



## CHILDREN NORTHWEST

2500 NE 65 Avenue • Vancouver, WA 98661-6812 • 360-750-7501 • FAX 360-750-9569

### EMPLOYMENT APPLICATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Other name(s) under which records may be listed: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Business/Message Phone: \_\_\_\_\_

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

Position Applying For: \_\_\_\_\_

Interested in: (check one or more)

Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Temporary/Substitute: \_\_\_\_\_ Weekends \_\_\_\_\_

### INSTRUCTIONS

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1. Only completed applications received by the specified closing date will be referred to the screening committee for consideration.
2. **It is your responsibility to submit the materials listed below to the Human Resources Department at the above address to establish a complete application file.**
  - ◆ Completed and signed Children Northwest application form. Application must be completed in its entirety, "see resumé" is not acceptable.
  - ◆ Up-to-date resumé.
  - ◆ Letters of recommendation. Please send copies rather than originals because the letters will be retained with your application.
  - ◆ School transcripts applicable to the position for which you are applying
  - ◆ Any materials requested in the notice of vacancy.
3. Applications are retained and considered active for 90 days following the last date of activity.
4. Current or past employers will be contacted as part of the selection process.
5. Please contact the Human Resources Department at (360) 750-7503 if you have questions regarding your application and/or vacancies.

## EDUCATIONAL AND PROFESSIONAL TRAINING

Name of School	City & State	Degree(s)	Major
High School or where GED received			
College or University			
Technical or Business			
Other			

## EMPLOYMENT HISTORY (answer all questions for each employer listed)

Beginning with your current or most recent job, list all, paid or unpaid, work experience during the last 10 years (or longer if pertinent to the position applied for) including military experience. Explain any gaps in your work experience that exceed six months. If more space is needed, additional sheets may be attached. If you worked under a different name, please indicate that name.

Employer Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Position or Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Part-time \_\_\_\_\_ Full-time \_\_\_\_\_  
Month/Year Month/Year

Reason for leaving \_\_\_\_\_

May we contact this employer for a work reference? Yes  No

If no, please explain \_\_\_\_\_

Employer Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Position or Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Part-time \_\_\_\_\_ Full-time \_\_\_\_\_  
Month/Year Month/Year

Reason for leaving \_\_\_\_\_

May we contact this employer for a work reference? Yes  No

If no, please explain \_\_\_\_\_

Employer Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Position or Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Part-time \_\_\_\_\_ Full-time \_\_\_\_\_  
Month/Year Month/Year

Reason for leaving \_\_\_\_\_

May we contact this employer for a work reference? Yes  No

If no, please explain \_\_\_\_\_

## EMPLOYMENT HISTORY (continued)

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Employer Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Position or Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Part-time \_\_\_\_\_ Full-time \_\_\_\_\_  
Month/Year Month/Year

Reason for leaving \_\_\_\_\_

May we contact this employer for a work reference? Yes  No

If no, please explain \_\_\_\_\_

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Employer Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Position or Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Part-time \_\_\_\_\_ Full-time \_\_\_\_\_  
Month/Year Month/Year

Reason for leaving \_\_\_\_\_

May we contact this employer for a work reference? Yes  No

If no, please explain \_\_\_\_\_

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Indicate certificates, training, and/or skills which are applicable to the position you desire:

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## PROFESSIONAL REFERENCES

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(Individuals who can provide job related reference information)

1. Name of Reference \_\_\_\_\_ Address \_\_\_\_\_

Company/Occupation \_\_\_\_\_

Current Phone \_\_\_\_\_ Working Relationship \_\_\_\_\_

2. Name of Reference \_\_\_\_\_ Address \_\_\_\_\_

Company/Occupation \_\_\_\_\_

Current Phone \_\_\_\_\_ Working Relationship \_\_\_\_\_

3. Name of Reference \_\_\_\_\_ Address \_\_\_\_\_

Company/Occupation \_\_\_\_\_

Current Phone \_\_\_\_\_ Working Relationship \_\_\_\_\_

4. Name of Reference \_\_\_\_\_ Address \_\_\_\_\_

Company/Occupation \_\_\_\_\_

Current Phone \_\_\_\_\_ Working Relationship \_\_\_\_\_

# PRE-EMPLOYMENT BACKGROUND QUESTIONNAIRE

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Please complete the following questions and sign the declaration. Any falsification or deliberate misrepresentation, including omission of a material fact, or failure to complete any part of your application or this questionnaire, can be grounds for denial of employment or continued employment with Children Northwest.

ALL REQUIRED DOCUMENTATION REQUESTED BELOW MUST ACCOMPANY THIS APPLICATION. ALL QUESTIONS **MUST** BE ANSWERED. IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE PIECE OF PAPER.

## SECTION I – PERSONAL INFORMATION

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1. Are you 16 years of age or older? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Are you eligible for lawful employment in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_  
Proof of citizenship or legal right to work and identity will be required after hire.
3. If you are applying for a position that requires driving, do you have a valid driver's license? \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ State \_\_\_\_\_
4. Please list all former names (a) you have used when working for another employer or (b) by which you are known to references. (If more than three, list on a separate sheet of paper.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION II – PROFESSIONAL FITNESS

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If you answer "yes" to questions 1 through 4, give a complete explanation on a separate sheet of paper, including duties, circumstances, and any supporting documentation.

Yes No

1. Have you ever been dismissed, discharged (excluding lay-off), or fired from any employment?
2. Have you ever resigned from or otherwise left any employment while allegations of misconduct on your part were pending or under investigation?
3. Have you ever been disciplined by a past or present employer for misconduct?
4. Are you currently the subject of any investigation or inquiry by an employer because of allegations of misconduct or harassment on your part?

## SECTION III – FITNESS

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Yes No

1. Are you able to perform the essential functions of the position(s) for which you are applying with or without reasonable accommodation?
2. Do you currently use illegal drugs?
3. Have you used illegal drugs in the last year? If your answer is "yes," explain on a separate sheet of paper.

## SECTION IV – CRIMINAL HISTORY

Yes No

1. Have you ever been convicted of any crime? (Note: For the purpose of this question "convicted" includes (1) all instances in which a plea of guilty or nolo contendere is the basis of a conviction, and (2) all proceedings in which a sentence has been suspended or deferred.) You need not list traffic violations for which a fine or forfeiture of less than \$150 was imposed.
2. a. Do you currently have any outstanding criminal charges or warrants of arrest pending against you in Washington?
- b. Do you currently have any outstanding criminal charges or warrants of arrest pending against you in any other state, province, territory, and/or country?

If you answered "yes" to questions 1 or 2 (of Section IV), please provide the following:

- a. A detailed statement including what occurred, the nature of the offense, charge or warrant;
- b. The name and address of the arresting agency;
- c. The date of the arrest;
- d. The final disposition, if any;
- e. If a court was involved, the name and address of the court;
- f. The complete arrest report and sentence and judgement; and
- g. A complete driving abstract for five years if the arrest was driving related.
3. Are you presently under investigation in any jurisdiction for possible criminal charges? If your answer is "yes", identify agency and location (street address, city, state):

A "yes" answer to questions 1 through 3 above will not necessarily disqualify an applicant.

### DECLARATION

My signature below authorizes Children Northwest to conduct a background investigation and authorizes the release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to such information, and without limitation, hereby release Children Northwest and the reference sources from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the Washington State Patrol, information from the Federal Bureau of Investigation of either data on all criminal convictions or certification that no data on criminal convictions is maintained, information from SPI, the Washington or other State Departments of Social and Health Services and any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify under the penalty of perjury under the laws of the State of Washington that I have made true, correct, and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. If the information provided or answer(s) to any question on the application or the Pre-Employment Background Questionnaire change prior to my being hired, I understand that I must immediately notify Children Northwest. I understand that any omission, falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ me or for my discharge should I become employed with Children Northwest. I understand I may be subject to Washington State Patrol and FBI fingerprint background checks as a condition of employment.

Should I become employed by Children Northwest and at some future time leave said employment, my signature below further authorizes Children Northwest to release information regarding my performance to any potential future employer.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# CHILDREN NORTHWEST APPLICANT DISCLOSURE STATEMENT

**ALL APPLICANTS who will or may have unsupervised access to children during the course of employment** in connection with their application for a position with Children Northwest and pursuant to RCW 43.43.830 through 834, RCW 9.96A.020, and RCW 10.97.030 and 050 must complete the following disclosure statement. This information will be used only in making the initial employment decision and will not be used or disseminated for any other purpose. School bus drivers and employees who transport students are required to submit an updated disclosure annually.

We will request your fingerprints to obtain a report of your conviction record. If you are hired before the report is available, your employment will be conditioned upon the receipt of a satisfactory report.

**Yes    No**

1. Have you ever been convicted of any misdemeanor, gross misdemeanor or felony crimes against children or other persons (including instances in which a plea of guilty or nolo contendere is the basis for the conviction) or any proceedings in which the charge has been deferred from prosecution under Chapter 10.05 RCW or the sentence has been deferred or suspended listed as follows:

Aggravated murder	First degree promoting prostitution
First or second degree murder	Communication with a minor
First or second degree kidnapping	First degree arson
First, second or third degree assault	First degree burglary
First, second or third degree rape	Indecent liberties
First, second or third degree rape of a child	Incest
Felony indecent exposure	Vehicular homicide
First or second degree robbery	Unlawful imprisonment
First or second degree manslaughter	Simple assault
First or second degree extortion	Sexual exploitation of minors
First or second degree criminal mistreatment	First or second degree custodial interference
Child abuse or neglect as defined in RCW 26.44.020	Malicious harassment
Selling or distributing erotic material to a minor	First, second, or third degree child molestation
Custodial assault	First or second degree sexual misconduct with a minor
Child buying or selling	Patronizing a juvenile prostitute
Promoting pornography	Violation of child abuse restraining order
First, second or third degree assault of a child	Prostitution
Child abandonment	Or any of these crimes as they may have been named

2. Have you ever been found in any dependency or domestic relation matter to have sexually assaulted or exploited any minor or to have physically abused any person?

If you answered "yes" to question 2, attach copies of any court orders entered in the above proceeding.

3. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person?

4. Have you ever been found in any disciplinary board final decision to have abused or financially exploited any vulnerable adult? A vulnerable adult includes anyone who has a functional, mental, or physical inability to care for himself or herself, or who is legally incapacitated, or has a developmental disability, or is admitted to any licensed facility or receiving services from a licensed provider.

**ALL APPLICANTS:**

If your answer is "yes" to any of the above, on an attached sheet please describe and provide the date(s) of the conviction(s) or finding(s) and the sentence(s) and/or penalty(ies) imposed. If the conviction has been the subject of an expungement, pardon, annulment, or certificate of rehabilitation, please specify (attach additional sheets if necessary).

UNDER PENALTY OF PERJURY, I certify that the above information is true, correct and complete. I understand that if I am hired, I can be discharged for any misrepresentations or omission in the above statement. I also understand that if I am hired, my employment is conditioned on your receipt of a satisfactory report from the Washington State Patrol.

Signature \_\_\_\_\_ Name (print) \_\_\_\_\_

Date \_\_\_\_\_



**VOLUNTARY, CONFIDENTIAL INFORMATION  
FOR AFFIRMATIVE ACTION PURPOSES**

Date \_\_\_\_\_

Information derived from this questionnaire is for statistical purposes and will not be filed with or made part of your application or personnel file. Children Northwest is committed to ensuring equal employment opportunities for all persons without regard to race, color, creed, religion, national origin, age, sex, marital status, honorably discharged veteran or military status, families with children, sexual orientation, use of a trained guide dog or service animal, or the presence of any sensory, mental or physical disability, except as may be necessary to meet a bona fide occupational qualification.

Name \_\_\_\_\_

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

**Gender:**

\_\_\_\_\_ Male \_\_\_\_\_ Female

**Racial/Ethnic Group:**

\_\_\_\_\_ American Indian or Alaskan Native \_\_\_\_\_ Hispanic or Latino  
\_\_\_\_\_ Native Hawaiian or Pacific Islander \_\_\_\_\_ Caucasian, not of Hispanic Origin  
\_\_\_\_\_ Asian \_\_\_\_\_ Two or More Races  
\_\_\_\_\_ African-American, not of Hispanic Origin

**Age Group:**

Are you in a protected age group (age 40 or over?) \_\_\_\_\_ Yes \_\_\_\_\_ No

**Veteran Status:**

\_\_\_\_\_ Vietnam Era Veteran (8/5/64 - 5/7/75) \_\_\_\_\_ Disabled Veteran  
\_\_\_\_\_ Veteran



## FREQUENTLY ASKED QUESTIONS

### **How can I find out about open positions?**

Positions are posted at:  
The ESD 112 office in Vancouver  
2500 NE 65th Avenue  
Vancouver, WA 98661

On our website at [www.esd112.org/swccc](http://www.esd112.org/swccc)

### **How will I be notified to schedule an interview?**

If you are selected for an interview you will be notified by telephone.

### **May I apply for more than one position?**

Yes, you may apply for any open position for which you feel qualified. You need not submit a new application for each position.

If you have submitted an application within the previous 90 days and would like to be considered for another position, please submit a letter of interest and updated resume for each position you may be interested in.

You will not automatically be considered for similar positions previously applied for.

### **How long will you keep my application on file?**

Applications are kept on file for 90 days.

### **If I am hired, what information needs to be submitted?**

If you are hired as an employee, the following information must be submitted:

1. US Department of Justice, Immigration and Naturalization Service's [Employment Eligibility Verification I-9](#) form. You must present legal identification as stated on the back of the form.
2. New employees who have regularly scheduled unsupervised access to children will be required to complete a Washington State Patrol and FBI fingerprint background check as a condition of employment.
3. Form W-4.