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 _____

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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.