



# PALOUSE RIVER COUNSELING CENTER

340 NE Maple St. Pullman, WA 99163 P: (509) 334-1133 F: (509) 332-1608

## EMPLOYMENT APPLICATION

**APPLICANTS:** In order to be considered for employment, this application must be completed entirely. Please type or print clearly, and remember to read and sign the second page. Exclude information which would reveal sex, race, religion, national origin, age, ancestry, physical disability, or other protected status.

**Applicants who require accommodation should advise us of that need. Palouse River Counseling is an equal opportunity employer.**

### PERSONAL INFORMATION

<b>Position applying for:</b>		<b>Date:</b>
<b>Full Name:</b>		<b>Home Phone:</b>
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Daytime / Message Phone:</b>		

### EDUCATION

Check the highest grade completed in school:

Elementary: 1  2  3  4  5  6  7  8  9  10  11  12  | College: 1  2  3  4  | Graduate: 1  2  3  4

	Name of School	Location	Diploma / Degree	Major
High School				
University / College				
Graduate School				
Vocational / Training				

Have you ever been employed by Palouse River Counseling before? Yes:  No:  If so, when? \_\_\_\_\_ And what position? \_\_\_\_\_

What skills, training and work experience qualify you for this position?

Professional memberships and trade licenses:

Has there ever been a founded complaint with a licensing body about your work?

List any additional information you would like us to consider:

### EMPLOYMENT HISTORY

This section must be completed entirely. List work experience from the past 10 years, OR the 3 most recent jobs, paid or unpaid, beginning with your current or most recent job. Include military experience as well as volunteer jobs that you wish to have considered as part of your qualifications for the position you are seeking. Explain all breaks in continuous employment.

#### EMPLOYER #1

<b>Employer:</b>	<b>Phone Number:</b>
<b>Your Title:</b>	<b>Address:</b>
<b>Describe your Duties:</b>	<b>Supervisor:</b>
<b>Dates:</b>	<b>Full-time:</b> <input type="checkbox"/>   <b>Part-time:</b> <input type="checkbox"/>   <b>Temp:</b> <input type="checkbox"/>
<b>Reason for Leaving:</b>	<b>Rate of Pay: \$</b>
<b>May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/></b>	

**EMPLOYER #2**

<b>Employer:</b>	<b>Phone Number:</b>
<b>Your Title:</b>	<b>Address:</b>
<b>Describe your Duties:</b>	<b>Supervisor:</b>
<b>Dates:</b>	<b>Full-time:</b> <input type="checkbox"/>   <b>Part-time:</b> <input type="checkbox"/>   <b>Temp:</b> <input type="checkbox"/>
<b>Reason for Leaving:</b>	<b>Rate of Pay: \$</b>
<b>May we contact this employer? Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	

**EMPLOYER #3**

<b>Employer:</b>	<b>Phone Number:</b>
<b>Your Title:</b>	<b>Address:</b>
<b>Describe your Duties:</b>	<b>Supervisor:</b>
<b>Dates:</b>	<b>Full-time:</b> <input type="checkbox"/>   <b>Part-time:</b> <input type="checkbox"/>   <b>Temp:</b> <input type="checkbox"/>
<b>Reason for Leaving:</b>	<b>Rate of Pay: \$</b>
<b>May we contact this employer? Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	

**EMPLOYER #4**

<b>Employer:</b>	<b>Phone Number:</b>
<b>Your Title:</b>	<b>Address:</b>
<b>Describe your Duties:</b>	<b>Supervisor:</b>
<b>Dates:</b>	<b>Full-time:</b> <input type="checkbox"/>   <b>Part-time:</b> <input type="checkbox"/>   <b>Temp:</b> <input type="checkbox"/>
<b>Reason for Leaving:</b>	<b>Rate of Pay: \$</b>
<b>May we contact this employer? Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	

**PLEASE LIST 3 REFERENCES WHO ARE NOT RELATED:**

NAME	ADDRESS	PHONE NUMBER

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION**

Palouse River Counseling is an equal opportunity employer and does not discriminate on the basis of sex, age, race and color, religion, marital status, national origin, disability or veteran status. Interviews are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Because of the large number of applications received, not everyone who applies for a vacant position will be interviewed.

I certify that I have answered truthfully and have not knowingly withheld any information relative to my application. I understand that any misrepresentation or material omission of this application will result in my being eliminated from further consideration. I further understand that, if accepted for employment, any misrepresentation or material omission which becomes known to Palouse River Counseling, will result in immediate termination of my employment.

I authorize any of the persons or organizations named in this application to give Palouse River Counseling complete information and records regarding my employment, education, character and qualifications. I release Palouse River Counseling and all previous employers and supervisors from liability for any damages that may result from furnishing information to Palouse River Counseling.

I understand that, if an offer of employment is made and accepted, I will be required to provide proof of my identity and my legal right to work in the United States prior to beginning actual work for Palouse River Counseling.

In consideration of my employment, I agree to conform to the instructions, rules and policies of Palouse River Counseling. My employment and compensation can be terminated at any time, with or without cause and with or without notice, at the option of either Palouse River Counseling or myself. I agree that any disputes arising from my employment or termination of my employment will be resolved under the grievance procedure that is in effect in the employer's policy manual. I understand that no representative of Palouse River Counseling has any authority to enter into any agreement for employment for any specified period of time, except for temporary or seasonal positions, or to make any agreement contrary to the foregoing.

Due to job responsibilities of some positions concerning confidentiality, the handling of funds, and/or obtaining bonds, I understand that I may be required, prior to employment, to provide additional personal information, at minimum a valid driver's license number and/or my birth date.

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**Applicant's Signature**
**Date**

The **Washington State Human Rights Commissions** requests that we compile statistics on our applicants. This information will be maintained separately from your application and will not be used in a discriminatory manner. We would appreciate your assisting us by voluntarily providing the following information:

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Position	Name	Date
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**Check all that apply:**

**Which gender are you?**

- Male
- Female

**With which race/ethnic group do you identify:**

- White
- Black
- Hispanic
- Asian or Pacific Islander
- American Indian or Alaskan Native
- Other (please specify):

**How did you learn of this position?**

- Indeed
- Friend / Relative
- Website
- Employment Security Department
- Other (please specify):

Please submit completed applications by 5:00 pm on the closing date to:  
(Any applications postmarked after the designated date will not be accepted.)

Palouse River Counseling  
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Pullman, WA 99163  
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