



# COUNTY OF CHELAN

## Employment Application

*An Equal Opportunity Employer*

### Applicant Information

Position Applying For:		Date:	
Last:	First:	Middle:	
Street Address:			
Address Line 2:			
City:		State:	
Postal/Zip Code:		Country:	
Phone Number:		Email:	
Do you have a valid Driver License?			
Yes <input type="checkbox"/>	No <input type="checkbox"/>	State:	Number:
		Exp Date:	
Do you have a valid Commercial Driver License?			
Yes <input type="checkbox"/>	No <input type="checkbox"/>	State:	Number:
		Exp Date:	
Type:		Restrictions:	
Have you ever been employed by Chelan County? (If yes, please provide date & dept.)			
Yes <input type="checkbox"/>	No <input type="checkbox"/>	From:	To:
		Dept:	
Are you related to anyone currently employed by Chelan County? (If yes, who?)			
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name(s):	
If you are under 18 years of age, can you provide required proof of your eligibility to work?		After Hire are you able to provide Proof of Citizenship or Immigration status?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>
		No <input type="checkbox"/>	
List any foreign languages you speak, read or write?			
Language:		Language:	

Education / Training / Skills			
High School Graduate or GED completed?		If no, highest grade completed?	
Yes <input type="checkbox"/> No <input type="checkbox"/>			
Education / Training / Skills			
University, College, & Vocational-Tech Education?	Degree / Certificate:	Date Awarded:	
Experience & Employment History – Required Letter of Interest & Resume			
Employer Name:	From: (month/year)	To: (month/year)	Reason for leaving or considering change?
References			
List two professional and one personal reference whom Chelan County may contact.			
Name:	Email:	Phone:	

**Equal Employment Opportunity:** As an equal opportunity employer, Chelan County does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, the use of a trained guide dog or other service animal, or other non-merit-based factors or any other basis prohibited by local, state or federal laws. If you require a reasonable accommodation to complete the employment application process - Please contact the Human Resources Department for more information [human.resources@co.chelan.wa.us](mailto:human.resources@co.chelan.wa.us) or (509) 667-6311

**Proof of Right to Work:** Chelan County participates in E-Verify. [E-Verify](#) electronically compares information entered on the Employment Eligibility Verification, Form I-9, with records contained in Social Security Administration and Department of Homeland Security (DHS) databases to help employers verify the identity and employment eligibility of newly hired employees. Download [E-Verify Participation Brochure](#).

**Physical Examination May Be Required:** Chelan County is committed to providing a safe environment for its employees. In order to assist in maintain a safe work environment it is imperative that employees are able to physically perform the essential functions of their jobs. If you are offered employment Chelan County may require a pre-employment fitness for duty - physical examination. The physical examination is intended to evaluate whether or not you can safely perform essential job functions without risks to yourself, co-workers, and/or the public.

**Post -Offer, Pre-Employment / Random Drug & Alcohol Testing:** Chelan County desires to provide a drug-free, healthy and safe workplace. Employees that obtain safety sensitive positions are required, under federal law, to participate in random drug and alcohol testing programs. Safety sensitive job duties include without limitation; those who operate vehicles, machinery, or equipment as part of their job functions may be subjected to drug and alcohol testing. After conditional offer for employment, prior to commencing employment and pursuant to random selection process; CDL holders are subject to Federal Motors Carrier Safety Administration guidelines, which includes random screening.

**Applicant Certification, Authorization, and Agreement:** I hereby certify that all statements made in this application are complete and true, to the best of my knowledge. In the event of employment, I understand and agree that any false or misleading information on my application or interview(s) may result or shall be considered sufficient cause for employment disqualifications or discharge from employment. I understand, also, that I am required to abide by all rules and regulations of the employer.

I understand and acknowledge that, unless otherwise defined y applicable law, any employment relationships with the organization is of an “at will” nature, which means that the employee may resign at any time and the employer may discharge employee at any time without cause.

I understand that I may be required to submit to post-offer, pre-employment drug and alcohol testing in accordance with the Chelan County fitness for Duty Policy.

I authorize my current and former employer(s) to provide Chelan County all available information regarding my current and former employment. I authorize all schools, colleges and universities that I have attended to provide Chelan County all available information regarding my education. I understand that such information may or may not be favorable. I hereby release my current and former employer(s), the educational institutions I have attended, the references I have listed, and Chelan County, and their employees, from any and all claims, liability and damages resulting from the release of information to Chelan County.

I am willing to take a post-offer, pre-employment physical examination, if I am offered employment.

I understand that, as a condition of employment, I must provide documentation to Chelan County within three (3) days after my employment to prove United States citizenship or the right to work in the United States.

I authorize Chelan County to investigate any of the information in this application. If driving a motor vehicle is an essential function of the position applied for, then I authorize Chelan County to review all driving record information available through the Department of Licensing.

Initial to accept terms & conditions

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revised: 04/2024