



Human Resources: 253-765-7002
 or toll-free 800-622-3393, ext. 7002
 Fax 253-946-4726
 www.washingtonea.org

32032 Weyerhaeuser Way S.
 Federal Way, WA 98001-9687
Mailing Address: P.O. Box 9100
 Federal Way, WA 98063-9100

EMPLOYMENT APPLICATION

Thank you for considering the Washington Education Association in your job search. The Washington Education Association is an equal employment opportunity employer. The Washington Education Association does not discriminate on the basis of race, creed, color, national origin, gender, sexual orientation, age or the presence of any sensory, mental or physical disability or any other classification protected by federal, state or local law. No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

_____ **Position Applying For** _____ **Date** _____

Please complete all pages of this application. Résumés cannot take the place of a signed employment application. An incomplete application may delay or disqualify you. **PLEASE PRINT OR TYPE.**

PERSONAL INFORMATION

_____ Last Name _____ First Name _____ Middle Initial _____

_____ Street Address _____ City _____ State _____ ZIP Code _____

_____ Telephone: Home _____ Business _____ Cell _____

High School Diploma or GED received? Yes No If no degree, specify semester or quarter hours

_____ College/University/Vocation School _____ City/State _____ Major _____ Degree/Certificate _____ Credit Hours _____

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License or Certificate _____ Expiration Date _____

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GENERAL INFORMATION

How did you learn of this job opening? _____

If you are under age 18, please state your age _____. If under age 18, can you supply working papers? ____ Yes ____ No

Only U.S. citizens or Aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the United States? ____ Yes ____ No

Have you ever been CONVICTED, pled GUILTY, NO CONTEST, or FORFEITED BOND or BAIL for any crime other than traffic violations? ____ Yes ____ No If yes, please explain _____

(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 that has passed since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered.)

Consistent attendance and punctuality are essential requirements of every job with the Washington Education Association. Is there anything that would interfere with your regular attendance and punctuality if you were offered this position? ____ Yes ____ No

If yes, please explain _____

Are you able to perform the primary duties of the job as outlined in the job advertisement, announcement, posting, summary, and description, with or without reasonable accommodation? ____ Yes ____ No

If no, please explain _____

EMPLOYMENT HISTORY

Please list your most recent jobs first. Include military service as part of your employment record. Account for periods between jobs.

Present or Most Recent Employment:

From _____ To _____
Month/Year Month/Year Your Position/Title

Specify Job Duties _____

Company Name _____ Address _____ City _____ State _____ Zip _____

Immediate Supervisor _____ Phone Number _____ May we contact? ____ Yes ____ No

Reason for leaving _____

Next Employment:

From _____ To _____ Your Position/Title _____
Month/Year Month/Year

Specify Job Duties _____

Company Name _____ Address _____ City _____ State _____ Zip _____

Immediate Supervisor _____ Phone Number _____ May we contact? ____ Yes ____ No

Reason for leaving _____

Next Employment:

From _____ To _____ Your Position/Title _____
Month/Year Month/Year

Specify Job Duties _____

Company Name _____ Address _____ City _____ State _____ Zip _____

Immediate Supervisor _____ Phone Number _____ May we contact? ____ Yes ____ No

Reason for leaving _____

Next Employment:

From _____ To _____ Your Position/Title _____
Month/Year Month/Year

Specify Job Duties _____

Company Name _____ Address _____ City _____ State _____ Zip _____

Immediate Supervisor _____ Phone Number _____ May we contact? ____ Yes ____ No

Reason for leaving _____

NOTIFICATION AND AGREEMENT

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW:

(initial)

I certify that all answers given by me are true, accurate and complete. I understand that false, or misleading information of this application will result in my application being eliminated from further consideration, or if employed, will be cause for my dismissal. All statements submitted on this application for employment will be subject to investigation and confirmation prior to appointment.

(initial)

I authorize The Washington Education Association to thoroughly investigate my references, work record, education and other matters related to my suitability for employment, and further authorize my current or former employer and schools of educational and technical institutions that I have attended, to provide the Washington Education Association and/or its representative with information regarding my current or former employment and scholastic records or ratings. I hereby release any such current or former employer or institution, their agents or employees from any and all liability resulting from the release of such information.

(initial)

I understand I must be able to prove authorization to work in the United States at the time of job offer.

(initial)

I authorize the Washington Education Association to investigate whether I have a criminal record of convictions, and, if so, the nature of such convictions and all the surrounding circumstances of the conviction. The Washington Education Association has advised me that any criminal background check will focus on convictions, and that a criminal record will not necessarily disqualify me from employment.

(initial)

I understand that unless otherwise stated in an employment contract, the Washington Education Association may terminate my employment at any time with or without cause and with or without notice. Employees covered by the collective bargaining agreement shall be deemed 'at will' on the following basis: associate staff not to exceed 90 calendar days, professional staff not to exceed 180 calendar days.

(initial)

If hired, I will recognize the rules and policies of the Washington Education Association.

Signature of Applicant

Date

EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) SELF-IDENTIFICATION

For the purpose of Affirmative Action Record Keeping
Confidential and Voluntary

The Washington Education Association is committed to equal employment opportunities for all applicants and does not discriminate on the basis of race, creed, color, national origin, gender, sexual orientation, age or the presence of any sensory, mental or physical disability or any other classification protected by federal, state, or local law. The information below will be used only in the compilation of data for Affirmative Action reporting.

Completion of this data is voluntary and will not affect your opportunity for employment, or terms and conditions of employment, if hired.

Name _____ Date _____

Position you are applying for _____

Gender: _____ Male _____ Female Date of Birth _____

Ethnic Origin:

_____ **American Indian or Alaska Native** – A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

_____ **Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

_____ **Black/African American** – A person having origins in any of the Black racial groups of Africa.

_____ **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

_____ **White** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

_____ **Hispanic or Latina(o) (All races)** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

_____ **Hispanic or Latina(o) (White race only)** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.

_____ **Hispanic or Latina(o) (All other races)** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.

_____ **Race missing or unknown** – Applies to Applicants only, where an application that is screened is received without any racial or ethnic identification.

Are you a Vietnam-era veteran? _____ Yes _____ No

Are you disabled? _____ Yes _____ No

If disabled, what accommodations are you requesting? _____

Name _____

Date _____

PLEASE PROVIDE DATA ON ALL:

Software/Integrated Software, Accounting and Clerical Experience
 (Please check ALL that apply and note version of software)

Word Processing

Software	Version	Self-taught	Formal Training	Number of Years Utilized	Currently Using
Microsoft Office					
Windows					
WordPerfect					
Word for Windows					
Other: (list)					

Desktop Publishing/Graphics

Software	Version	Self-taught	Formal Training	Number of Years Utilized	Currently Using
Adobe Acrobat					
Illustrator					
InDesign					
PageMill (web software)					
PageMaker					
PowerPoint					
PhotoShop					
Other: (list)					

Other Software

Software	Version	Self-taught	Formal Training	Number of Years Utilized	Currently Using
Excel					
Quicken/Quickbooks					
SPSS					
Calendar Maker					
Outlook					
Other: (list)					

Communications

Software	Version	Self-taught	Formal Training	Number of Years Utilized	Currently Using
AOL					
Explorer					
Netscape					
ccMail					
Internet					
Other: (list)					

General Accounting/Clerical

Accounting/Clerical	Version	Self-taught	Formal Training	Number of Years Utilized	Currently Using
Accounts Receivable					
Accounts Payable					
Billings/Statements					
Budgets					
General Ledger					
Inventory					
Payroll					
Audits					
Chart of Accounts					
Computerized Accounting Systems					
Department of Labor Reports					
Financial Statements					
Full Charge					
Purchase Orders					
Reconciliations					
Taxes					
Other: (list)					

Computerized Databases

Database	Version	Self-taught	Formal Training	Number of Years Utilized	Currently Using
Access					
FoxBase/FoxPro					
FileMaker Pro					
Meeting Pro					
PeopleSoft					
Other: (list)					

Operating System software

Software	Version	Self-taught	Formal Training	Number of Years Utilized	Currently Using
Windows					
Windows NT					
Macintosh					
Other: (list)					

Hardware/Miscellaneous

Hardware	Version	Self-taught	Formal Training	Number of Years Utilized	Currently Using
PC					
Macintosh					
Fax machines					
Scanners					
Printers (color)					
Printers (b&w)					
Other: (list)					

Clerical

___ Calculator/10 key	___ Copy Machines
___ Filing Systems	___ Typing (___ wpm)
___ Switchboard/Multi-line	___ Other: _____
___ Postage Equipment	___ Other: _____