



FACILITY SUPERVISOR EMPLOYMENT APPLICATION

Return by mail to:
Spokane County
Human Resources
1229 West Mallon
Spokane, WA
99260

EQUAL OPPORTUNITY EMPLOYER - DRUG-FREE WORK ENVIRONMENT

PLEASE READ: Type or print legibly in ink. This application must be completed in full. A resume does not replace any section of this application. All statements are subject to verification.

Check ALL positions for which you would like to be considered.

Title of Position:	<input type="checkbox"/> Facility Supervisor 1	<input type="checkbox"/> Facility Supervisor 2	For HR Use Only: The applicant meets the minimum requirements for: FS1 _____ FS2 _____ FS3 _____
	<input type="checkbox"/> Facility Supervisor 3		

APPLICANT INFORMATION

(Social Security information is optional)

Last Name:	First:	M.I.:	Social Security #:
Mailing Address:	City:	State:	Zip Code:
Home Phone: ()	Daytime Phone: ()	Email:	
Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you possess a valid driver's license? (only if required for position) <input type="checkbox"/> Yes <input type="checkbox"/> No Issuing State:	

PREVIOUS EMPLOYMENT

Have you previously been employed by Spokane County? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates:	Job Title:
---	--------	------------

RELATIVES EMPLOYED BY COUNTY

WORK AVAILABILITY

(Information used for nepotism policy only)	Print hours you are available to work:
Name	Will you work? <input type="checkbox"/> Week days <input type="checkbox"/> Week ends
Dept.	Shifts you will accept? <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard

CRIMINAL CONVICTIONS (A non-job related conviction does not necessarily bar you from employment - WAC 162.12.140)

Have you ever been convicted by a court of law within the past seven years? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:
--	-------------------------

EDUCATION

Circle highest grade completed: 8 9 10 11 12 GED <input type="checkbox"/>	College 1 2 3 4	Grad Work? Yes <input type="checkbox"/> No <input type="checkbox"/>	
POST-HIGH SCHOOL EDUCATION/TRAINING NAME AND LOCATION	ACADEMIC MAJOR, SKILL OR TRADE	CREDITS EARNED SEM QTR	DEGREE LEVEL (BA/BS, AA/AAS)

If you need accommodation in order to complete or participate in the process because of an impairment or disability, please notify the Human Resources Director at (509) 477-5750.

EMPLOYMENT HISTORY: Respond completely to the information requested. Attempt to cover all the requirements listed in the job posting. List your most recent employment first. List all experience, paid and voluntary, related to the position for which you are applying. Include months, days, and years. Failure to provide all information required may result in rejection of application. **Supplemental pages may be used to expand on work history and/or education using the application format. Because resumes may contain unfair pre-employment inquiry information, they will not be accepted in place of completing this application.**

EMPLOYMENT HISTORY

COMPANY NAME:	DATES EMPLOYED (Mo/Day/Yr)	JOB TITLE:	NO. EMPLOYEES
ADDRESS:	FROM:	SPECIFY DUTIES:	
PHONE:	TO:		
SUPERVISOR NAME:	AVERAGE HOURS WORKED/WEEK		
REASON FOR LEAVING:	_____		
MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> Yes <input type="checkbox"/> No	FINAL SALARY:		
COMPANY NAME:	DATES EMPLOYED (Mo/Day/Yr)	JOB TITLE:	NO. EMPLOYEES
ADDRESS:	FROM:	SPECIFY DUTIES:	
PHONE:	TO:		
SUPERVISOR NAME:	AVERAGE HOURS WORKED/WEEK		
REASON FOR LEAVING:	_____		
MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> Yes <input type="checkbox"/> No	FINAL SALARY:		
COMPANY NAME:	DATES EMPLOYED (Mo/Day/Yr)	JOB TITLE:	NO. EMPLOYEES
ADDRESS:	FROM:	SPECIFY DUTIES:	
PHONE:	TO:		
SUPERVISOR NAME:	AVERAGE HOURS WORKED/WEEK		
REASON FOR LEAVING:	_____		
MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> Yes <input type="checkbox"/> No	FINAL SALARY:		

You may list further job duties and employment history on additional sheets using application format.

ADDITIONAL INFORMATION: Include any comments that may show additional qualifications for this position (you may also list professional or trade licenses related to the position, i.e. CDL, etc.):

AGREEMENT: All the information I have provided in this application and in any attachments or supporting documents is true, correct, and complete. I understand that if I have provided false or incomplete statements, it will be justification for termination or refusal of employment. I authorize employers, schools, or persons named in this application to give any information regarding my qualifications and character. I release the County of Spokane, all employers, and all references (except as noted above) from any and all liability of damages for receiving or releasing information. If a conditional job offer is made, I agree to undergo a job-related physical examination and job-related background checks and understand that employment is contingent upon meeting the County's job-related physical requirements and job-related background checks.

Signature _____

Date _____

EQUAL OPPORTUNITY EMPLOYMENT INFORMATION

(This information is voluntary and in no way affects the outcome of your application. This portion of your application will be detached and will be kept separate and confidential)

Spokane County is an Equal Opportunity Employer. We are required by the state and federal governments to maintain certain statistical information on our job applicants and employees. We appreciate your *voluntary* cooperation in answering the questions on this questionnaire.

Name: _____ Position applying for: _____ Posting No.: _____

SSN: _____ Birthdate: ____/____/____ Sex: Female Male

Disabled veteran status: Yes No Vietnam Era Are you disabled? Yes No

Ethnic Origin:

- White - persons of European descent.
- Black - persons of African descent as well as Jamaican, Trinidadian and West Indian.
- Hispanic - persons of Mexican, Puerto Rican, Cuban, Latin American or Spanish descent.
- Asian American - persons of Japanese, Chinese, Korean, Filipino, Malayan, Thai, Vietnamese, Polynesian, Pakistani or East Indian descent.
- Native American - persons who identify themselves as American Indian, Native Alaskan, Aleut, Eskimo.
- Native Hawaiian or Pacific Islander

HOW DID YOU HEAR ABOUT THIS JOB?

(Please fill this out for statistical purposes only)

- Phone contact - walk in
- Job Hotline
- Job Fair
- Currently employed by Spokane County
- Informed/referred by Spokane County employee
- Spokane County Website
- Spokesman Review
- Other: _____
- Other website: _____
- Other newspaper: _____

SPOKANE COUNTY HUMAN RESOURCES

(509) 477-5750 (TDD AVAILABLE) JOB HOTLINE: (509) 477-JOBS www.spokanecounty.org

(This form is in compliance with and has been approved by the Washington State Human Rights Commission, 04/02)