



1226 Carpenter Rd SE, Ste B-1  
Lacey, WA 98503

Phone 360-705-4665

Fax 360-705-4654

Legal Name: \_\_\_\_\_

Nickname or (**Preferred**) Name: \_\_\_\_\_ Date: \_\_\_\_\_

Gender Identity: \_\_\_\_\_ Gender Pronoun: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Are you at least 18 years old? Y\_\_\_ N\_\_\_

Do you currently have your high school diploma or GED? (required) \_\_\_ Y \_\_\_ N

When? \_\_\_\_\_ Where (city, state) \_\_\_\_\_

Level of Education Completed: \_\_\_\_\_ When? \_\_\_\_\_ Where? (city, state) \_\_\_\_\_

*What are you available to work: Mark all that apply.*

**Please note your availability (Start and end time).**

Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours							

**Please check your preference below:**

\_\_\_ Part time (1-29 hours per week)

\_\_\_ Full time (30-40 hours per week)

\_\_\_ Fill-in status (You do not have a set schedule. This is a very flexible position. You need to work at least 64 hours per month, but you can work up to 40 hours per week and overtime if preapproved.)

\_\_\_\_\_  
Initial

I understand that I will be required to work weekends.

U.S. Citizen: \_\_\_Yes \_\_\_No (If no, Alien Number must be given before employment begins)

Have you ever been convicted of a felony? \_\_\_Yes \_\_\_No (If yes, attach explanation)

Military service? \_\_\_ Yes \_\_\_No

*Work Experience: (Last 8 years, list most recent first - you may attach resume for this section.)*

\* **Employer** \_\_\_\_\_ Address \_\_\_\_\_ City, State \_\_\_\_\_

From \_\_\_ To \_\_\_ Hourly Pay \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\* **Employer** \_\_\_\_\_ Address \_\_\_\_\_ City, State \_\_\_\_\_

From \_\_\_ To \_\_\_ Hourly Pay \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

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Position \_\_\_\_\_ Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

List 3 Personal references other than relatives. References must have known applicant for at least 3 years if fingerprints or character references are needed (include address and phone number):

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Other volunteer and community experience working with special populations? \_\_\_\_\_

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Education / Employment Goals:

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I affirm that the information contained in this application and in any other material included as part of this application is true and correct to the best of my knowledge. I understand that any misrepresentation given in the application process may lead to my termination from employment.

In order to maintain staff flexibility that is essential to the successful management of our agency, it is understood that any employment relationship with Kokua is "At Will". It can be terminated, with or without cause, at any time by either the employer or the employee.

Signature \_\_\_\_\_ Date \_\_\_\_\_

FORMS:ApplicationforEmployment:05/12



## Acknowledgement of Job Duties

Kokua employees provide personal support for adults with disabilities. Extensive training will be provided to assist new employees to perform tasks per Kokua's expectations. All direct care positions require that employees are able to participate in the following activities:

- Cook client meals
- Accompany clients to do their grocery shopping
- Perform house cleaning chores
- Laundry
- Yard work and lawn mowing
- Lift up to 30 pounds
- Provide personal care, as needed (help with bathing, toileting, dressing)
- Use augmentative communication devices, as needed
- Ride the Intercity Transit bus with clients
- Drive a company vehicle to transport clients
- Assist clients to attend religious functions of their choice
- Support a client's lifestyle choices even if they conflict with your own values
- Accompany clients on outings in the community
- Follow safety training instructions
- Use universal health precautions training to prevent the spread of disease
- Complete daily documentation as instructed in new employee training classes

I have read the job requirements listed above and I affirm that I am willing and able to perform the tasks listed.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



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**WORK REFERENCE FORM**

**Note to applicant:** Three Work Reference Forms are needed  
**Fill out top portion with previous employer information and submit with application.**

**Applicant:** \_\_\_\_\_

I authorize the employer to release to Kokua the information requested on this form.

\_\_\_\_\_  
**Signature of Applicant** **Date** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Dates of Employment with reference listed:** \_\_\_\_\_

**THIS PORTION IS TO BE COMPLETED BY FORMER EMPLOYER**

The applicant listed on this form has applied for employment with Kokua and has provided your name as a contact for reference of previous employment. Please complete and return form by fax or mail. Thank You!

**Dates of Employment:** \_\_\_\_\_ **Eligible for rehire?** \_\_\_\_\_

**Applicant's abilities in the following areas:**

	Excellent	Good	Average	Poor	N/A
<b>Cooperation &amp; Teamwork</b>	_____	_____	_____	_____	_____
<b>Reliability</b>	_____	_____	_____	_____	_____
<b>Punctuality &amp; Attendance</b>	_____	_____	_____	_____	_____

\_\_\_\_\_  
**Employer Signature** **Title** **Date** \_\_\_\_\_

Phone Reference \_\_\_\_\_

\_\_\_\_\_ Kokua Staff Signature

\_\_\_\_\_ Date



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**Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

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<b>Punctuality &amp; Attendance</b>	_____	_____	_____	_____	_____

\_\_\_\_\_  
**Employer Signature** **Title** **Date**

Phone Reference \_\_\_\_\_  
Kokua Staff Signature

\_\_\_\_\_ Date



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\_\_\_\_\_  
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Phone Reference \_\_\_\_\_  
 \_\_\_\_\_  
 Kokua Staff Signature

\_\_\_\_\_  
 Date