OFFICES HELD

Please tell us about yourself describing skills and personal traits you would like us to consider. Attach additional sheets if necessary.

List any special accomplishments, publications, awards, etc. Exclude memberships which would reveal sex, race, religion, national origin, color, disability, or any other similarly protected status.

By signing this application, I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from employment, whenever it is discovered.

By signing this application, I authorize Bluewood to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all 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 Bluewood and its representatives from any liability for future references it may provide regarding my work history.

By signing this application, I expressly consent and authorize Bluewood to conduct a criminal background check on me and hereby release all parties and persons connected with such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing or requesting of such information.

Bluewood does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for 90 days. At the conclusion of that time, if I have not heard from Bluewood and still wish to be considered for employment, it will be necessary to complete a new application.

If I am hired, I understand that I am hired at the will of Bluewood; free to resign at any time, with or without cause and without prior notice, and Bluewood reserves the same right to terminate my employment at any time, with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of Bluewood, other than the General Manager, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is Bluewood's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the Americans with Disabilities Act. Bluewood is an equal opportunity employer.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I further understand that Bluewood is a Drug Free Workplace. Bluewood may subject applicants to pre-employment substance screening, as well as substance screening if I am employed.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions. I also represent and warrant that I will read and agree to abide by all aspects of the "Bluewood Employee Handbook/Manual" if I am hired.

Signature of Applicant _____ Date Signed _____