LEWIS COUNTY APPLICATION FOR VOLUNTEER/INTERNSHIP



GENERAL INFORMATION Available:	F/T 🗖 P/T 🗖 Temp.
Department: Divi	
Name: Pos	sition Applied For:
Address:	
City	State Zip
Phone: Cell Phone: E-m	nail:
What shifts can you work? Days Evenings Weekends	Date Available:
Have you ever worked for Lewis County:	Supervisor:
Do you have any relatives employed by Lewis County? O No O Yes	
If yes, indicate: <u>Name</u> <u>Relationship</u>	Department
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(There are some limitations on the employment of relatives. Each case is consider	red separately for potential conflict of Interest.)
Are you presently using illegal drugs? Query Yes Query No	
Please Note: Lewis County has a Drug and Alcohol Policy which may require drug s	screening prior to appointment.
Are you a United States citizen or otherwise eligible for legal employment in the United St (If employed, proof of identity, citizenship, or legal right to work in the U.S. will be required <u>after</u>	
Have you ever been disciplined or discharged for any of the following:	
 Failure to give notice when absent, tardiness? 	Yes No
 Pandre to give notice when absent, tardness? Insubordination, rudeness or inappropriate behavior towards customers or co-wor 	
3. Safety violation or any kind?	□ Yes □ No
4. Fighting, assault or related offenses?	🖬 Yes 🗖 No
If yes, explain:	

Are you able to perform the essential functions associated with the position applied for with or without accommodation?

MILITARY SERVICE

Have you ever been on active duty in the U.S If yes, please provide:	Armed Forces? 🔲 Y	es 🗖 No	
Branch:	Entry date:Dis	scharge date: Type of disc	charge:
Occupational specialization:	Speci	al training received:	
VETERANS PREFERENCE Per RCW 41.04.010, certain Veterans are eligib	le for Veterans preference.		
Do you qualify for this preference?	Yes 🗖 No		
Have you ever obtained employment in this st	ate through the use of Vetera	ans preference? 🔲 Yes) No
Do you claim Veterans preference for this example Please attach proof of eligibility to claim		No ing dates of military service.	
EDUCATION			
High school graduate or GED test passed?	Yes No		
If no, please circle highest grade completed:	1 2 3 4 5 6	7 8 9 10 11 12	
COLLEGE(S): 1		2	
Major:			
Degree:	a contract of		
List any other technical or specialized courses	you have completed which a	re applicable to the job for which you	are applying:
	D ZTM	NTINITA	7
VOLUNTEER/INTERN/WORK HISTORY			
Please start with your present or last position.			
Employer:		Phone:	
Address:	est.	1845	
Kind of business:		Employed fro	
Title:	Salary:	No. of employees you s	upervised:
Last or current supervisor:		Phone:	
Job duties:			
Reason for leaving:			

mployer:		Phone:
ddress:		
ind of business:		Employed from: to:
itle:	Salary:	No. of employees you supervised:
ast or current supervisor:		Phone:
b duties:		
		N SNE A
eason for leaving:		
Nay we contact them?	Yes No	
	Washington's	
mployer:		Phone:
ddress:		1812
nd of business:	eat, i	Employed from: to:
tle:	Salary:	No. of employees you supervised:
ist or current supervisor:		Phone:
b duties:		
eason for leaving:		
lay we contact them?	🗅 Yes 📮 No	
rev. 07/2010)		

REFERENCES

List three persons who are not relatives or former employers who have knowledge of your character and abilities.

	<u>Name</u>	Address	<u>Phone</u>
1			
2.			
3.			

SUMMARY

Summarize those achievements and experiences which you consider to be important in terms of your qualifications for this work.

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I EWIS COUNTY			
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LEWIS COUNTI		UUNII	

Washington's First County

CERTIFICATION

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

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Lewis County.

Signature of Applicant

Date

Lewis County is an equal opportunity employer that does not discriminate on the basis of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual preference, veteran status, disability, or medical condition in employment or the provision of services.

LEWIS COUNTY is an Equal Opportunity Employer

LEWIS COUNTY Authorization to Release Information

As an applicant for a position with Lewis County, I hereby authorize any employers or supervisors, educational institutions, personal references and/or other persons to release information about my work and educational history for use in determining my qualifications for this position. I understand, agree, and authorize that a copy or facsimile of this form to be as valid as the original.

You may release or verify the following items:

□ Any information requested

Volunteer/Intern History

- Past positions
- □ Salary history (if applicable)
- Dates
- Positions held
- Duties and responsibilities
- Performance level
- **G** Reasons for leaving
- Eligibility to volunteer/intern again to make a second to the second secon

Educational Institutions

- □ Years of attendance
- Degree(s) attained
- Grade point average
- □ Transcripts

Signature:	Date:
Printed Name:	
Release expiration date:	(To be filled in by hiring office)

INFORMATION FOR FEDERAL AND STATE REPORTING

It is the policy of Lewis County to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified applicants and employees without regard to race, color, religion, creed, national origin, sex, age, marital status, disability, disabled veteran or Vietnam-era veteran.

Your cooperation in providing this information is strictly voluntary, but highly encouraged. The information requested will be kept CONFIDENTIAL, maintained separately from your application material, and will be used for statistical purposes only. Your application will be reviewed whether or not you provide this information. Only authorized personnel will have access to this information for legitimate purposes.

GENDER: O Male O Female

ARE YOU 40 YEARS OF AGE OR OLDER? O Yes O No

O No

ARE YOU DISABLED? O Yes O No

For affirmative action purposes, people with disabilities are persons with a permanent, physical, mental or sensory impairment which substantially limits one or more major life activities. Physical, mental or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or function; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

WHAT ETHNICITY DO YOU CONSIDER YOURSELF TO BE?

- O Caucasian/White (not Hispanic origin) those having origins in any of the original peoples of Europe, North Africa or the Middle East.
- O Black/African American (not Hispanic origin) those having origins in any of the groups of Africa.
- O Hispanic those of Cuban, Mexican, Puerto Rican, Central or South American or other Spanish culture regardless of race.
- O Asian or Pacific Islanders those having origins in any of the original peoples of the Far East, South Asia, Indian Subcontinent or the Pacific Islands.
- O American Indian or Alaskan Native those having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

VIETNAM VETERAN?

O No

O Yes

Vietnam Era Veteran – Anyone who served on active duty for a period or more than 180 days, any part of which occurred between August 5, 1961 and May 7, 1975 and was discharged or released from duty with other than a dishonorable discharge.

DISABLED VETERAN? O Yes O No SPOUSE OF DECEASED VETERAN? O Yes O No

Disabled Veteran – Anyone entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

DATE OF DISCHARGE:

Lewis County is an Equal Opportunity Employer