



Application for Employment

Phone: (425) 562-8840

Fax: 425-649-0752

Email: HR@LifeWire.org

CONTACT AND OTHER IMPORTANT INFORMATION

POSITION APPLYING FOR:		HOW DID YOU LEARN ABOUT THIS OPENING?	
LAST NAME:		FIRST NAME:	MIDDLE IN.:
ADDRESS:		CITY:	STATE: ZIP:
PHONE:		E-MAIL:	
WAGE/SALARY DESIRED:		PREFER WORK THAT IS: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary	
Will visa or immigration status prevent lawful employment? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of right to work in the U.S. required if hired.)			
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, employment is subject to minimum legal age requirements.)			
Have you been convicted of a felony or released from prison in the past 10 years for an offense that may reasonably relate to the duties of the position to which you are applying? (A conviction may not necessarily disqualify you for the position.) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate the date and nature of the offense:			
Have you previously applied to or been employed by LifeWire (or Eastside Domestic Violence Program)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when and for what position?			
If you were known by other name(s) at jobs or schools listed on this application, what name(s)?			

EDUCATION

Level of Study	School and Location (City, State)	# Years Completed	If graduated – Degree earned?
High School or GED			
Undergraduate Studies			
Graduate Studies			
Other Relevant Training / Licenses			

SKILLS AND OTHER EXPERIENCE

Proficient at: Excel Word Access PowerPoint Outlook Other _____

Experienced with the following Human Services reporting systems: _____

Describe other skills and experience related to the position you are seeking – including fluency in languages spoken/written if related to the opening and relevant volunteer experience:

PROFESSIONAL REFERENCES

Please list four persons, other than relatives, who we may contact about your professional work experience.

Name	Years Known	How Known/Relationship	Contact Information (Phone and email)

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT RECORD (INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)

Please list your employment history below beginning with the most recent employer, include U.S. military service.

If currently employed, may we contact your employer? Yes No

Employer _____ City/State _____ Website: _____
Position _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

Employer _____ City/State _____ Website: _____
Position _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

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Employer _____ City/State _____ Website: _____
Position _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

I certify that the information given by me is true and complete to the best of my knowledge. I understand that if I am employed, the discovery that I gave false information during the application process may result in immediate dismissal.

I authorize LifeWire to investigate all statements contained in this application and to request information about me from previous employers, educational institutions, and references. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information. If employed, I release LifeWire from any liability for future references it may provide regarding my work history with LifeWire.

Due to the large number of applications that LifeWire receives, I understand the organization cannot guarantee that my application will be considered for any or all open positions they may have or that my application will be considered for any specific time.

In the event of employment, I understand that I am required to abide by all current and subsequently issued rules and regulations of LifeWire and that my employment may be terminated, at any time, with or without notice, by either party.

Signature of Applicant

Date