

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

VCS is an Equal Opportunity Employer

3210 Smokey Point Drive, Suite 200 Arlington, WA 98223 360-653-7752

Village Community Services

Position Applied For: _____

Date: _____

HOW DID YOU LEARN ABOUT THIS POSITION OPENING?

- | | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> Indeed | <input type="checkbox"/> Craigslist | <input type="checkbox"/> Worksource/Monster |
| <input type="checkbox"/> Social Media / Facebook | <input type="checkbox"/> Walk-in | <input type="checkbox"/> VCS Website |
| <input type="checkbox"/> Friend / Relative | <input type="checkbox"/> Sign posted | <input type="checkbox"/> Other (please tell us) |
| <input type="checkbox"/> Employee referral | <input type="checkbox"/> Job Fair | |

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: Full Time
(check those that apply) Part Time
 On call/Relief Work
 Temporary

Please indicate preferences: Mornings
(check those that apply) Afternoons
 Evenings
 Graveyard/Nights

Any other details regarding availability: _____

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?

Leave blank if you have not yet reviewed the job description.

Yes No

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EDUCATION

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

	Name and Location of School	Course of Study	Number of 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: _____ City, St, ZIP _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

Supervisor: _____ May We Contact? Yes No

Company: _____ Phone: _____

Address: _____ City, St, ZIP _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

Supervisor: _____ May We Contact? Yes No

Company: _____ Phone: _____

Address: _____ City, St, ZIP _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

Supervisor: _____ May We Contact? Yes No

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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.

Print Name

Date

Signature of Applicant