

**Northwest Defenders Association  
Application for Employment**

1111 Third Avenue., Suite 200, Seattle, Washington 98101 (206) 674-4700

**Conditions of employment are stated at the end of this form. Please read carefully before you sign this application. Application must be completed in full even when submitting a resume in addition to this application.**

*Applicants are considered for employment without regard to race, religion, color, sex, national origin, creed, age, marital status, veteran status, disability status, or any other basis prohibited by federal, state or local law. If you require accommodation to complete the application, testing or interview process, please contact Human Resources for assistance at (206) 674-4700, Ext 3102.*

**Position Sought:** \_\_\_\_\_

**Personal:**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number & Street City State Zip Code

Date Available \_\_\_\_\_ Salary Desired \_\_\_\_\_ Phone Number \_\_\_\_\_

Are you over 18 years old? Yes [ ] No [ ]

Are you legally eligible for employment in the United States? Yes [ ] No [ ]  
(If offered employment, you will be required to provide documentation to verify eligibility.)

Have you ever worked under another name? Yes [ ] No [ ] If yes, what was it and what was the reason for the change?  
\_\_\_\_\_

Can you perform the primary functions of the job for which you are applying with or without accommodation? Yes [ ] No [ ]

In compliance with the Americans with Disabilities Act, a disability will be considered only in the context of an applicant's ability to perform primary elements of the job and to determine reasonable accommodation.

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**Education:** Please indicate education or training which you believe qualifies you for the position you are seeking.

**High School:** Number of Years Completed (circle one) 1 2 3 4

**Diploma:** \_\_\_Yes \_\_\_No **G.E.D.:** \_\_\_Yes \_\_\_No

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

**College and/or Vocational School:**

Number of Years Completed (circle one) 1 2 3 4

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Major \_\_\_\_\_ Degrees Earned \_\_\_\_\_

**Other Training or Degrees:**

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Course \_\_\_\_\_ Degree or Certificate Earned \_\_\_\_\_

**Professional License or Membership:**

WSBA Number: \_\_\_\_\_ Date of Admission: \_\_\_\_\_

Other License(s) or Certificate(s): \_\_\_\_\_

Other Professional Memberships: \_\_\_\_\_

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

**Record of Conviction:**

During the last ten years, have you ever been convicted of a crime other than minor traffic offense?

Yes [ ] No [ ]

If yes, explain:

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(A conviction will not necessarily automatically disqualify you for employment).

Have you ever been the subject of a bar complaint? (*Attorneys only*) Have you ever been the subject of a professional disciplinary proceeding or investigation? Yes [ ] No [ ]

If yes, explain:

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**Attendance and Punctuality Information:**

Consistent attendance and punctuality are essential requirements of employment. Is there anything that would interfere with regular attendance and punctuality if you were offered this position? Yes [ ] No [ ]

If yes, please explain

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Have you worked for Northwest Defenders Association before? Yes [ ] No [ ]

If yes, When? (Give dates) \_\_\_\_\_ Job Title: \_\_\_\_\_

Are you related to anyone working for Northwest Defenders Association? Yes [ ] No [ ]

If yes, Name \_\_\_\_\_ Title \_\_\_\_\_ Department \_\_\_\_\_

**Employment History:** Begin with your present or most recent job, list your entire work record for the past 10 years. Use additional sheets of paper if necessary. Include periods of self-employment, unemployment and military service assignments. List each promotion separately. If you feel that your work experience beyond 10 years is important, please include it.

May we contact your present employer? Yes [ ] No [ ]  
If any employment was under a different name, indicate name: \_\_\_\_\_

Employer \_\_\_\_\_  
Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FT \_\_\_\_ PT \_\_\_\_ No. of Hrs. \_\_\_\_\_

Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

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Employer \_\_\_\_\_  
Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FT \_\_\_\_ PT \_\_\_\_ No. of Hrs. \_\_\_\_\_

Reason for Leaving  
\_\_\_\_\_

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Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FT \_\_\_\_ PT \_\_\_\_ No. of Hrs. \_\_\_\_\_

Reason for Leaving  
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Employer \_\_\_\_\_

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Telephone \_\_\_\_\_ Position \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FT \_\_\_\_ PT \_\_\_\_ No. of Hrs. \_\_\_\_\_

Reason for Leaving  
\_\_\_\_\_

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Explain any gaps in work history:

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Have you ever been discharged or asked to resign from a job? Yes [ ] No [ ]

If yes, explain:

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**All applicants must provide a writing sample**

**References:**

Name:	Name:
Address:	Address:
Relationship	Relationship
Phone Number:	Phone Number:

Name:	Name:
Address:	Address:
Relationship	Relationship
Phone Number:	Phone Number:

Name:	Name:
Address:	Address:
Relationship	Relationship
Phone Number:	Phone Number: