



EMPLOYMENT APPLICATION

1226 Carpenter Rd SE, Ste B-1 Lacey, WA 98503

Date _____

Name _____ Over 18 years old? Y _____ N _____ SSN _____

Address _____ City _____ Zip Code _____

Phone _____

In Emergency Contact _____ Relation _____ Phone _____

High School Diploma or GED? Y _____ N _____ Where? _____ When _____

Level of Education Completed _____ Where _____ When _____

What shifts are you willing to work: Day (generally 8a-4p) _____ Swing (generally 4p-12a) _____ Grave (generally 12a-8a) _____

Part time (you have a schedule between 1-35 hours per week) _____ Full time (you have a schedule that is 36+ hours) _____

Fill-in status _____ (You do not have a set schedule. This is a very flexible schedule. You need to work at least 20 hours per month, but you can work up to 40 hours per week. This schedule works well for employees in school or who like a lot of flexibility in their schedule.)

Most shifts include working the weekend: **Yes**, I'm willing to work weekends _____ **No**, I'm not willing to work weekends _____

U.S. Citizen: Yes No (If no, Alien Number must be given before employment begins)

Have you ever been convicted of a felony? Yes No (If yes, attach explanation)

Military service? Yes No

Work Experience: (Last 8 years, list most recent first - you may attach resume for this section)

* **Employer** _____ Address _____ Phone _____

Supervisor _____ From _____ To _____ Hourly Pay _____ Position _____

Reason for leaving _____

Duties _____

* **Employer** _____ Address _____ Phone _____

Supervisor _____ From _____ To _____ Hourly Pay _____ Position _____

Reason for leaving _____

Duties _____

* **Employer** _____ Address _____ Phone _____

Supervisor _____ From _____ To _____ Hourly Pay _____ Position _____

Reason for leaving _____

Duties _____

List 3 Personal references other than relatives (include address and phone number):

Other volunteer and community experience working with special populations? _____

Education / Employment Goals: _____

I affirm that the information contained in this application and in any other material included as part of this application is true and correct to the best of my knowledge. I understand that any misrepresentation given in the application process may lead to my termination from employment.

In order to maintain staff flexibility that is essential to the successful management of our agency, it is understood that any employment relationship with Kokua is "At Will". It can be terminated, with or without cause, at any time by either the employer or the employee.

Signature _____