EMPLOYMENT APPLICATION

SOUTH KING FIRE & RESCUE

31617 1st Ave So • Federal Way, WA 98003
Ph: 253-839-6234 • Fax: 253-529-7204

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available			
Position Applied for			
Are you a citizen of the United States? YES ☐ NO ☐	If no, are you authorized to work in the U.S.? YES ☐ NO ☐		
Have you ever worked in government? YES ☐ NO ☐	If so, when?		
Have you ever been convicted of a felony? YES ☐ NO ☐	If yes, explain		

EDUCATION			
High School	Address		
	Did you graduate? YES ☐ NO ☐	Degree	
College	Address		
	Did you graduate? YES ☐ NO ☐	Degree	
Other	Address		
	Did you graduate? YES ☐ NO ☐	Degree	

REFERENCES	
Please list three professional references.	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

CURRENT AND PREVIOUS EMPLOYMENT

Company		Phone ( )
Address		Supervisor
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐		
Company		Phone ( )
Address		Supervisor
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐		
Company		Phone ( )
Address		Supervisor
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐		

MILITARY SERVICE

Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date

NOTICE:
Application must be typewritten or clearly printed. All questions must be answered. All attached forms must be completely filled out and signed. Applications that are not complete and legible will not be considered. If space provided is not sufficient and you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions. This application will be considered active for one year.

South King Fire & Rescue is an Equal Opportunity Employer. We do not discriminate in any unlawful way against race, religion, age, color, sex, national origin, marital status, qualified individuals with a disability or any other legally protected status.

South King Fire & Rescue will provide reasonable accommodation for qualified individuals with known disabilities. We request that you provide us with the information regarding the reasonable accommodation we could make in order for you to perform the key essentials of the job properly and safely. Additionally, an applicant with a disability who needs an accommodation during the application or interview process should request the accommodation from the Human Resources Department.

ALL APPLICANTS MUST SIGN THE FOLLOWING:

Applicants will be required to pass a background, credit check and drug test. I understand that I will be required to sign waivers authorizing reference checks and a background investigation, I understand that any offer of employment is contingent upon successful passing of all the above.

I hereby certify there are no misrepresentations or falsifications of statements and/or answers to questions herein. I am aware that should an investigation disclose such misrepresentations, omissions and/or falsifications, my application may be rejected. I am further aware that misrepresentations, omissions and/or falsifications, whenever discovered, will constitute grounds for immediate dismissal.

I understand and agree to these conditions and I hereby certify that all statements made by me on this application are true and complete to the best of my knowledge.

_____
(Signature of Applicant)

_____
(Print Name of Applicant)

_____
(Date)

South King Fire & Rescue – Application Supplemental Questionnaire

Position: Administrative Assistant Fleet/Facilities

The following questionnaire is part of the application packet for the Administrative Assistant Fleet/Facilities position. Please review the job description provided with the posting and answers each question below. Return the completed application, questionnaire, resume and cover letter by the filing deadline of February 29, 2016.

1) **Briefly describe the education / experience you have which qualifies you for the position of Administrative Assistant Fleet/Facilities with the South King Fire & Rescue Organization.**

2) **Do you have experience with public or private sector Automotive or Facility Maintenance fields?**

   (Examples: Worked at an automotive shop maintaining repair records, ordering parts, invoicing, general office procedures, etc., previous experience with data base management and inventory control, have a background in facilities maintenance, scheduling repairs, etc.).

   - If YES, please describe your experience.
   - If NO, please describe what type of data base, fleet and or facilities maintenance that you have experience with.

3) **Please describe your experience in ordering parts for automotive and or facilities maintenance.**

4) **What computer software or mainframe programs have you experience with for data base entries and inventory?**

5) **Do you have experience implementing and upgrading computer systems to enhance efficiencies of end users? Please briefly describe.**

6) **Please describe your experience working with fleet mechanics and facilities workers.**

7) **How do you rate your proficiency level of Microsoft Office products; Word, Access, Excel, SharePoint, PowerPoint, or any other related software used to log in repairs and inventory.**