

# **Employment Application**

## **Grays Harbor Conservation District**

81 Tower Boulevard  
Elma, WA, 98541



It is the policy of the Grays Harbor Conservation District to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

### **Applicant Information:**

Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Number of Years at this address: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
Driver's License (State/Number): \_\_\_\_\_

### **Emergency Contact:**

Contact Name: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Daytime phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Job Position Applied For:** \_\_\_\_\_

**Have you applied to our company previously?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes, when?** \_\_\_\_\_

**Are you at least 18 years old?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**How will you get to work?** \_\_\_\_\_

**If applicable, are you available to work overtime?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**If you are offered employment, when would you be available to begin work?** \_\_\_\_\_

**Are you legally eligible for employment in the United States?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Have you ever been convicted of any crime, including traffic violations?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes, please describe:** \_\_\_\_\_

*Note: The existence of a criminal record does not constitute an automatic bar to employment unless relevant to the type of employment.*

**Applicant's Skills:**

List any skills that may be useful for the job you are seeking. Enter the number of years of experience, and circle the number which corresponds to your ability for each particular skill. (One represents poor ability, while five represents exceptional ability.)

| Microsoft Office Suite (Word, Excel, etc.) | Years of Experience | Ability or Rating |   |   |   |   |
|--|---------------------|-------------------|---|---|---|---|
|  |                     | 1                 | 2 | 3 | 4 | 5 |
|  |                     | 1                 | 2 | 3 | 4 | 5 |
|  |                     | 1                 | 2 | 3 | 4 | 5 |
|  |                     | 1                 | 2 | 3 | 4 | 5 |
|  |                     | 1                 | 2 | 3 | 4 | 5 |
|  |                     | 1                 | 2 | 3 | 4 | 5 |
|  |                     | 1                 | 2 | 3 | 4 | 5 |
|  |                     | 1                 | 2 | 3 | 4 | 5 |
|  |                     | 1                 | 2 | 3 | 4 | 5 |
|  |                     | 1                 | 2 | 3 | 4 | 5 |
|  |                     | 1                 | 2 | 3 | 4 | 5 |
|  |                     | 1                 | 2 | 3 | 4 | 5 |
|  |                     | 1                 | 2 | 3 | 4 | 5 |
|  |                     | 1                 | 2 | 3 | 4 | 5 |
|  |                     | 1                 | 2 | 3 | 4 | 5 |
|  |                     | 1                 | 2 | 3 | 4 | 5 |
|  |                     | 1                 | 2 | 3 | 4 | 5 |
|  |                     | 1                 | 2 | 3 | 4 | 5 |
|  |                     | 1                 | 2 | 3 | 4 | 5 |
|  |                     | 1                 | 2 | 3 | 4 | 5 |

**For the following sections on employment history, education, and references, you may provide separate documents (e.g. – resume, reference sheet) in lieu of filling out these sections**

**Applicant Employment History:**

List your current or most recent employment first. Add additional pages as necessary.

|                                   |  |
|-----------------------------------|--|
| Employer Name:                    |  |
| Supervisor Name:                  |  |
| Address:                          |  |
| City/State/Zip:                   |  |
| Job Duties:                       |  |
| Reason for Leaving:               |  |
| Dates of Employment (Month/Year): |  |

|                                   |  |
|-----------------------------------|--|
| Employer Name:                    |  |
| Supervisor Name:                  |  |
| Address:                          |  |
| City/State/Zip:                   |  |
| Job Duties:                       |  |
| Reason for Leaving:               |  |
| Dates of Employment (Month/Year): |  |

|                  |  |
|------------------|--|
| Employer Name:   |  |
| Supervisor Name: |  |
| Address:         |  |
| City/State/Zip:  |  |
| Job Duties:      |  |

|                                   |  |
|-----------------------------------|--|
| Reason for Leaving:               |  |
| Dates of Employment (Month/Year): |  |

**Applicant's Education and Training:**

|                                      |   |
|--------------------------------------|---|
| College/University Name and Address: |   |
| Did you receive a degree:            | ___ Yes ___ No If yes, degree received: |

|                                      |   |
|--------------------------------------|---|
| College/University Name and Address: |   |
| Did you receive a degree:            | ___ Yes ___ No If yes, degree received: |

|  |                |
|--|----------------|
| High School/GED Name and Address:                  |                |
| Did you receive a Degree                           | ___ Yes ___ No |
| Other Training ( graduate, technical, vocational): |                |
| Awards, Honors, Special Achievements:              |                |

**References**

List two people (not related to you) who would be willing to provide a reference for you.

|                 |  |
|-----------------|--|
| Name:           |  |
| Address:        |  |
| City/State/Zip: |  |
| Telephone:      |  |
| Relationship:   |  |

|                |  |
|----------------|--|
| Name:          |  |
| Address:       |  |
| City/State/Zip |  |
| Telephone:     |  |
| Relationship:  |  |

Please provide any other information that you believe should be considered: \_\_\_\_\_

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## Certification

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences immediate termination.

I authorize Grays Harbor and Grays Harbor Conservation Districts to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its Manager, the employment relationship will be 'at-will'. In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the right. Moreover, no agent, representative, or employee of Grays Harbor and Grays Harbor Conservation Districts, except in a specific written contract of employment signed on behalf of the organization by its Manager, has the power to alter or vary the voluntary nature of the employment relationship.

I have carefully read the above certification and I understand and agree to its terms.

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Applicant Signature

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Date