

Village Community Services

# APPLICATION FOR EMPLOYMENT



3210 Smokey Point Drive, Suite 200

Arlington, WA 98223

360-653-7752

fax: 360-653-6503

[www.villagecommunitysvcs.org](http://www.villagecommunitysvcs.org)

*VCS is an Equal Opportunity Employer*

# Village Community Services

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

Date: \_\_\_\_\_

## HOW DID YOU LEARN ABOUT VILLAGE COMMUNITY SERVICES?

- Advertisement  
 Employment Agency

- Friend  
 Relative

- Inquiry  
 Other: \_\_\_\_\_

Name: \_\_\_\_\_

*Last*

*First*

*Middle*

Address: \_\_\_\_\_

*Street Address*

*Apartment / Unit #*

*City*

*State*

*ZIP Code*

Phone: \_\_\_\_\_

Message: \_\_\_\_\_

Have you ever filed an application with VCS before?

Yes

No

Have you ever been employed with VCS before?

Yes

No

Do any of your friends or relatives work for VCS?

Yes

No

If Yes, please provide name: \_\_\_\_\_

Are you currently employed?

Yes

No

May we contact your present employer?

Yes

No

Are you prevented from lawfully becoming employed  
in this country due to immigration status?

Yes

No

*(Proof of citizenship or immigration status will be required upon employment)*

Date available for work: \_\_\_\_\_

What is your desired salary range? \_\_\_\_\_

Are you available to work:  
*(check those that apply)*

- Full Time  
 Part Time  
 Relief Work  
 Temporary

Please indicate preferences:  
*(check those that apply)*

- Mornings  
 Afternoons  
 Evenings  
 Graveyard

Have you ever been convicted of a felony?

Yes

No

*A conviction record may not necessarily eliminate your candidacy for employment.  
(Proof of a cleared background check is a condition of continued employment.)*

**Notice to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?

A review of the activities involved in such a job or occupation has been given.

Yes

No

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# Village Community Services

## EDUCATION

Do you have a High School Diploma or GED?  Yes  No

	Name and Location of School	Course of Study	Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate or Professional				
Other (specify)				

## WORK EXPERIENCE

Start with your present or last job; include any job-related military service assignments and volunteer activities.  
 (You may exclude organizations, which indicate race, color, religion, gender, national origin, disabilities or other protected status.)

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting salary: \$ \_\_\_\_\_ Ending salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May We Contact?  Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting salary: \$ \_\_\_\_\_ Ending salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May We Contact?  Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting salary: \$ \_\_\_\_\_ Ending salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May We Contact?  Yes  No

# Village Community Services

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

List professional, trade, business or civic activities and offices held:

Additional Information:

**PERSONAL / PROFESSIONAL REFERENCES**

Do not include family members or past supervisors.

Name & Address	Phone Numbers	Best time to call	Occupation
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# Village Community Services

## Declarations and Acknowledgments:

1. I understand that the receipt of this application does not imply that I will be employed.
2. I declare that all statements and answers in this application are true and complete and agree that any untrue or misleading answer, omission concealment or failure to answer any question fully, completely and accurately will be grounds for terminating my employment, regardless of when it is discovered.
3. I authorize Village Community Services (VCS) or an agent of VCS to investigate my references, to review my former employment record and to keep and preserve records of such investigations.

Additionally, I release VCS and all other parties from liability for any damage that may result from, or is related to, the furnishing of information to Village Community Services.

4. If employed, I agree to read and comply with Company rules, regulations and policies.
5. If employed, I agree that upon termination of employment, I will return all agency property and records in my possession.

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*Print Name*

*Date*

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*Signature of Applicant*