

GENERAL INFORMATION

How did you learn of this job opening? _____

If you are under age 18, please state your age _____. If under age 18, can you supply working papers? _____ Yes _____ No

Only US citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, provide genuine documentation establishing your identify and eligibility to be legally employed in the United States? _____ Yes _____ No

Have you ever been convicted, pled guilty, no contest, or forfeited bond or bail for any crime other than traffic violations? _____ Yes _____ No If yes, please explain _____
(Conviction of a crime is not an automatic bar to employment. Factors such as the nature and the gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered.)

Consistent attendance and punctuality are essential requirements of this job with the Vancouver Education Association. Is there anything that would interfere with your regular attendance and punctuality if you were offered this position? _____ Yes _____ No If yes, please explain _____

Are you able to perform the primary duties of the job as outlined in the job description, with or without reasonable accommodation? _____ Yes _____ No If no, please explain _____

EMPLOYMENT HISTORY

Please list your most recent jobs first. Include military service as part of your employment record. Account for periods between jobs.

PRESENT OR MOST RECENT EMPLOYMENT

From _____ to _____
Month/Year Month/Year Your position/title

Specify job duties _____

Company name _____ Address _____ City _____ State _____

Immediate supervisor _____ Phone number _____ May we contact? _____ Yes _____ No

Reason for leaving _____

NEXT EMPLOYMENT

From _____ to _____
Month/Year Month/Year Your position/title

Specify job duties _____

Company name _____ Address _____ City _____ State _____

Immediate supervisor _____ Phone number _____ May we contact? _____ Yes _____ No

Reason for leaving _____

NEXT EMPLOYMENT

From _____ to _____
Month/Year Month/Year Your position/title

Specify job duties _____

Company name _____ Address _____ City _____ State _____

Immediate supervisor _____ Phone number _____ May we contact? _____ Yes _____ No

Reason for leaving _____

PROFESSIONAL REFERENCES

_____	_____	_____	
First name	Last Name	Company Name	
_____	_____	_____	_____
Address	City	State	Zip Code
_____	_____		
Email	Phone number		

_____	_____	_____	
First name	Last Name	Company Name	
_____	_____	_____	_____
Address	City	State	Zip Code
_____	_____		
Email	Phone number		

_____	_____	_____	
First name	Last Name	Company Name	
_____	_____	_____	_____
Address	City	State	Zip Code
_____	_____		
Email	Phone number		

NOTIFICATION AND AGREEMENT

Please read carefully, initial each paragraph, and sign below:

_____ I certify that all answers given by me are true, accurate, and complete. I understand that false or misleading information of this application will result in my application being eliminated from further consideration or, if employed, will be cause for my dismissal. All statements submitted on this application for employment will be subject to investigation and confirmation prior to appointment.

_____ I authorize the Vancouver Education Association to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment, and further authorize my current and former employer and schools or educational and technical institutions that I have attended to provide the Vancouver Education Association and/or its representative with information regarding my current or former employment and scholastic records or ratings. I hereby release any such current or former employer or institution, their agents or employees from any and all liability resulting from the release of such information.

_____ I understand that I must be able to prove authorization to work in the United States at the time of job offer.

_____ I authorize the Vancouver Education Association to investigate whether I have a criminal record of convictions, and, if so, the nature of such convictions and all the surrounding circumstances of the conviction. The VEA has advised me that any criminal background check will focus on conviction and that a criminal record will not necessarily disqualify me from employment.

_____ If hired, I will recognize the rules and policies of the Vancouver Education Association.

Signature of applicant

APPLICATION CHECK LIST

Applications should include all pertinent information which will be useful in determining the candidate's qualifications for the position, and should minimally include:

_____ Cover Letter to include how you will support the mission of VEA as well as actions you have taken to support these values.

_____ Updated résumé reflecting qualifications for this position.

_____ Signed VEA application form.

_____ Two samples of applicant's written communication skills (any documents are acceptable (e.g. letters, newsletters, flyers, event arbitration briefs, solely authored by the applicant); and

_____ Two written professional reference letters (at least one of these should be a letter from your current employer if possible).

The deadline for receipt of the application and requested supporting documents is **on or before 5:00 PM on March 31, 2021**.

The application and supporting documents may be submitted via e-mail, fax, or mail to:

Vancouver Education Association
2509 Broadway Street
Vancouver, WA 98663
Phone: 360-695-3397
Fax: 360-694-8337
cbrown@washingtonea.org