



SWCAA
Southwest Clean Air Agency

11815 NE 99th Street, Suite 1294

Vancouver WA 98682-2454

EMPLOYMENT APPLICATION

(360) 574-3058

Last Name	First Name	Initial	Date of Application
Street Address	City	Zip	Date Available
Residence Telephone	Alternate Telephone		Expected Pay Rate

EQUAL EMPLOYMENT OPPORTUNITY. It is our policy to seek and employ the best qualified personnel and to provide equal opportunity for the advancement of employees and to administer all of our personnel policies in a manner that will not discriminate against any person because of race, color, religion, age, sex, marital or veteran status, national origin, ancestry, disability, on-the-job injuries, or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the operation of our business.

Have you worked for us before? Yes No

Are you 18 years of age or older? Yes No

Position(s) Applied for:

Are you authorized to accept employment in the United States? Successful applicants will be required to prove identity and eligibility for employment. Yes No

RELATIVES/FRIENDS: Qualified relatives/friends are eligible for employment except in unusual situations where we need to avoid possible conflicts of interest. Do you have any relatives/ friends (such as roommates) who currently work for us? Yes No
If yes, state name(s): _____

QUALIFICATIONS: Please list any education, training and/or specialized experience such as schools; colleges; degrees; licenses; vocational, technical or military experience; hobbies, etc. you feel would help you perform the work for which you are applying:

DEGREES, LICENSES, RELEVANT EDUCATION OR TRAINING AND WHERE YOU ACQUIRE IT
Name/address of school, program, military branch and specialty, etc.

CRIMINAL RECORD: Conviction of a crime is not an automatic bar to employment. Factors such as the nature and gravity of the crime, the length of time since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered. Do not list any conviction for which the date of conviction or prison release, whichever is more recent, is more than seven years old. Have you ever been CONVICTED, pled GUILTY or NO CONTEST, or FORFEITED BOND OR BAIL for any crime other than traffic violations? Yes No If yes, give details:

DRIVING POSITIONS: Answer only if driving is an essential function of the job. Have you ever been CONVICTED, pled GUILTY or NO CONTEST, or FORFEITED BOND OR BAIL for any traffic violations in the past three years? Yes No

If yes, give details:

REASONABLE ACCOMODATION – ADA:

Please advise SWCAA if you will need any special accommodations that will allow you to participate in the recruitment process or to perform the work once hired. Requests should be submitted by letter or other appropriate format to SWCAA as soon as possible.

EMPLOYMENT EXPERIENCE: Please account for all periods of employment, by month/year, including any self-employment and U.S. military service. Attach a sheet if more space is needed.

Present or Last Employer	Phone	Hire Date	Date Left	Starting Pay	Final Pay
Address	Supervisor	Job Title/Job Duties		Reason for Leaving	
Previous Employer	Phone	Hire Date	Date Left	Starting Pay	Final Pay
Address	Supervisor	Job Title/Job Duties		Reason for Leaving	
Previous Employer	Phone	Hire Date	Date Left	Starting Pay	Final Pay
Address	Supervisor	Job Title/Job Duties		Reason for Leaving	
Previous Employer	Phone	Hire Date	Date Left	Starting Pay	Final Pay
Address	Supervisor	Job Title/Job Duties		Reason for Leaving	

VERIFICATION AND SIGNATURE:

1. I authorize the investigation of all matters which SWCAA deems relevant to my qualifications for employment, including all statements made in this application, and any attachments or supporting documents, and in any interviews. I authorize you to request and receive such information and I release from all liability any persons (such as current or former supervisors, coworkers, etc.), employers, or other entities (schools, etc.) supplying it. I also release you from all liability which might result from making the investigation.

2. I certify that the facts and information given in this application, in any attachments or supporting documents, and in any interviews are (or will be) true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statements or omissions, generally will result in denial of employment or immediate termination, regardless of when and how discovered.

3. I understand that I may be required to submit to pre- or post-employment physical or other professional examinations or medical inquiries to determine my fitness for employment or duty. I agree to such examinations or inquiries at SWCAA's expense. I authorize release of the results to SWCAA and their use to evaluate my suitability for employment. I also release SWCAA from all liability arising out of or connected with any examinations or inquiries.

4. I understand that I may resign or be terminated, without cause or notice, at any time, unless otherwise stated in a written employment contract. I also understand that SWCAA's Board of Directors is the only entity or person which will ever have the authority to agree to any other terms and/or to enter into such contracts and that all such agreements for other terms of employment or contracts must also be signed by both parties. I also understand that unless otherwise stated in a written employment contract, SWCAA may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.

5. I understand and agree that if I am hired the statements in these paragraphs will become a binding part of my employment relationship. I have read each of these statements. I have also reviewed all of the information provided in this application and in any attachments or supporting documents.

Yes No

Signature _____ Date _____

Unsigned applications will not be processed.