



Application for Employment

An Equal Opportunity Employer: *We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.*

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for signature on back side of this application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Title applying for: _____ Today's Date: _____

Type of employment status you are seeking: Full-Time Part-time Temporary

What date can you start work? _____

What days of the week and times are you available?

Mon	Tues	Wed	Thu	Fri	Sat	Sun

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____ City: _____ Zip: _____

Are you 18 years of age or older? Yes No

If hired, can you furnish proof you are eligible to work in the United States? Yes No

Have you ever applied at MindSource Center before? Yes No

Were you ever employed by MindSource Center? Yes No

Have you ever been convicted of any felony law violation?
(Include any plea of "guilty" or "no contest") Yes No

If yes, give details of the circumstances (will not necessarily disqualify an applicant of employment):

If hired by MindSource Center, do you expect to be engaged in any additional business or employment outside of our job? Yes No

If yes, please give details of other employment, including days & hours: _____

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Education

High School	Years Attended	Degree Received	Major Area of Study
College	Years Attended	Degree Received	Major / Minor
College	Years Attended	Degree Received	Major/Minor
Graduate School	Years Attended	Degree Received	Major / Minor

Additional certification, licenses or other professional skills do you have that is relevant to this position:

Work History

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references:

Name of Employer	Supervisor's Name	Job Title	Dates Employed
Employer Address	Employer Phone	Pay rate at term of employment:	Reason for Terming of Employment:

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Employer Address	Employer Phone	Pay rate at term of employment:	Reason for Termination of Employment:
Name of Employer	Supervisor's Name	Job Title	Dates Employed
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References

Have you worked or attended school under any other names? Yes No
 If yes, list those names: _____
 Are you presently employed? Yes No
 May we contact this employer? Yes No
 If yes, list the employer, contact person & phone: _____

Have you ever been fired or asked to resign from an employer? Yes No
 If yes, please explain: _____

List three professional references, preferably supervisors (not related):

Employer	Your Position	Contact Name	Phone or Email

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Special Skills

What skills or additional training do you have that are related to the job for which you are applying?

Do you have a valid driver’s license? Yes No

Driver’s License Number:

State of Driver’s License Issuance:

Have you had your driver’s license suspended or revoked in the last 3 years? Yes No

If yes, please give details: _____

List professional, trade, business or civic activities and offices held: _____

Affidavit, Consent and Release

PLEASE READ EACH STATEMENT CAREFULLY AND CHECK THE BOX NEXT TO THEM BEFORE SIGNING

- I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration from employment and may result in my dismissal if discovered at a later date.
- I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

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- I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre-and/or post-employment drug screen as a condition of employment, if required.
- I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand and by my signature consent to these statements.

Applicant Signature

Date

This application for employment will remain active for a limited time. Ask the HR representative for details.

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