



West Central Community Center

1603 N Belt - Spokane, WA 99205
(509) 326-9540 westcentralcc.org



Application for Employment

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We do not discriminate in the recruitment, hiring, and conditions of employment on the basis of race, color, religion, creed, national origin, sex (including pregnancy), age, marital status, disability, veteran status, and any other status as protected by applicable law. WCCC encourages candidates and employees with disabilities to request accommodations, when needed, for testing; recruitment; the interview process; or to enjoy the benefits and privileges of employment. If you have an accommodation need, please notify the WCCC Front Desk. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully; but its receipt does not imply that you will be employed. WCCC is a drug free and smoke free work place.

(Please print or type all information and answer all questions completely)

First Name	Middle Initial	Last Name
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Address including Zip Code

Home Phone #	Cell Phone #	Message Phone #	Email Address:
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Are you 18 years of age, or over? Yes No

Are you authorized to work in the United States? Yes No

Other names used in prior employment: _____

Position Applied For: _____ Date of Application: _____

Full Time Part Time Evening Shift Weekends Temporary

Date available for work? _____

Have you ever been employed with us before? If yes, give date _____ Yes No

Do you have any relatives currently employed by the West Central Community Center?..... Yes No
If yes, give name, position, and relationship. _____

WCCC is a drug free and a smoke free workplace. Do you have a condition that would keep you from performing your position under this provision? Yes No Do you smoke? Yes No

If applying for a position requiring the transport of participants you must be 25 years or older to qualify for the Center's van insurance. Are you 25 or older (answer only if applicable to position posting)? Yes No

If answered yes to the above, do you have both a valid Washington State driver's license and proof of insurance?..... Yes No

Have you ever been involuntarily discharged (fired) or resigned (quit) in lieu of discharge from a position? Yes No. If yes, give dates and circumstances. _____

May we contact your current employer about your character, qualifications, & work record? A "NO" will not affect our review of your qualifications. If you answer "No" and we need to contact your present employer before we can offer you a job, we will contact you first. Yes No

May we contact all past employers listed in this application? Yes No
If No, please list those you do not wish to be contacted: _____

Have you been convicted of any crime and/or imprisoned/jailed in the last seven (7) years? If yes, you must complete a Conviction/Criminal History Information Form. Failure to disclose this information will cause your application or possible employment to be terminated for misrepresentation or omission. Please contact the HR office at (509) 326-9540 to request the form.

Education (Mark highest level completed and school name, city, state, Zip and year completed)

Name, city and state of schools attended

Did You Graduate (Y/N)?

Degree Received

College _____

Other _____

Employment Experience

Beginning with your present or most recent employment, list the last four positions you held. Include any job-related military service assignments and volunteer activities. If more space is needed, please attach sheet.

Name and address of employer: _____

Immediate Supervisor: _____

Phone #: _____

Job Title: _____

Dates (month/year): From _____

To: _____

Reason for leaving: _____

Description of work: _____

Name and address of employer: _____

Immediate Supervisor: _____

Phone #: _____

Job Title: _____

Dates (month & year): From _____

To: _____

Reason for leaving: _____

Description of work: _____

Name and address of employer: _____

Immediate Supervisor: _____

Phone #: _____

Job Title: _____

Dates (month & year): From _____

To: _____

Reason for leaving: _____

Description of work: _____

Other Qualifications, certifications or special skills or experience:

Summarize special job-related skills and qualifications acquired from employment or other experience. Describe any job-related special accomplishments or equipment operated. Describe any job-related training courses (give title and year). State any additional information you feel may be helpful to us in considering your application.

References:

Give name, address and telephone number of three references not related to you. Would prefer work-related references, if possible.

- 1. _____
- 2. _____
- 3. _____

Applicant's Statement:

I certify that I have read and understand all questions and statements contained in this application, further, that all statements I have made herein are true and correct to the best of my knowledge and belief.

I understand the completion of this form does not guarantee me status as an applicant or any consideration or employment unless I meet all stated minimum qualifications required of the position for which I am asking to be considered. In the event I am employed, (I understand employment is 'at will' and all employees are subject to termination at the discretion of the company). In the event I am employed by the company, my compensation, hours of employment and all other terms and conditions of employment are subject to modification or change by WCCC at their discretion.

I understand and consent to a pre-employment reference and criminal history check. This inquiry may include computer database searches, criminal history checks (including a Washington State Patrol Request for Criminal History Information Child/Adult Abuse Information Act RCW 43.43.830 through 43.43.845 –WATCH report), interviews with people acquainted with me, employers or references. I understand the information will be kept confidential to the extent permitted by law.

I release and hold harmless the West Central Community Center, its agents and employees, and all references or other sources of information from any and all liability in obtaining or providing such information about me. I agree that should I be offered a position with the West Central Community Center and it is determined that I have provided false or incomplete information, the West Central Community Center may revoke my offer of employment.

I authorize the company to supply my employment record, in whole or in part, and in confidence, to any government agency, or other party with a legal and/or proper interest.

I understand and accept that my employment is conditional upon my satisfactorily passing a drug screening, if one is requested. This is to be given by a physician, clinic or other health care provider selected by the Center.

I understand and agree that if this position requires the handling of funds or other valuables a credit report may be required and evaluated as part of the candidacy process.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that employment is provisional and conditioned upon verification of no criminal or other history which would disqualify me from employment based on WCCDA policy, rules, regulations or any other stipulations imposed/required in the administration of its programs or activities. I understand I am required to abide by all rules and regulations set forth in the company's policy manual or other communications distributed to all employees. I hereby further certify that I understand that employment with West Central Community Center is at will and subject to termination by West Central Community Development Association.

Signature of Applicant

Date

Thank you for your interest in working for us! Please review these important features of our hiring process:

- 1) Applications are active for 60 days or until the current hiring process is closed.
- 2) Hiring is a two way process - we encourage applicants to ask questions and will do our best to answer them.
- 3) Due to the volume of applications received, we will not be able to notify each and every applicant not selected. Only those selected for further interviews will be contacted.
- 4) In some cases, internal candidates are considered alongside external applicants.
- 5) This application does not guarantee an interview or offer of employment.
- 6) All job offers may be contingent on satisfactory completion of background investigation, drug screen and a fitness for duty assessment. Job offers are not final until confirmed in writing.
- 7) Our employees deserve the best co-workers possible. Therefore we reserve the right to hire the best qualified person for the job.

Please initial and date after reading the hiring process above: _____

HOW DID YOU FIRST HEAR ABOUT THIS JOB?

(Please select one. For statistical purposes only)

How Did You Learn About Us?

- | | | | |
|------------------------------------|---|-----------------------------------|--|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Job Posting | <input type="checkbox"/> Walk In | <input type="checkbox"/> Employment Agency |
| <input type="checkbox"/> Relative | <input type="checkbox"/> Internet Posting | <input type="checkbox"/> Job Fair | <input type="checkbox"/> Other _____ |



This form must be completed to be considered for employment

The Washington State Child and Adult Abuse Information Law (RCW 43.43.830-.842) requires that employers ask applicants to disclose specific information about any convictions for crimes against persons and crimes relating to financial exploitation and findings in related actions and proceedings. This conviction information must be disclosed before an applicant can be considered for employment in any position which may involve unsupervised access to children, developmentally disabled persons or vulnerable adults as defined by the law. **A conviction/criminal history record does not necessarily disqualify an individual for employment.** Criminal history records may be verified through the Washington State Patrol or other law enforcement related agencies; initial and/or continued employment may be subject to a satisfactory Criminal Conviction Report. Questions about the use of conviction/criminal history information in the application process may be referred to Human Resources at (509) 326-9540.

Applicant Name (Last) (First) (M.I.)

Maiden Name/Aliases

Position or type of work applied for:

1. CRIMES AGAINST PERSONS AND CRIMES RELATING TO FINANCIAL EXPLOITATION:

Have you ever been convicted of any of the crimes listed below?

Yes No If Yes, check all that apply and describe in the box below. * SEE PART 5 BELOW.

- Arson (1st degree)
Assault, Custodial
Assault, Simple (or 4th Degree Assault)
Assault (1st/2nd/3rd Degree)
Assault of a Child (1st/2nd/3rd Degree)
Burglary (1st Degree)
Child Abandonment
Child Abuse or Neglect (RCW 26.44.020)
Child Buying or Selling
Child Molestation (1st/2nd/3rd Degree)
Commerical Sexual Abuse of a Minor
Communication with a Minor
Criminal Abandonment
Criminal Mistreatment (1st/2nd Degree)
Custodial Interference (1st/2nd Degree)
Custodial Sexual Misconduct(1st/2nd Degree)
Endangerment with a Controlled Substance
Extortion (1st/2nd/3rd* Degree)
Forgery*
Incest
Indecent Exposure - Felony
Indecent Liberties
Kidnapping (1st/2nd Degree)
Malicious Harassment
Manslaughter (1st/2nd Degree)
Murder, Aggravated
Murder (1st/2nd Degree)
Patronizing a Juvenile Prostitute
Promoting Pornography
Promoting Prostitution (1st Degree)
Prostitution
Robbery (1st/2nd Degree)
Rape (1st/2nd/3rd Degree)
Rape of a Child (1st/2nd/3rd Degree)
Selling/Distributing Erotic Material to a Minor
Sexual Exploitation of a Minor
Sexual Misconduct with a Minor (1st/2nd Degree)
Theft (1st/2nd/3rd* Degree)
Unlawful Imprisonment
Vehicular Homicide
Violation of Child Abuse Restraining Order

2. DRUG-RELATED CRIMES

Have you ever been convicted of a crime related to the manufacture of, delivery of, or possession with intent to manufacture to deliver a controlled substance?

Yes No

3. RELATED PROCEEDINGS

Have you ever been found in a dependency action, domestic relations proceeding, disciplinary board hearing, or protection proceeding to have: sexually assaulted or exploited, sexually or physically abused, a minor or developmentally disabled person OR to have financially exploited or abused a vulnerable adult?

Yes No

4. MEDICARE-MEDICAID/HEALTHCARE RELATED CRIMES

Have you ever been convicted of any crime related to the delivery of service under Medicare/Medicaid or any state or federal healthcare program or convicted or any crime connected with the delivery of a healthcare item or service?

Yes No

Have you ever been judged liable for civil monetary penalties for conduct related to the delivery of services, supplies or other participation in Medicare/Medicaid or any other state or federal healthcare program?

Yes No

Have you ever been excluded from providing services under Medicare, Medicaid, or any other federal funded healthcare program?

Yes No

5. For all items checked in 1, 2, 3 and 4 above, specify the conviction or action date(s), sentence(s) or penalty(ies), imposed, prison release date(s) and current standing (e.g., parole, work release). For all items with an asterisk (*) above, provide a description of the victim including the victim's age. Attach additional page(s) if needed.

You will not be considered for employment if you do not complete and sign this form.

SIGNATURE

I certify that the information contained in my resume, other application-related materials, and the above-stated information is true, correct, and complete to the best of my knowledge. I understand that consideration for employment and the continuation of subsequent employment depend on true, accurate and complete representation of these facts as stated or implied in all application-related materials. I authorize the West Central Community Development Association to make inquiries regarding my education, work experience, references, unless otherwise stated, and criminal conviction history. I understand that any job offer or subsequent employment may be conditioned on the Center's receipt of a satisfactory Criminal Conviction Report from the Washington State Patrol or other law-enforcement related agency.

Signature _____ Date _____