



SCORE - South Correctional Entity

Multijurisdictional Misdemeanant Jail

SCORE Human Resources

20817 17th Ave South, Des Moines, WA 98198

206-257-6221/ FAX: 206-257-6309

E-mail: sconley@scorejail.org

Q _____ NQ _____

List the position you are applying for as shown on the job announcement:

EQUAL OPPORTUNITY EMPLOYER

Last Name _____ First Name _____ Middle Name _____

Street Address _____ City _____ State _____ Zip Code _____

Home Phone: _____ Cell Phone: _____ Email Address: _____

Please answer the following questions:

- Have you ever been rejected for employment based on the results of a background check or reference check? YES NO
- Do you have a Social Security Card? YES NO
- Do you possess a valid WA State Driver's License? YES NO
- Can you provide Proof of Citizenship, Visa, or Alien Registration # after employment? YES NO
- Have you received your high school diploma/GED? YES NO
- Are you claiming Veterans Preference? If "YES", you must attach DD214 and complete the *Veterans Scoring Criteria Status* form included in this application packet. YES NO
- Have you been convicted of a criminal offense within the last 10 years? If "YES", please explain: _____ YES NO

Note: The existence of a criminal record does not constitute an automatic bar to employment.

EDUCATION:

Name of College	Location	Major	Type of Degree	Degree Received?
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO

Other Courses/ Training	Name of Institution	Location	Length	Certifications

CHECK AREAS OF EXPERIENCE:

- Microsoft Word Microsoft Excel Microsoft Access Microsoft PowerPoint Microsoft Publisher

Or any additional Software Programs: _____

Special Skills/ Professional Licenses: _____

WORK EXPERIENCE: (continued on next page)

MAY WE CONTACT THIS EMPLOYER? YES NO

From: (mo/yr)	Most recent employer's name, address, and phone:	Job Title:	
		# supervised:	Hours per week:
To: (mo/yr)		Supervisor's name:	
		Reason for leaving:	

Duties: _____

MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO			
From: (mo/yr)	Employer's name, address, and phone number:	Job Title:	
To: (mo/yr)		# supervised:	Hours per week:
		Supervisor's name:	
		Reason for leaving:	
Duties:			
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO			
From: (mo/yr)	Employer's name, address, and phone number:	Job Title:	
To: (mo/yr)		# supervised:	Hours per week:
		Supervisor's name:	
		Reason for leaving:	
Duties:			
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO			
From: (mo/yr)	Employer's name, address, and phone number:	Job Title:	
To: (mo/yr)		# supervised:	Hours per week:
		Supervisor's name:	
		Reason for leaving:	
Duties:			

PROFESSIONAL REFERENCES:

List those who are familiar with your work experience (other than those listed above in your employment history)

1. Name: _____	Current Phone Number: _____
Title: _____	Organization/ Business: _____
2. Name: _____	Current Phone Number: _____
Title: _____	Organization/ Business: _____

- For correctional positions you must be **21 years** of age or older and the law requires you to be a U.S. Citizen.
- SCORE is an *Equal Opportunity Employer* and does not discriminate against applicants or employees based upon race, religion, color, sex, national origin, sexual orientation, age, marital status, disability or any other basis protected by law.

SIGNATURE:

To the best of my knowledge, the information herein is true and complete. I understand that providing false information in this application will be grounds for elimination from further consideration or if employed, for dismissal at anytime. I authorize previous employers to furnish SCORE my record, reason for leaving, and all information they may have concerning me. I hereby release them and SCORE and their agents from all liability for any damage whatsoever arising therefrom. I authorize investigations of all statements in this application.

SIGNATURE: _____

DATE: _____

APPLICANT NAME: _____

POSITION APPLIED FOR: _____



How did you learn about this position? (Please mark only one choice)

- | | | |
|--|--|---|
| <input type="checkbox"/> Friend (Non SCORE Employee) | <input type="checkbox"/> Newspaper: _____ | <input type="checkbox"/> Other Website: _____ |
| <input type="checkbox"/> Military Recruitment Event | <input type="checkbox"/> Craigslist | SCORE Website: |
| <input type="checkbox"/> PST Website or Test Site | <input type="checkbox"/> Work Source Website | <input type="checkbox"/> <i>Directly from SCORE website</i> |
| <input type="checkbox"/> AWC Website | <input type="checkbox"/> GovernmentJobs.com | <input type="checkbox"/> <i>Referred to SCORE website from:</i> |
| <input type="checkbox"/> Current SCORE Employee: _____ | | <i>(please specify):</i> _____ |

EQUAL OPPORTUNITY EMPLOYER QUESTIONNAIRE

Discrimination in employment is prohibited under Title VII of the Civil Rights Act of 1974 and Section 504 of the Rehabilitation Act of 1973. We would appreciate your assistance in gathering the information below. Completing this questionnaire is entirely voluntary. This section will be kept separate from the application and the information you provide will remain confidential.

Please check the group with which you identify:

- | | |
|---------------------------------|---|
| <input type="checkbox"/> Female | <input type="checkbox"/> Asian or Pacific Islander |
| <input type="checkbox"/> Male | <input type="checkbox"/> African American |
| | <input type="checkbox"/> Hispanic or Latino |
| | <input type="checkbox"/> Indian-American or Alaska Native |
| | <input type="checkbox"/> White |

EQUAL OPPORTUNITY EMPLOYER: SCORE is an Equal Opportunity Employer and does not discriminate against applicants or employees based upon race, religion, color, sex, national origin, sexual orientation, age, marital status, disability or any other basis protected by law.