



APPLICATION FOR EMPLOYMENT

POSITION TYPE: ☐ Admin/Exempt ☐ Classified ☐ Faculty (Full & Part-Time)

POSITION TITLE: _____ DATE OF APPLICATION: _____

NAME: _____ EMAIL: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

HOME TELEPHONE: _____ ALT TELEPHONE: _____

Have you ever been previously employed at a Washington State agency (including Shoreline CC)? ☐ Yes ☐ No

If yes, provide agency name/dates of employment: _____

Have you ever retired from any State Retirement Plan(s)? ☐ Yes ☐ No *If yes*, please list: _____

Are you legally eligible for employment in the U.S.? ☐ Yes ☐ No

If yes, can you verify your identity/eligibility to work? ☐ Yes ☐ No

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses? ☐ Yes ☐ No

If yes, please explain: _____

Do you know of any reason why you would not be able to perform the essential duties (with or without accommodation) of the position you are seeking? ☐ Yes ☐ No

If yes, please explain: _____

Shoreline CC prohibits relatives or household members from working in any capacity that may create a conflict of interest. Note that answering "Yes" to the following question will not automatically exclude you from consideration.

Are you related to or residing with any current SCC employee(s)? ☐ Yes ☐ No *If yes*, who? _____

EDUCATION: List universities, colleges, schools attended, or other training received (including military, other trainings and certifications) starting with most recent. List dates of attendance; degree or diploma earned, if any; and major field of study (if applicable).

Name/Location	Dates of Attendance From To	Degree, Diploma Or Certification	Credits Earned	Major

WORK EXPERIENCE: Attach a chronological resume/curriculum vitae detailing your professional work experience with your most recent experience listed first. For each position include the following information:

- Employer Name and Address
- Position Title, Dates Employed, and Salary Amount (*Hourly or Annual Rate*)
- Supervisor Name, Title, and Phone Number
- Reason for Leaving (*if applicable*)
- Summary of Duties, Responsibilities Held, and/or Subjects Taught
- Vocational, Professional, or Technical Certifications Held (*if applicable*)

Please be aware that a Shoreline CC hiring authority may contact your previous employers. Also note that incomplete resumes/curriculum vitae will not be considered.

OTHER EXPERIENCE: Describe any military, volunteer work or other non-paid experience applicable to this position.

Name/Location	Month/Year Begin & End Dates	Type of Work

SKILLS & QUALIFICATIONS: Describe any special skills/qualifications you have related to this position.

REFERENCES: List the name and telephone number of three professional work references who are not related to you and are not previous supervisors listed on your resume/curriculum vitae.

Name/Title	Address/Phone Number	Years Known

APPLICANT ACKNOWLEDGEMENT: PLEASE READ CAREFULLY

I am voluntarily submitting this application for employment to Shoreline CC. I hereby certify that the information provided by me is true and complete to the best of my knowledge and belief. I give the College permission to verify and conduct reference checks with the supervisors/references provided above and in my resume. I understand that any false or incomplete statements may be considered grounds for rejection from the hiring process or for termination from employment.

Applicant Signature

Date

Shoreline Community College provides equal opportunity in education and employment and does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, gender, sexual orientation or disability. Persons with disabilities needing assistance in the application process may call the Office of Human Resources at 206-546-4769 or TTY at 206-546-4520. Shoreline Community College maintains a smoke-free/drug-free work environment.