



Agenda Sheet for City Council Meeting of:
11/20/2017

Date Rec'd	11/8/2017
Clerk's File #	ORD C35564
Renews #	
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	CITY COUNCIL
Contact Name/Phone	BREAN 6256269
Contact E-Mail	AMCDANIEL@SPOKANECITY.ORG
Agenda Item Type	First Reading Ordinance
Agenda Item Name	0320 FAIR CHANCE HIRING ORDINANCE

Agenda Wording

An ordinance establishing fair chance hiring requirements; prohibiting employers from advertising restrictions on job applicants based on arrest or conviction records or inquiring into arrest or conviction records until after interview;

Summary (Background)

This ordinance would prohibit employers from using criminal conviction or arrest records to make employment decisions prior to an in-person or Skype interview and would prohibit employers from advertising a restriction on job applicants based on criminal conviction or arrest records unless the restriction was a bona fide condition of employment. This ordinance allows employers to use criminal arrest or conviction records after the interview.

Fiscal Impact	Grant related? NO	Budget Account
	Public Works? NO	
Select \$		#
Select \$		#
Select \$		#
Select \$		#

Approvals		Council Notifications	
Dept Head	MCDANIEL, ADAM	Study Session	
Division Director		Other	Public Safety
Finance	DOVAL, MATTHEW	Distribution List	
Legal	PICCOLO, MIKE		sstopher@spokanecity.org
For the Mayor	DUNIVANT, TIMOTHY		<i>Adam McDaniel</i>
Additional Approvals			
Purchasing			

FIRST READING OF THE ABOVE
ORDINANCE HELD ON
11/20/2017
AND FURTHER ACTION WAS DEFERRED
Kevin L. Foster
CITY CLERK

PASSED BY
SPOKANE CITY COUNCIL:
11/27/2017
Kevin L. Foster
CITY CLERK



Continuation of Wording, Summary, Budget, and Distribution

Agenda Wording

Summary (Background)

Employers may also consider criminal records if the conviction is related to significant job duties or otherwise allowed by law. The ordinance formally adopts into the municipal code the City's existing administrative policy on fair chance hiring, also including exceptions for public safety, serving vulnerable populations and confidential positions. Violations of this ordinance if a Class 1 Civil Infraction and can result in a \$261 fine for each occurrence.

Fiscal Impact

Select \$

Select \$

Budget Account

#

#

Distribution List

ORDINANCE NO. C-35564

An ordinance establishing fair chance hiring requirements; prohibiting employers from advertising restrictions on job applicants based on arrest or conviction records or inquiring into arrest or conviction records until after interview; providing for limited exceptions; establishing penalties; and enacting new chapters 09.02 and 09.03 of the Spokane Municipal Code.

WHEREAS, the use of arrest and conviction records can help ensure public safety, as long as that use is clearly defined and balances the need for equal opportunity and personal privacy; and

WHEREAS, criminal background checks are, however, often over-broadly and indiscriminately used to determine the risk of hiring an employee; and

WHEREAS, African Americans are 3.6% of Washington's population, but account for nearly 19% of the state's prison population; and

WHEREAS, Native Americans are 1.5% of the state population, but account for 4.3% of the state's prison population; and

WHEREAS, economists estimate that by denying fair employment opportunities to people with criminal records, our nation's gross domestic product lost \$57 to \$65 billion in 2008; and

WHEREAS, in August 2014, the Mayor publicly asked the Civil Service Commission and the Human Resources Department to remove the box on City employment applications that asks about criminal history and to adopt hiring policies that consider applicants first based on qualification, not criminal history, and that provide an individual assessment of whether a particular criminal record is sufficiently related to the job sought to justify disqualification from employment; and

WHEREAS, during the 2017 legislative session, Sen. Baumgartner sponsored a state-wide "ban the box" proposal, which passed the Senate, but which was not enacted into law; and

WHEREAS, the City of Spokane will continue to advocate for a state-wide Fair Chance Hiring policy; and

WHEREAS, in October, 2017, Spokane County placed its own "ban the box" policy into effect for applicants for County employment; and

WHEREAS, when qualified job seekers with criminal records are given the opportunity to work, they add to the tax base and local economy, and will therefore be less reliant on public benefits and social services; and

WHEREAS, the U.S. Equal Employment Opportunity Commission (“EEOC”), to maximize compliance with federal anti-discrimination law, issued a guidance document in 2012 which found that blanket bans on job applicants based on criminal backgrounds have a disparate impact based on race and national origin, therefore potentially violating Title VII of the Civil Rights Act of 1964, and recommended delaying inquiry of a job applicant’s conviction history until after the conclusion of a job interview, considering the job-relatedness of the conviction, taking into account length of time since conviction, and providing an individualized assessment affording the opportunity to correct any inaccuracies and to submit evidence of mitigation or rehabilitation; and

WHEREAS, the 2012 EEOC guidance currently applies to all employers within the City of Spokane with fifteen or more employees and the City desires to apply application of the EEOC guidance to all private employers within the City in order to level the playing field for all employers and job applicants; and

WHEREAS, “banning the box,” and providing the opportunity for employment to those with criminal backgrounds who have paid their debt to society and are seeking re-entry to the work force will reduce recidivism and reduce the overall reliance on public assistance, as well as reducing the crime rate in Spokane and increasing the overall productivity of our workforce; and

WHEREAS, implementing this fair chance hiring ordinance will advance the City’s strategic goal of “creat[ing] a compassionate community so that all people can feel safe, empowered, and welcome”; and

WHEREAS, one way the City can meet its goal of increasing the median household income is to help more people get back to work, and this is a goal shared by the fair chance hiring ordinance; and

WHEREAS, fair chance hiring practices also help reduce recidivism, which will assist in the accomplishment of the City’s goal of reducing property crime and making Spokane the safest Washington city of its size; and

WHEREAS, the City of Spokane’s legislative agenda strongly supports the enactment of a state-wide fair chance hiring laws equivalent to those set out in this ordinance and the Spokane City Council will reconsider this ordinance upon passage of a state-wide fair chance hiring law; and

WHEREAS, the City of Spokane will concentrate on educating the community about fair chance hiring in 2018 and defer the imposition of any citations or fines for violating this ordinance until after January 1, 2019; and

WHEREAS, the City of Spokane will evaluate its 2018 education efforts and prepare a written report for City Council; and

WHEREAS, finally, giving people the chance to get back to work after they have paid their debt to society increases our social capital, because it increases the productive capability, social responsibility, cohesion and trust across our community.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That there is enacted a new chapter 09.02 of the Spokane Municipal Code to read as follows:

Chapter 09.02 Fair Chance Hiring
Section 09.02.010 Findings

The City of Spokane finds that many qualified job applicants who have some kind of criminal record simply cannot obtain employment due to early screening or advertising which excludes them from the applicant pool. Many individuals who have criminal records could show themselves to be both highly-qualified and well-suited for employment in an interview, yet many do not even reach that stage due to screening criteria which make those with criminal records immediately disqualified for work. People with criminal records who cannot find work are forced to rely on public assistance and may be more likely than those who can secure work to re-offend.

Section 09.02.020 Purpose

- A. The City of Spokane intends to ensure that people who have completed a sentence for a past criminal conviction are not forever branded as unworthy or unable to participate in the life of the community, a central part of which is the ability to compete for employment in Spokane.
- B. The City intends to ensure that all employers have clear guidance on when they can inquire about criminal records of job applicants, in an effort to provide predictability, certainty, and fairness to both employers and job applicants.
- C. The City intends to assure employers that they may still conduct criminal background checks necessary for their specific employment purposes, and to set certain minimum and non-intrusive standards for doing so.
- D. Nothing contained in this chapter is intended to be nor shall be construed to create or form the basis for any liability on the part of the City, or its officers, employees or agents for any injury or damage resulting from or by reason of any act or omission in connection with the implementation or enforcement of this chapter on the part of the City by its officers, employees or agents.

- E. Nothing in this chapter shall constitute or be construed to create a private right of action under state law or form a basis for relief in the state courts. It is the intent of this chapter that all causes of action for violations of the chapter shall lie with the City of Spokane municipal court.
- F. Nothing in this chapter shall be deemed to deny any person the right to institute any action or to pursue any civil or criminal remedy for the violation of such person's civil rights.

Section 09.02.030 Definitions

- A. "Arrest or Conviction Record" means any record or information about a citation or arrest for criminal conduct, including records relating to probable cause to arrest, and includes any record about a criminal or juvenile case filed with any court, whether or not such a case resulted in a finding of guilt, has been vacated, or overturned on appeal.
- B. "Employment" means any individual occupation, vocation, job, or work for pay, including temporary or seasonal work, and work through the services of a temporary or other employment agency.
- C. "Employer" means any individual, partnership, association, corporation, business trust, contractor, temporary staffing agency, training and apprenticeship program, job placement, referral and employment agency, or any person or group of persons acting directly or indirectly and within the city limits of Spokane, in the interest of an employer in relation to an employee; provided, however, that the term "employer" does not include: (i) the City of Spokane (which is covered under chapter 09.03, SMC); (ii) the United States, any agency or instrumentality of the United States, or any corporation wholly owned by the government of the United States; (iii) the State of Washington; (iv) Spokane County; or (v) any federally-recognized Indian tribe.
- D. "Otherwise qualified" means that the applicant meets the basic criteria for the position as set out in the advertisement or job description without taking into account the existence or absence of a criminal conviction or arrest record.

Section 09.02.040 Applicability

- A. This chapter does not apply:
 - 1. to any employer hiring an employee who will have unsupervised access to children under the age of eighteen, a vulnerable adult as defined in RCW 74.34.020(21), or a vulnerable person as defined in RCW 9.96A.060;
 - 2. to employers who are expressly permitted or required under any federal or Washington state law to inquire into, consider, or rely on information about an applicant's arrest or conviction record for employment purposes;
 - 3. to any General Authority Washington law enforcement agency as defined in RCW 10.93.020(1); or
 - 4. where criminal background checks are specifically permitted or required under state or federal law.

- B. Nothing in this chapter shall be construed to protect criminal conduct or interpreted or applied as imposing an obligation on the part of an employer to provide accommodations or job modifications in order to facilitate the employment or continued employment of an applicant with an arrest or conviction record or who is facing pending criminal charges.
- C. Nothing in this chapter prohibits an employer from declining to hire an applicant with a criminal record or from terminating the employment of an employee with a criminal record.

Section 09.02.050 Prohibition

A. No employer shall:

1. advertise applicable employment openings in a way that excludes people with arrest or conviction records from applying, such as using advertisements which state "no felons," "no criminal background," or which otherwise convey similar messages; provided, employers may advertise the requirement for a criminal history inquiry and/or background check during or after the interview process as long as such advertisement does not state that an arrest or conviction record will automatically preclude the applicant from consideration for employment;
 2. include any question in an application for applicable employment, inquire orally or in writing, receive information through a criminal history background check, or otherwise obtain information about an applicant's arrest or conviction record prior to an in-person, telephonic, or video interview or received a conditional offer of employment;
 3. use, distribute, or disseminate an applicant's or employee's arrest or conviction record except as required or otherwise allowed by law;
 4. disqualify an applicant from applicable employment prior to an in-person, telephonic, or video interview solely because of a prior arrest or conviction unless the conviction is related to significant duties of the job or disqualification is otherwise allowed by this chapter; or
 5. reject or disqualify an applicant for failure to disclose a criminal record prior to initially determining the applicant is otherwise qualified for the position.
- B. Nothing in this chapter prohibits an employer from inquiring into or obtaining information about a job applicant's criminal conviction or arrest record or background, and considering the information received regarding such record during an in-person, telephonic, or video interview, or after the conclusion of such a job interview, or after a conditional offer of employment, and using such information in a hiring decision.

Section 09.02.060 More Protective Employer Policies Unaffected

Nothing in this chapter shall be construed or interpreted to prohibit or discourage an employer from adopting employment policies that are more protective to job applicants than the requirements of this chapter.

Section 09.02.070 Penalty

Violation of this chapter is a class 1 civil infraction.

Section 09.02.080 Severability

If any court of law determines that any particular provision of this chapter is void or of no legal effect, the offending provision shall be deemed struck from this chapter and the remainder of the chapter shall continue unaffected.

Section 09.02.090 Effect on other laws

Nothing in this chapter shall be interpreted or applied to diminish or conflict with any requirements of state or federal law, including Title VII of the Civil Rights Act of 1964; the federal Fair Credit Reporting Act, 15 U.S.C. 1681, as amended; the Washington State Fair Credit Reporting Act, chapter 19.182 RCW, as amended; the Washington State Criminal Records Privacy Act, chapter 10.97 RCW, as amended; and state laws regarding criminal background checks, including those relating to individuals with access to children or vulnerable persons, such as RCW 43.43.830, *et seq.*, as amended. In the event of any conflict between this chapter and a requirement of state or federal law, the state or federal requirement shall supersede the requirements of this chapter.

Section 2. That there is enacted a new chapter 09.03 to the Spokane Municipal Code to read as follows:

Chapter 09.03 Fair Chance Hiring Practices of the City of Spokane

Section 09.03.010 Purpose and Intent

The City of Spokane intends to ensure that its hiring practices for City employment provide applicants who have criminal arrest or conviction records an equal opportunity to obtain employment with the City. This chapter is intended to implement guidance first published by the Equal Employment Opportunity Commission ("EEOC") over two decades ago and last updated in 2012, to ensure that the City of Spokane fully complies with federal law.

Section 09.03.020 Statement of Policy

- A. No person may be disqualified from employment with the City due solely, or in part, to the existence of a prior criminal arrest or conviction, or prior felony conviction that occurred within the past ten (10) years, unless the crime for which the individual was convicted directly relates to the job position sought.
- B. The City of Spokane's use of applicant criminal arrest and conviction information will be based solely on the relationship between the past felony conviction and the potential risk to the City and its employees, residents, customers, and contractors.
- C. The City of Spokane will at all times comply with any federal or state law or regulation pertaining to background checks.

Section 09.03.030 Applicability

- A. This chapter does not apply to hiring practices conducted concerning the following City departments and job positions:
 - 1. The Spokane Police Department;
 - 2. Job positions requiring a limited police commission;
 - 3. Sworn positions in the Spokane Fire Department;
 - 4. Employees in job positions who have physical access to Criminal Justice Information Systems ("CJIS") equipment, terminals, screens, interfaces, circuits, programs, manuals, codes, and/or data contained within CJIS;
 - 5. Job positions governed by the Washington Child Protection Act;
 - 6. Positions involving the practice of law governed by the Washington Supreme Court or positions subject to federal or state background requirements; or
 - 7. Elected judges.
- B. Offers of employment for the following job positions shall be made contingent upon the completion of a criminal background check as mandated by state and/or federal law, the extent of which is to be determined by applicable law:
 - 1. Positions with access to CJIS;
 - 2. Positions at City Water and Hydroelectric with unsupervised access to electric generating facilities;
 - 3. Positions that require a special police commission;
 - 4. Positions in a licensed day-care facility; and
 - 5. Positions that will have unsupervised access to (i) children under the age of sixteen, (ii) developmentally disabled persons, or (iii) vulnerable adults in facilities or operations that are licensed, relicensed, or contracted by the state of Washington.
- C. Offers of employment in the following job positions may, at the discretion of the applicable department head or the Mayor, be conditioned upon a criminal background check due to the City's interest in protecting City operations, residents, employees, contractors, and customers:
 - 1. Senior leadership positions;
 - 2. Jobs requiring the handling of significant amounts of cash, generally, \$500 or more per week;

- 3. Positions having access to confidential identity information which includes a name associated with a Social Security number, bank account information, credit card information, or other combination of information that could be used for identity theft or related criminal activity;
 - 4. Positions with unsupervised access to homes of residents;
 - 5. Positions with major fiduciary responsibilities; and
 - 6. Positions having broad, unsupervised access to City facilities after normal working hours.
- D. Each department shall be responsible for the cost of conducting criminal background checks for applicants for employment within that department.

Section 09.03.040 Administrative Procedures

The Human Resources Director shall promulgate any further administrative procedures consistent with, and required for the implementation of, this chapter. In the event of any conflict between this chapter and administrative procedures promulgated under the authority of this section, this chapter shall control.

Section 3. That section 01.05.170 of the Spokane Municipal Code is amended to read as follows:

Section 01.05.170 Penalty Schedule – Business Regulations

- A. For each subsequent violation by a person, the classification of infraction advances by one class. For each subsequent class 1 violation of the same prohibited activity after the first violation, the code enforcement officer and court (in the case of contested case hearings) are authorized to double the penalty imposed.
- B. Infraction/Violation Class.

SMC 1.05.170 PENALTY SCHEDULE – BUSINESS REGULATIONS		
Infraction		Violation Class
General		
SMC 4.04.020	Engaging in licensed activity without license	2
SMC 4.04.060	Failure to display license or insigne	3
SMC 8.01.070 SMC 10.40.020	Engaging in business without registration or itinerant vendor license or permit	1
SMC 8.12.020	No amusement device license, no amusement device operators or owners license	3
SMC 8.12.060	No current list of amusement device locations	3
SMC 10.23A.030(G)	Entertainment facility establishment	1

	operator/owner	
SMC 10.25.010	Pruning, planting, or removing a public tree without a license	1
SMC 10.29.010(A)	Conducting an improper blasting operation	1
SMC 10.29.030	Heating mechanic	1
SMC 10.29.060(A)	Providing fire equipment service without Spokane Fire Department registration	1
SMC 10.34.020	Own, operate for-hire vehicle	2
SMC 10.34.110(D)	Owner of for-hire vehicle, allowing a non-licensed for-hire driver to operate his or her vehicle	1
SMC 10.49.040	Owning, operating or maintaining a medical cannabis collective garden	1
SMC 10.41A.040	Special police officer	2
SMC 10.45.040	Deal in used goods	2
SMC 10.48.050	Failure to register alarm system	2
SMC 10.48.170	Unlawful use of a security alarm system	3
SMC 13.02.0204	Solid waste collection or disposal	2
SMC 17G.010.100(C)(3)	Sewer installation	1
Chapter 09.01 SMC	Violation of the earned sick and safe leave ordinance	1
Chapter 09.02 SMC	Violation of the fair chance hiring ordinance	1
Fireworks		
SMC 10.33A.020(A)(2)	Conducting public display without a permit	Up to \$1,000
SMC 10.41A.040	Employ non-commissioned special police officer	3
SMC 10.41A.090	Violation of code by special police officer	1
Fire Code		
IFC 105.6.14 Chapter 33 IFC Chapter 10.33A SMC SMC 17F.080.060	Manufacture, storage, use, sale, handling of blasting agents, explosives without proper permit	1
IFC 105.6 IFC 105.7 SMC 17F.080.060	Conducting regulated code activities, operations, functions without permit	2
IFC 105.6.41	Conducting spraying or dipping application of flammable or combustible finishes (liquids or powders) for floor finishing or surfacing operations without a permit	2
IFC 2703.3	Unauthorized release, discharge of flammable,	1

	combustible liquids, petroleum waste products	
SMC 15.01.500	Fail to comply with notice and order under Commute Trip Reduction Program	2
SMC 15.03.030	Fail to comply with requirement of posting restaurant's smoking designation	2

Section 4. That sections 1 and 3 of this ordinance shall be effective six months from the date of enactment and that section 2 shall be effective thirty days from enactment as stated in section 19(B) of the City Charter. Notwithstanding the foregoing, nothing in this ordinance prohibits an employer from voluntarily complying with sections 1 and 3 of this ordinance at any point in time earlier than the effective date stated in this section.

PASSED by the City Council on November 27, 2017.

Ben Ford
Council President

Attest:

Sam Hester
City Clerk

Approved as to form:

Michael P. Riccio
Assistant City Attorney

Mayor

Date

Mayoral Decision to Return Unsigned
Returned after Mayoral Signature Deadline

Returned: 12-19-2017

June 14, 2018
Effective Date – Sections 1 & 3

January 13, 2018
Effective Date – Section 2



[Insert Your Logo Here]

APPLICATION FOR EMPLOYMENT

[Insert Your Address Here]

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants are considered regardless of race, religion, color, age, sex, sexual orientation, marital status, nationality, veteran status or disability.

INSTRUCTIONS - PLEASE READ

This is a general employment application required for all jobs. As the hiring process continues, you may be asked to provide a more detailed survey of your qualifications as they relate to a specific job or an additional authorization for release of information.

		Today's Date	
Last Name		First Name	Initial
Other names used:		Dates used: from to	
Present Street Address			
City		State	Zip
Mailing Address (if different from above)			
City		State	Zip
Home Telephone Number ()	Cell Phone Number ()	Message Phone Number ()	Email Address
Can you provide documentation that you may be lawfully employed in the U.S.? Yes ___ No ___			Are you at least 18 years of age? Yes ___ No ___
Have you applied here before? Yes ___ No ___ If yes, when?		Have you ever been employed by this company before? Yes ___ No ___	
If yes, dates of employment and in what position?			
Do any of your relatives or persons of your same household work here? If yes, please give their names.			
Position applied for:			Date you are available to start:
List other jobs you believe you may be qualified for:			
List any certificates or licenses you hold related to your qualifications for the work you seek:			

How were you referred to us?		<input type="checkbox"/> Newspaper	<input type="checkbox"/> Website (name)
<input type="checkbox"/> Employee referral (name)	<input type="checkbox"/> Agency (name)	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Other (explain)
Check if you are willing to accept regular work on:			
<input type="checkbox"/> Full Time		<input type="checkbox"/> Temp/Seasonal	<input type="checkbox"/> Day Shift
<input type="checkbox"/> Part Time		<input type="checkbox"/> On Call	<input type="checkbox"/> Evening Shift
		<input type="checkbox"/> Night Shift	<input type="checkbox"/> Weekends
<input type="checkbox"/> Variable Shifts			
Can you stay late on short notice if required? Yes ___ No ___		Are you willing to relocate? Yes ___ No ___	
Any prior commitments which would require absence of more than a few hours in the next 12 months? Yes ___ No ___			
If yes, Please explain:			
Are you now, or do you expect to be engaged in any other business or employment? Yes ___ No ___			
If yes, Please explain:			

	School Name, City, State	Graduated Y/N	Degree & Major	GPA
High School				
College/Univ.				
College/Univ.				
Trade/Other				
Scholastic honors achieved:				
Are you currently a student? Yes ___ No ___		If yes, school name, course of study, & portion completed:		
Outside activities while in school which you feel reflect your abilities:				
Plans for future education/training:				

Name of Organization		Employment Dates (month and year) From _____ To _____	
Type of Business or Industry			
Address		City	State Zip
Supervisor Name and Title			
May we contact your current employer? Yes ___ No ___			
Phone Number		Email Address	
Your job title(s)			
Duties of position & skills used:			
Your starting pay: \$	Your ending pay: \$	Employment Status (FT, PT, contract):	
Reason for leaving			
Name of Organization		Employment Dates (Month and year) From _____ To _____	
Type of Business or Industry			
Address		City	State Zip
Supervisor Name and Title			
Phone Number		Email Address	
Your job title(s)			
Duties of position & skills used:			
Your starting pay: \$	Your ending pay: \$	Employment Status (FT, PT, contract):	
Reason for leaving			
Name of Organization		Employment Dates (Month and year) From _____ To _____	
Type of Business or Industry			
Address		City	State Zip
Supervisor Name and Title			
Phone Number		Email Address	

Your job title(s)		
Duties of position & skills used:		
Your starting pay: \$	Your ending pay: \$	Employment Status (FT, PT, contract):
Reason for leaving		

Name		Relationship
Company		
Position/Title		
Phone Number		Email Address
Name		Relationship
Company		
Position/Title		
Phone Number		Email Address

Name	Relationship
Company	
Position/Title	
Phone Number	Email Address

APPLICANT'S STATEMENT

I hereby affirm that the information provided on this application, and accompanying letters or resume, is true and complete.

I also agree and understand that any false or misleading information or significant omissions may disqualify me from consideration for employment or result in my dismissal if hired.

I authorize this employer to investigate my background thoroughly, and agree to assist in such investigation. I release and hold harmless, and promise not to claim damages from any of my prior employers listed above for providing information.

I agree to submit to any drug test that may be required by the employer. I understand that the refusal to submit to testing will result in my disqualification for employment with this organization.

I also understand that employment may be conditioned upon an investigation into criminal convictions on record with Local, State or Federal law enforcement authorities.

I understand that, if hired, my employment is not for any specific period or duration and is terminable at will by the employer or me at any time with or without cause or notice. I understand this application is NOT A CONTRACT.

I agree to present documentation proving my eligibility to work in the United States, and that failure to do so voids any offer of employment.

Applicant's Name (please print)

Signature of Applicant

Today's date

EMPLOYMENT APPLICATION
Equal Opportunity Employer

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

1. Applications are accepted only when an opening within the organization exists.
2. Applications are active for 60 days or until the current hiring process is closed.
3. Applicants may be asked to review information about our mission, our high standards for employees and specific job requirements, and certify your understanding, before applying.
4. Hiring is a two way process - We encourage applicants to ask questions and will do our best to answer them.
5. Due to the volume of applications received, we cannot notify each and every applicant not selected. Only those selected for further interviews will be contacted.
6. In some cases, internal candidates are considered alongside external applicants.
7. This application does not guarantee an interview or offer of employment.
8. 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.
9. 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: _____

Your job title(s)		
Duties of position & skills used:		
Your starting pay: \$	Your ending pay: \$	Employment Status (FT, PT, contract):
Reason for leaving		

VOLUNTEER ACTIVITIES AND EXPERIENCE

Describe your involvement in volunteer activities which may help assess your abilities. Please exclude those activities which may indicate your race, sex, national origin, disability status, age, religion, sexual orientation, color or ancestry.

--

OTHER SKILLS AND QUALIFICATIONS

Please list any other skills, qualifications or experience pertinent to the career you seek. (e.g. - Computers, software, machines, tools, special certifications, etc.)

--

REFERENCES

Please do not include family members.

Name	Relationship
Company	
Position/Title	
Phone Number	Email Address
Name	Relationship
Company	
Position/Title	
Phone Number	Email Address

Name	Relationship
Company	
Position/Title	
Phone Number	Email Address

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4. Hiring is a two way process - We encourage applicants to ask questions and will do our best to answer them.
5. Due to the volume of applications received, we cannot notify each and every applicant not selected. Only those selected for further interviews will be contacted.
6. In some cases, internal candidates are considered alongside external applicants.
7. This application does not guarantee an interview or offer of employment.
8. 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.
9. 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: _____