

# City of Brier

## Application for Employment

City of Brier  
2901 228<sup>th</sup> Street S.W.  
Brier WA 98036  
425-775-5440 [www.ci.brier.wa.us](http://www.ci.brier.wa.us)  
Fax: 425-672-9025

The City of Brier is an Equal Opportunity Employer  
Any person requiring ADA accommodations should advise the City of the need.  
For TDD relay service call the Washington Telecommunications Relay Service at 1-800-833-6388.

Date Stamp/Card Sent

**Complete all information from this point forward. An incomplete application may disqualify you from further consideration.**

Position Title You Are Applying For: \_\_\_\_\_

Name \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Message/Cell (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Are you eligible to work in the U.S.? ☐ Yes ☐ No Are you over the age of 18? ☐ Yes ☐ No  
Do you have a valid Washington State Drivers License? ☐ Yes ☐ No

### Education and Training

<b>High School Name</b>	Location (City & State)	Graduate/GED <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>College/University Name</b>	Location (City & State)	Years Completed <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Major	Degree Title	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>College/University Name</b>	Location (City & State)	Years Completed <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Major	Degree Title	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Vocational Training Institute</b>	Location (City & State)	Years Completed <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
<b>Trade/Other Training</b>	Location (City & State)	Years Completed <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
<b>Valid Professional Licenses</b>	Type and Issuing State	Expiration Date
<b>Personal Computers</b>	Proficient with: <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Excel <input type="checkbox"/> Access <input type="checkbox"/> Outlook <input type="checkbox"/> Power Point	Other Software Used:

### Professional References (Do not list relatives)

<b>Name/Title</b>	<b>Employer</b>	<b>Phone</b>
<b>Name/Title</b>	<b>Employer</b>	<b>Phone</b>
<b>Name/Title</b>	<b>Employer</b>	<b>Phone</b>

### Signature is Required

I hereby certify, under penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, for dismissal at any time. I authorize my previous employers and all schools or educational and technical institutions that I have attended to furnish the City of Brier my record, reason for leaving and all information they may have concerning me. I hereby release any such current or former employers or institutions, their agents or employees and the City of Brier from all liability for any damage whatsoever arising there from. I understand that if I receive a conditional offer of employment for a position where I have unsupervised access to children, developmentally disabled persons or vulnerable adults, the City of Brier is required to complete a thorough background check as required by the Child/Adult Abuse Information Act. I authorize an investigation of all statements in this application.

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

## Work History

**Resumes may be attached but will not be accepted as a substitute for completing this section.** Beginning with your present or most recent employer, list your work experience for at least the last ten years. Include periods of self-employment, military service, and explain any gaps in employment. Attach separate sheets if needed. Failure to complete this page may result in disqualification.

From (month & year)	Company Name	Position Title
To (month & year)	City	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time   # of Hrs _____ May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Supervisor	Phone
Duties		
Reason for Leaving		

From (month & year)	Company Name	Position Title
To (month & year)	City	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time   # of Hrs _____ May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Supervisor	Phone
Duties		
Reason for Leaving		

From (month & year)	Company Name	Position Title
To (month & year)	City	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time   # of Hrs _____ May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Supervisor	Phone
Duties		
Reason for Leaving		

From (month & year)	Company Name	Position Title
To (month & year)	City	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time   # of Hrs: _____ May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Supervisor	Phone
Duties		
Reason for Leaving		

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**City of Brier Workplace Harassment Prevention Statement**

**THIS SHEET MUST BE COMPLETED, SIGNED AND SUBMITTED WITH EMPLOYMENT APPLICATION.**

Applicant understands and agrees that workplace harassment, whether on the basis of sex, race, national origin, age, religion or disabilities will not be tolerated and is cause for immediate discharge. Applicant understands that employees have an affirmative obligation to report any unlawful harassment and they will not be disciplined for the good faith reporting of any incident.

Have you ever been accused or been the subject of an investigation by an employer of unlawful discrimination, workplace violence or a hostile work environment? ☐ Yes ☐ No

If yes, explain:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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Print Name \_\_\_\_\_

Signature \_\_\_\_\_

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Date

## AFFIRMATIVE ACTION INFORMATION SHEET

**THIS PAGE WILL BE REMOVED FROM THE APPLICATION AND KEPT SEPARATELY.**  
**INFORMATION TO BE USED BY HUMAN RESOURCES ONLY AND**  
**WILL NOT BE FORWARDED TO THE HIRING AUTHORITY.**

Position Title You Are Applying For \_\_\_\_\_

Name \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

### Recruitment Information

How did you learn about this position opening?

Referral Agency (Name)	
Newspaper (Name)	
Magazine/Journal (Name)	
Job Posting (Where)	
Personal Referral	
Other	
<input type="checkbox"/> City of Brier Employee <input type="checkbox"/> City of Brier Web Site	

### Affirmative Action Data

The City of Brier is committed to non-discrimination in employment practices. We would appreciate completion of the Affirmative Action information below but completion of this section is voluntary. This information will be kept confidential and will be used for Affirmative Action record keeping purposes only.

Sex ☐ Female ☐ Male

Ethnic Category (Check one) ☐ African American ☐ Alaskan Indian ☐ Asian ☐ Caucasian ☐ Hispanic ☐ Native American  
☐ Pacific Islander ☐ Other: \_\_\_\_\_

### Application Assembly

**Please assemble your application materials in the following order:**

First (top)	City of Brier Application (including Work History)
Second	Workplace Harassment Prevention Statement
Third	Supplemental Questionnaire (if required)
Fourth	Transcripts (if required)
Fifth	Any additional City required application materials
Sixth	Cover Letter (optional)
Seventh	Resume (optional)
Eighth	Reference List (optional)
Ninth	Any additional optional materials (Do not send photographs)
Last	Affirmative Action Information Sheet

### Hiring Process

Applicants who submit a complete and timely application will be notified by phone or by mail if they are selected to participate in the testing and/or interviewing stages of the hiring process. **Only those individuals selected for an interview will be contacted. No formal notification will be sent to the other applicants. Incomplete or late applications may not be considered and will not be notified.** Applications are considered late if not received on or before the closing date stated on the job posting. Applications that are faxed or sent by email must follow the application assembly order and originals must be received within five (5) days of the closing date. Application screening will normally begin the first business day following the closing date and may take up to 2 weeks. Please feel free to visit our website ([www.ci.brier.wa.us](http://www.ci.brier.wa.us)) for any job openings.

**Thank you for your interest in employment with the City of Brier.**