



APPLICATION FOR EMPLOYMENT

NOTE: PLEASE ASK IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION

Personal Data

1. Name: _____ 2. Date: _____
3. Position Applying For: _____
4. Address: _____
City, State Zip: _____
5. Telephone Number(s): _____
6. Expected Salary: _____ 7. Email: _____

Education

8. Please list related education including high school.

- a. School attended _____ City & State _____
Graduated Y/N _____ Degree _____ Major _____
- b. School attended _____ City & State _____
Graduated Y/N _____ Degree _____ Major _____
- c. School attended _____ City & State _____
Graduated Y/N _____ Degree _____ Major _____

Employment History

9. Please list related previous employment starting with the most recent. Use additional sheets if necessary

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

Employer _____ City/State _____ Telephone () _____
Job Title _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____
Duties _____

Employer _____ City/State _____ Telephone () _____
Job Title _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____
Duties _____

Equal Opportunity Employer

1930 6th Avenue S., Suite 401, Seattle, WA 98134 Phone: 206-973-1810 Fax: 206-260-8853 Web: <http://deniselouie.org>



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Employer _____ City/State _____ Telephone () _____
 Job Title _____ Supervisor _____ Telephone () _____
 Dates Employed: From _____ To _____ Reason for leaving _____
 Duties _____

Employer _____ City/State _____ Telephone () _____
 Job Title _____ Supervisor _____ Telephone () _____
 Dates Employed: From _____ To _____ Reason for leaving _____
 Duties _____

Training & Workshops

10. Please list other training, workshops or certifications you've completed relating to position being applied for.

Course Title	Date	Hours

Additional Information

11. Are you a former or current Head Start/ECEAP parent? _____

12. List any language other than English, you can speak or write?

References

13. Please list three professional references. Do not include names of people that are related to you by blood or marriage.

a. Name _____
 Work Phone _____ Home Phone _____
 Address _____
 City _____ State _____ Zip Code _____
 Relationship _____



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b. Name _____
Work Phone _____ Home Phone _____
Address _____
City _____ State _____ Zip Code _____
Relationship _____

c. Name _____
Work Phone _____ Home Phone _____
Address _____
City _____ State _____ Zip Code _____
Relationship _____

Certification

14. I understand that as a condition of employment, Denise Louie Education Center must conduct local and national background checks. Therefore, if offered employment by Denise Louie Education Center I hereby authorize Denise Louie Education Center to conduct local and national background checks for the purposes of evaluating whether I am qualified for the position. I understand that Denise Louie Education Center will utilize an outside firm(s) to assist in checking such information. I also understand that I may withhold my permission and in such a case my application for employment will not be processed further.

- I agree that Denise Louie Education Center may conduct a local & national background check in the event of hire; or
 I DO NOT agree to Denise Louie Education Center conducting and local & national background check in the event of hire.

15. If employed, the employment relationship between me and Denise Louie Education Center will be at-will. This means that the employment relationship is for no specific term and may be terminated by either me or Denise Louie Education Center at any time, with or without cause or advance notice, for any reason not prohibited by law. Nothing contained in the DLEC Policies & Procedures or descriptions of benefits create a contract between you and DLEC for continued employment or any particular benefit. While employed by the organization, I agree to devote my business and professional time and energy to the conduct of the organization's business and not devote substantial business or professional services to other interests without prior agreement.

16. I certify that the above is true and correct to the best of my knowledge. I understand that any untrue or misleading answers are cause for rejection of my application or dismissal if employed. I authorize Denise Louie Education Center to verify statements contained in this application. I authorize Denise Louie Education Center to contact references listed in this application. I further authorize the release of information related to my employment for consideration in making a hiring decision and hold the person(s) and the corporation(s) giving references harmless and free of any and all liability that could result from this process.

Signature _____ Date _____

Send your completed application, resume and cover letter to:

Email: jobs@deniselouie.org

Fax: (206) 260-8853

Mail to:
Human Resources - Denise Louie Education Center
1930 6th Avenue S., Suite 401
Seattle, WA 98134

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