EMPLOYMENT APPLICATION – COMMUNICATION SPECIALIST I

# 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? | | |

| 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 | From | To |
| Responsibilities | | |
| Reason for Leaving | | |
| May we contact your previous supervisor for a reference? | YES ☐ | NO ☐ |
| Company | | Phone |
| Address | | Supervisor |
| Job Title | From | To |
| Responsibilities | | |
| Reason for Leaving | | |
| May we contact your previous supervisor for a reference? | YES ☐ | NO ☐ |
| Company | | Phone |
| Address | | Supervisor |
| Job Title | From | To |
| Responsibilities | | |
| 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.<br>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 screening. 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: HR Generalist**

**Please answer all questions below on a separate sheet and include with your Employment Application Materials**

**Introduction: Diversity, equity, and inclusion (DEI) is a topic that has gathered significant attention and has generated discussions across organizations and industries. In 2020, DEI became a strategic focus for South King Fire and Rescue.**

**Q1 – Please describe your experience and/or understanding of DEI objectives and initiatives within an organization. How do you view the role of HR Generalist as an asset to the Department in achieving DEI initiatives?**

**Q2 – Please briefly describe your accumulative education and/or work experience in the field of HR, and include copies of certificates and/or degrees achieved.**

**Q3 – Please describe your experience in the areas of:**

a) **Recruitment, Selection and On-boarding of Newly Hired Employees**
b) **Managing Employee Benefit Plans and Annual Open Enrollment Events**

**Q4 – Please describe your work time and experience managing and tracking employee leave. Categories of leave may include Workman's Compensation (L&I), Federal Family and Medical Leave Act (FMLA), WA State Paid Family & Medical Leave (WAPFML), Short and Long Term Disability claims.**

**Q5 – Please describe your experience working with HRIS systems to track employee records and / or showcase HR related resource information. Examples: SharePoint, UKG, etc.**

**Q6 – Please include any other skills, experience or information about yourself you feel makes you a great candidate for the HR Generalist position. (Example: Labor Union experience, special project work, etc.) Provide samples if you like.**

**Thank you for completing this Questionnaire !**