



NORTHWEST

SEATTLE

APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

TODAY'S DATE _____

PART 1: PERSONAL INFORMATION

Applicants are considered without regard to race, color, religion, sex, or the presence of a non-job related medical condition or handicap.

NAME _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOME PHONE NUMBER _____ CELL/OTHER PHONE NUMBER _____

EMAIL ADDRESS _____

PART 2: EMPLOYMENT DESIRED

POSITION APPLYING FOR _____

Applications accepted for open, advertised positions only

DATE YOU CAN START _____ SALARY DESIRED _____

ARE YOU AUTHORIZED TO WORK LEGALLY IN THE UNITED STATES? YES NO

YOU WILL BE REQUIRED TO PROVIDE PROOF OF ELIGIBILITY WITHIN THREE (3) WORKING DAYS OF HIRE DATE IF SELECTED FOR A POSITION.

CHECK TYPE OF EMPLOYMENT YOU ARE SEEKING		
<input type="checkbox"/> FULL TIME	<input type="checkbox"/> DAY SHIFT	WILL YOU WORK OVERTIME? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> PART TIME	<input type="checkbox"/> SWING SHIFT	
<input type="checkbox"/> WEEKDAYS	<input type="checkbox"/> WEEKENDS	
HOW DID YOU HEAR ABOUT THE POSITION?		
<input type="checkbox"/> FRIEND/FAMILY WHO WORKS AT DAA (NAME) _____		
<input type="checkbox"/> EMPLOYMENT AGENCY		
<input type="checkbox"/> NEWSPAPER AD		
<input type="checkbox"/> OTHER _____		

PART 3: CERTIFICATIONS OR LICENSES HELD

DO YOU POSSESS A VALID DRIVER'S LICENSE? YES STATE _____ NO

ATTENTION APPLICANTS: A Driving Abstract from the state your driver's license is issued will be required prior to any offer of employment. You can provide a copy or we will order one. If you are selected in the interview process and you accept a position with DAA, we will reimburse the cost of the Driving Abstract.

I AUTHORIZE INVESTIGATION OF MY DRIVING RECORD. IF EMPLOYED, I WILL NOTIFY MY SUPERVISOR IMMEDIATELY IF MY LICENSE HAS BEEN SUSPENDED, REVOKED, OR CANCELLED.

INITIALS: _____ DATE: _____

LIST ANY MOVING VIOLATIONS OR CITATIONS THAT MAY APPEAR ON YOUR DRIVING RECORD FOR THE LAST 3 YEARS

PART 4: SKILLS AND TRAINING

STATE ANY SPECIAL SKILLS OR TRAINING YOU POSSESS

PART 5: EDUCATION

	SCHOOL NAME & LOCATION	MONTH & YEAR ATTENDED	DEGREE AWARDED
HIGH SCHOOL	_____	FROM: _____ TO: _____	_____
COLLEGE	_____	FROM: _____ TO: _____	_____
TRADE SCHOOL	_____	FROM: _____ TO: _____	_____
OTHER	_____	FROM: _____ TO: _____	_____

PART 6: REFERENCES

Please provide individual and business names, positions, addresses, and phone numbers for three references.

FULL NAME	BUSINESS OR OCCUPATION	ADDRESS & PHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____

PART 7: EMPLOYMENT/WORK EXPERIENCE

Start with your present or most recent position. Exclude organizations that indicate race, color, religion, sex, or national origin.

COMPANY NAME _____ TELEPHONE _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMPLOYED (*State Month & Year*) FROM: _____ TO: _____ PAY - START: _____ LAST: _____

STATE JOB TITLE AND DESCRIBE YOUR WORK _____

REASON FOR LEAVING _____ MAY WE CONTACT? YES NO

COMPANY NAME _____ TELEPHONE _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMPLOYED (*State Month & Year*) FROM: _____ TO: _____ PAY - START: _____ LAST: _____

STATE JOB TITLE AND DESCRIBE YOUR WORK _____

REASON FOR LEAVING _____ MAY WE CONTACT? YES NO

COMPANY NAME _____ TELEPHONE _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMPLOYED (*State Month & Year*) FROM: _____ TO: _____ PAY - START: _____ LAST: _____

STATE JOB TITLE AND DESCRIBE YOUR WORK _____

REASON FOR LEAVING _____ MAY WE CONTACT? YES NO

PART 8: SIGNATURE/ACKNOWLEDGEMENT

All answers and statements are true and complete to the best of my knowledge. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have - personal or otherwise - and release the company from any and all liability for any damage that may result from utilization of such information. I understand that untruthful or misleading answers on this application are cause for rejection of this application or dismissal if employed. I understand that DAA is an at-will employer, and should I be employed by the company, my employment may be terminated, at any time, with or without cause, by me or the company without prior notice. I understand and agree that this statement does not constitute an employment offer or contract of any kind.

YOUR SIGNATURE _____ DATE _____

DAA IS AN EQUAL OPPORTUNITY EMPLOYER

THIS APPLICATION IS VALID FOR 60 DAYS

Invitation to Voluntarily Self-Identify

It has been and will continue to be the policy of this company that there will be no discrimination based on race, color, national origin, sex, sexual orientation, age, religion, marital status, or other protected status as provided by federal, state or local law. In order to help us comply with record keeping, reporting and other legal requirements, we invite you to **voluntarily** complete this **invitation to self-identify**. Your submission of this information is completely voluntary and the information you provide or your refusal to provide such information will not jeopardize your employment in any manner. This data will be kept confidential to the extent required by law and will be used only as allowed by the law.

Please sign and return this form even if you do not answer it. We appreciate your cooperation.

Applicant's Name: _____

Date of Application: _____

Job applied for: _____

Gender

Please check one: Male Female

Race/Ethnic Designation

Please check as applicable:
(Definitions below)

Hispanic/Latino
 White
 Black/African American
 Asian
 Native Hawaiian/Other Pacific Islander
 American Indian/Alaskan Native

Applicant's Signature: _____ Date: _____

Race/Ethnic Definitions

White - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black/African American - All persons having origins in any of the Black racial groups of Africa.

Hispanic or Latino - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultural origin, regardless of race.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, China, India, Japan, and Korea.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of the Hawaiian Islands or other Pacific Islands, including the Philippine Islands and Samoa.

American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.