

Estherbrook Employment Application

Follow the instructions located on the job posting and submit completed application directly to Jon Dickman. Email to: jon.dickman.estherbrook@gmail.com

Estherbrook is an equal opportunity employer. Persons with a disability, who need assistance with their application in an alternative format, call (509) 783-6826

General Information – Review all questions carefully before preparing your application.

Position (Job Title) Office Assistant		Job Number	
Name (Last, First, and Middle Initial)		Email	
Mailing Address		City, State, ZIP	
Home Phone (Include area code)	Work Phone (Include area code)	Cell or Message Phone (Include area code)	

Employment Preferences – Check all types and shifts you will accept.

Type:
 Full-Time Part-Time Project Non-Permanent (temporary) Seasonal Internship
Shift:
 Day Evening Night Rotating Weekends On-Call

Education and Training

Have you graduated from high school or passed the GED? Yes No
 List college, business school, military training, and other relevant education.

School Name and Location	Month and Year Attended From and To	Credits Earned			Major	Type of Degree Awarded	Year Degree Received
		Quarter	Semester	Other			
1.	/						
2.	/						
3.	/						

Employment History – This section must be completed. You may use this form for both volunteer and paid experience. *For volunteer work, 174.3 hours equals one month of experience. If you need more spaces, see the next page.

1. Present or Last Employer		Employer's Address		Employer's Phone (Include area code)	
Your Title		Dates of Employment From / To /		Total Months	Average Hours /Week
Immediate Supervisor's Name	Reason for Leaving			Volunteer Hrs*	Number of Employees Supervised
Duties:					
2. Previous Employer		Employer's Address		Employer's Phone (Include area code)	
Your Title		Dates of Employment From / To /		Total Months	Average Hours /Week
Immediate Supervisor's Name	Reason for Leaving			Volunteer Hrs*	Number of Employees Supervised
Duties:					
3. Previous Employer		Employer's Address		Employer's Phone (Include area code)	
Your Title		Dates of Employment From / To /		Total Months	Average Hours /Week
Immediate Supervisor's Name	Reason for Leaving			Volunteer Hrs*	Number of Employees Supervised
Duties:					

4. Previous Employer		Employer's Address		Employer's Phone (Include area code)	
Your Title		Dates of Employment From / To /		Total Months	Average Hours /Week
Immediate Supervisor's Name	Reason for Leaving			Volunteer Hrs*	Number of Employees Supervised
Duties:					
5. Previous Employer		Employer's Address		Employer's Phone (Include area code)	
Your Title		Dates of Employment From / To /		Total Months	Average Hours /Week
Immediate Supervisor's Name	Reason for Leaving			Volunteer Hrs*	Number of Employees Supervised
Duties:					
6. Previous Employer		Employer's Address		Employer's Phone (Include area code)	
Your Title		Dates of Employment From / To /		Total Months	Average Hours /Week
Immediate Supervisor's Name	Reason for Leaving			Volunteer Hrs*	Number of Employees Supervised
Duties:					
7. Previous Employer		Employer's Address		Employer's Phone (Include area code)	
Your Title		Dates of Employment From / To /		Total Months	Average Hours /Week
Immediate Supervisor's Name	Reason for Leaving			Volunteer Hrs*	Number of Employees Supervised
Duties:					
8. Previous Employer		Employer's Address		Employer's Phone (Include area code)	
Your Title		Dates of Employment From / To /		Total Months	Average Hours /Week
Immediate Supervisor's Name	Reason for Leaving			Volunteer Hrs*	Number of Employees Supervised
Duties:					

Date and Signature – All answers and statements are true and complete to the best of my knowledge. I understand that the state may verify information, and that untruthful or misleading answers are cause for rejection of this application or dismissal if employed. Electronic applications do not require a signature; you may type in the date and your first and last name.

Date	Signature
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