



Employment Application

DEPUTY CLERK

Must be returned to Omak City Hall by 4:00 PM, Thursday, January 6, 2022.

Personal Profile: (please print)

| | | |
|------------------|------------|------------|
| _____ | _____ | _____ |
| Name | Work Phone | Fax |
| _____ | _____ | _____ |
| Mailing Address | Home Phone | Cell Phone |
| _____ | _____ | _____ |
| City, State, Zip | E-mail | |

Education:

Please include all college and university attendance and other relevant education. Attach additional information if applicable.

| | | |
|----------------------------|----------|-------|
| _____ | _____ | _____ |
| Institution Degree/Date | Location | Major |
| _____ | _____ | _____ |
| Institution Degree/Date | Location | Major |

Certifications:

Please provide information regarding any certifications or qualifications you may have that are pertinent to this position.

Employment History: Beginning with current employer, and working back ten years, please list:

NAME & ADDRESS OF EMPLOYER: _____

Type of business: _____ **Phone No.:** _____

Dates of employment: From: _____ **To:** _____

Full-time ___ **Part-time** ___ **Voluntary** ___

Title: _____
Duties: _____

Name of supervisor: _____

Reason for leaving: _____

NAME & ADDRESS OF EMPLOYER: _____

Type of business: _____ **Phone No.:** _____

Dates of employment: From: _____ **To:** _____

Full-time ___ **Part-time** ___ **Voluntary** ___

Title: _____
Duties: _____

Name of supervisor: _____

Reason for leaving: _____

Employment History continued:

NAME & ADDRESS OF EMPLOYER: _____

Type of business: _____ **Phone No.:** _____

Dates of employment: From: _____ **To:** _____

Full-time ___ **Part-time** ___ **Voluntary** ___

Title: _____
Duties: _____

Name of supervisor: _____

Reason for leaving: _____

NAME & ADDRESS OF EMPLOYER: _____

Type of business: _____ **Phone No.:** _____

Dates of employment: From: _____ **To:** _____

Full-time ___ **Part-time** ___ **Voluntary** ___

Title: _____
Duties: _____

Name of supervisor: _____

Reason for leaving: _____

NAME & ADDRESS OF EMPLOYER: _____

Type of business: _____ **Phone No.:** _____

Dates of employment: From: _____ **To:** _____

Full-time ___ **Part-time** ___ **Voluntary** ___

Title: _____

Duties: _____

Name of supervisor: _____

Reason for leaving: _____

If additional space is needed, please continue on a plain piece of paper.

Have you been arrested or convicted of a criminal offense (excluding minor traffic offenses)? If yes, please explain the circumstances:

Availability: _____

Is there a current employer that you do not wish us to contact unless you are a finalist?

YES___ Employer: _____ NO___

How would you like us to contact you?

Please submit a personal resume along with this application.

I certify that all statements on my application and other materials are true to the best of my knowledge. I understand that falsification or omission of information relevant to employment or failure to fully complete the application form may disqualify my application. I agree and give my consent that if I am a semifinalist that any person, firm or organization listed herein is authorized to furnish the City of Omak with reference material concerning my character, past employment or any other information requested. I understand and agree that the hiring agency or its agents retains the right to determine the fitness and adaptability of applicants for employment.

Signature: _____

Date: _____

References: Please list six references including supervisors, employees, and peers:

| Name | Relationship | Reference Contact Phone Number |
|------|--------------|-----------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
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RETURN APPLICATION BY January 6th, 2022, TO:

CITY OF OMAK
 ATTN: Connie Thomas, City Clerk
 P.O. BOX 72 2 NORTH ASH
 OMAK, WA 98841