

# EMPLOYMENT APPLICATION

## Blue Mountain Counseling

221 E. Washington St., Dayton, WA 99328  
Phone (509) 382-1164 Fax# (509) 382-1166

Blue Mountain Counseling is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion, national origin, age, sex, marital or veteran status, disability, or any other legally protected status. All selection decisions are based on job-related factors.

Position Applied For:

Date of Application:

PLEASE PRINT OR TYPE

### PERSONAL INFORMATION

Last Name	First Name	Middle	Home Phone	Message Phone
Address		Apt. #	PO Box	Business Phone
City	State	Zip		
Are you legally eligible for employment in the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a high school diploma or GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		Please explain the conviction: *		
* Criminal convictions are not an absolute bar to employment but will only be considered in relation to specific job requirements.				

### EDUCATION AND TRAINING

Please include any training relative to the position you are applying for:

Colleges, Vocational or Technical Schools, Training Centers	Course of Study	Number of Years Completed	Type of Degree or Certificate Received

### LICENSES AND CERTIFICATES REQUIRED FOR THIS POSITION

Description	Issued by	ID #	Expiration Date

### PERTINENT SPECIAL SKILLS

Please list experience with machines, office equipment, languages, or other special skills pertinent to the position for which you are applying.


### ADDITIONAL INFORMATION

Do you possess a valid driver's license?  Yes  No (A valid driver's license is required when stated on the job announcement.)

State:

Driver's License #

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# WORK EXPERIENCE

**Beginning with your present or last job (and working backwards) list all Work Experience including Military, Volunteer, and Intern Experience.  
(If more space is needed, retrieve Work Experience template)**

Name of Present or Last Employer		Address	
Starting Date	Leaving Date	Salary \$ _____ per _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time    _____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern    _____ hrs/wk	Reason for Leaving
Month/Year	Month/Year		
Job Title (Present or Last)		Name of Supervisor/Title	
Phone #			

Job Duties:

May we contact this employer?     Yes     No

Name of Employer		Address	
Starting Date	Leaving Date	Salary \$ _____ per _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time    _____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern    _____ hrs/wk	Reason for Leaving
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Job Title (Present or Last)		Name of Supervisor/Title	
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Job Duties:

May we contact this employer?     Yes     No

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Job Duties:

May we contact this employer?     Yes     No

## APPLICANT ACKNOWLEDGMENT

I understand this application does not represent a contract for employment. I understand that an acceptance of an offer for employment does not create a contractual obligation upon Blue Mountain Counseling (BMC) to continue to employ me for any period of time in the future. I understand that no representative from the BMC has any authority to enter into any special agreement with me to promise and/or guarantee my employment for any specific time period or to promise me a promotion or transfer, etc., either prior to commencement of employment or after I have become employed, or to assure me of any benefits or terms and conditions of employment, or to make any agreement contrary to the aforementioned.

I hereby represent that each answer to questions incorporated into this application and all other information otherwise furnished by me shall be true, complete, and correct. I understand that incorrect, incomplete, false, or misleading statement/answer/information furnished by me either verbally, or in writing will subject my application to disqualification from further consideration and/or if already employed by BMC, when the aforementioned is detected, I will be subject to discipline up to and including discharge, for falsifying a record/document, regardless of how much time has elapsed since the date I was employed. In the event that I am employed by BMC, I agree to comply with all its orders, rules, regulations, safety policies, and performance standards. Within not more than three (3) days of employment, I will provide proof as required on the US Government, I-9 Form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with Federal Law, I understand that I will be terminated.

I have read and understand all of the provisions of this acknowledgment. By signing this application, I hold Blue Mountain Counseling harmless for any result of the reference check. I hereby authorize and release from liability all former employers, educational institutions, law enforcement agencies, and/or other government agencies to provide/release information regarding my employment, education, criminal conviction record, credit history, driver's license violations and motor vehicle records, that may be in their possession to Blue Mountain Counseling and/or its agents. An offer of employment is conditioned upon several criteria, including my satisfactorily passing certain laboratory test(s) (including tests for substance abuse) which may be required by Blue Mountain Counseling.

**If we, Blue Mountain Counseling, determine that we would like to hire you, the final piece of the application process will be for you to pass a Drug Screening Test.**

Applicant's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

## Blue Mountain Counseling

# EQUAL OPPORTUNITY EMPLOYMENT INFORMATION

Blue Mountain Counseling is subject to various state and federal rules and regulations requiring non-discrimination in employment. Pursuant to these rules and regulations, Blue Mountain Counseling hereby invites you to voluntarily provide information regarding your race/ethnic composition, gender and age.

Blue Mountain Counseling is an equal opportunity employer. All employment decisions are based on qualifications and are made without regard to race, color, religion, national origin, age, sex, disability status, veteran status, marital status and any other legally protected status. As required by law, any information that you provide on this form will be treated as confidential and will be stored separate from all personnel information. This information will be used only to demonstrate compliance with applicable state and federal rules and regulations.

Position Applied For: \_\_\_\_\_

Sex:  Female  Male

Age: \_\_\_\_\_

### RACIAL CATEGORY

- |   |   |
|---|---|
| <input type="checkbox"/> WHITE/CAUCASIAN (not of Hispanic origin) | All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.  |
| <input type="checkbox"/> BLACK (not of Hispanic origin)           | All persons having origins in any of the racial groups of Africa.   |
| <input type="checkbox"/> HISPANIC                                 | All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.   |
| <input type="checkbox"/> ASIAN-PACIFIC ISLANDER                   | All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, and India. |
| <input type="checkbox"/> AMERICAN INDIAN-ALASKAN NATIVE           | All persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition as an American Indian or Alaskan Native.                                |

VOLUNTARY COMPLETION BY APPLICANT.  
NOT FOR INTERVIEW PURPOSES.

**RECRUITMENT SOURCE**

How did you become aware of this employment opportunity?

- Newspaper    Which newspaper? \_\_\_\_\_
- City Employment Announcement                       Job Information Line
- Employee     State Employment Office
- Website     Other    Explain: \_\_\_\_\_

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## ADDITIONAL WORK EXPERIENCE

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Month/Year	Month/Year		
Job Title (Present or Last)		Name of Supervisor/Title	
Phone #			

Job Duties:

May we contact this employer?    Yes    No

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# **NOTICE**

**BLUE MOUNTAIN COUNSELING**

**IS A DRUG FREE AGENCY**

**EMPLOYMENT IS CONTINGENT UPON AN INDIVIDUAL  
SUCCESSFULLY PASSING A DRUG URINALYSIS AND A  
CRIMINAL BACKGROUND CHECK.**