



## Application for Employment

City of Des Moines  
Personnel Department  
21630 11th Avenue South  
Des Moines, WA 98198  
(206) 878-4595

\_\_\_\_\_  
Position Applied For

**The City of Des Moines considers applicants for all positions without regard to race, color, national origin, sex, religion, age, disability or any other basis prohibited by federal, state, or local law.**

**Answer all questions. If a question is not applicable, so state. An incomplete or illegible application may disqualify you. Please print or type.**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Are you over the age of 18? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you authorized to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*Proof of I-9 status will be required upon hiring. Positions in the Police Department require U.S. citizenship per RCW 41.21.070.*

Do you have a valid driver's license? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you currently smoke or use any tobacco product? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any relatives presently working for the City of Des Moines? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please provide relative's name and position title: \_\_\_\_\_

Would you, if required, be willing to travel, work unusual hours, or work overtime? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you previously been employed by the City of Des Moines? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please give title and dates of employment:

Title \_\_\_\_\_ Dates \_\_\_\_\_

### Recruitment Information

How did you learn of this job opening? \_\_\_\_\_

#### **Veterans Preference - Civil Service Applicants Only**

If you have served in the Armed Forces of the United States and have been discharged or separated from active duty under honorable conditions within the past eight years, you may be eligible for Veterans Preference.

Have you previously claimed Veterans Preference? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you claiming Veterans Preference now? \_\_\_\_\_ Yes \_\_\_\_\_ No

### ***Education and Training***

	Name	Location	Credits Earned	Major Subject	Type of Degree or Certificate	Degree or Certificate
High School						
College						
College						
Graduate School						
Vocational/Trade						

### ***Professional Licenses and Certificates***

License or Certificate	License or Certificate Number	Date Issued	Expiration Date

### ***Professional References***

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_



The City of Des Moines is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's conviction record as it relates to job performance.

A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied.

List all convictions within the last ten years, including traffic offenses.

Date	Charge	Place	Penalty	Remarks

### Work History

Beginning with your present or most recent employment, list your work experience for at least the last ten years, including periods of self-employment & U.S. Military Service. Attach separate sheets if necessary. Resumes may be attached but will not be accepted as a substitute for completing this section.

Employer's Name \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Position \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_

Primary Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ May We Contact This Employer? \_\_\_\_\_

Employer's Name \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Position \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_

Primary Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ May We Contact This Employer? \_\_\_\_\_

Employer's Name \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Position \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_

Primary Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ May We Contact This Employer? \_\_\_\_\_

### **Certification**

I certify under penalty of perjury that the information given by me to the City of Des Moines is true and complete to the best of my knowledge. I understand that if employed, false or misleading information may result in immediate dismissal.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with the City's interest nor will I become engaged in such activity or business if employed.

I authorize the City of Des Moines to solicit information regarding my character, general reputation, credit, previous employment, education, and similar background information, and to contact any and all references I have given on my application. I understand that when such information is required, an offer will be contingent upon evaluation and approval of the information received. I hereby release the City of Des Moines and 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.

I understand that should I be offered a position as a City of Des Moines employee as a result of this selection process, my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either the City of Des Moines or myself. I understand that no representative of the City of Des Moines, other than the City Manager or his/her designee, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Des Moines** *Sails with Pride*

*We, the employees of the City of Des Moines,  
working together in serving our community, endeavor to  
project in our words and actions the following values:*

**P**

**Positive**

*A caring, helpful, service-minded attitude.*

**R**

**Resourceful**

*Creatively responding to meet the needs of the community.*

**I**

**Integrity**

*Serving our community in an open, honest, and professional environment.*

**D**

**Dedication**

*Service to our community to the best of our ability.*

**E**

**Excellence**

*Our commitment to delivering quality.*