Peninsula College

Employment Application

1502 E. Lauridsen Blvd.
Port Angeles, WA 98362

Position Desired:	
Full-time: ☐	**Part-time:** ☐

Name (last, first, middle initial)	Phone Number
Address (street address or P.O. box)	Message Phone Number
City, State, Zip	Email address
Have you ever worked at any other Washington State agency or institution of higher education? ☐ Yes ☐ No If yes, provide agency or institution name and dates of employment. _____ To determine whether there exists a bona fide occupational qualification as described in Chapter 49.60 RCW, Chapter 162-12 WAC and Chapter 162-16 WAC, please provide the name(s) of any family/household members that are currently employed by Peninsula College. Name: _____ Job Title/Department: _____	Have you ever served in the Armed Forces? ☐ Yes ☐ No If you have served in the Armed Forces and are applying for a classified position, please attach a copy of your DD Form 214 to claim Veteran's preference.

Employment Record – List present or most recent experience first (attach additional sheets as necessary)

Employer		City, State	From (month/year) To (month/year) to
Job Title	Hours/Week: Salary:	Supervisor (name/title)	Telephone ( )
Specific Duties			Reason for leaving

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Job Title	Hours/Week: Salary:	Supervisor (name/title)	Telephone ( )
Specific Duties			Reason for leaving

May we contact all employers/supervisors listed? ☐ Yes ☐ No Indicate exceptions: _____

Additional Skills – List additional skills relevant to the position for which you are applying.

Education

Are you a high school graduate or have you passed a general education development (GED) test? ☐ Yes ☐ No

List post high school training, including college, business school, military training, and other relevant education.

School Name and Location	Month and Year Attended	Major	Type of Degree awarded	Year Degree received
	From: **To:**			
	From: **To:**			
	From: **To:**			
	From: **To:**			

Licensure/Certifications (if required for position)

List Name, Type, Number, and Issuing State

Professional References – List at least three individuals who are knowledgeable of your work experience.

Name	Email:	Telephone Number ( )	Official Position
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Applicant's Certification and Agreement – *please read carefully*

An applicant's criminal conviction record as it relates to job performance will be considered as allowed under state law. A conviction record will not automatically disqualify you for employment unless such record would reasonably affect your fitness for the position for which you have applied. Once a conditional offer of employment has been made to an applicant, the agency may perform background checks.

Have you, within the past ten years, been convicted of, or released from prison for any crimes excluding parking tickets or traffic citations? ☐ Yes ☐ No

If yes, do you believe that the conviction might unfavorably affect your fitness for this job? ☐ Yes ☐ No

I hereby certify that the information on this application is correct and complete to the best of my knowledge.
In addition, I hereby authorize Peninsula College to make inquiries regarding my education, experience, and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they provide. Further, I understand that consideration of this application and the continuation of any subsequent employment depends upon the truth and accuracy of this information. I have read and understand the information on this application.

If offered employment, I will submit proof of citizenship or authority to legally work in the U.S.A. within 3 days. If a final candidate for this position, I authorize Peninsula College to conduct a criminal history background check.

_____ _____

Signature Date

Peninsula College is an equal opportunity employer.

Persons needing accommodation in the application process or this announcement in an alternative format may contact the Human Resource Office at (360) 417-6212 or TDD at (360) 417-6339.

Submit all requested application materials to: Peninsula College Human Resources
1502 E. Lauridsen Blvd.
Port Angeles, WA 98362

Peninsula College prohibits discrimination on the basis of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, including gender identity, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities.