



NIKKEI CONCERNS

Seattle Keiro ▪ Nikkei Manor ▪ Kokoro Kai ▪ Nikkei Horizons

1601 E Yesler Way ▪ Seattle, WA 98122-5640
206-323-7100 ▪ Fax 206-325-1502

Employment Application

This application MUST be completed by the candidate applying for employment. Please complete all sections of the application even if you are including a resume. If you need an accommodation in order to complete or participate in the application process, please notify Human Resources at (206) 726-6525.

Position:					
Program:	<input type="checkbox"/> Kokoro Kai	<input type="checkbox"/> Nikkei Concerns	<input type="checkbox"/> Nikkei Horizons	<input type="checkbox"/> Nikkei Manor	<input type="checkbox"/> Seattle Keiro

Contact Information			
Name (First, Middle Initial, Last):			
Address:	City:	State:	Zip Code:
Telephone: Home:	Work:	Other, please specify:	
Email address if any:			
Have you applied for positions at Nikkei Concerns in the past?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have relatives working at Nikkei Concerns?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, then please list them:</i>			
How did you find out about this job opening?			

Education and Training					
	Name	Address	Graduated	Degree Awarded	Major
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Technical or Trade School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Licenses and Certificates		Type	License Number	Expiration Date	

Miscellaneous

In accordance with U.S. law, proof of work authorization will be required upon employment. Are you presently authorized to work in the U.S. for any U.S. employer? Yes No

Are you under 18 years of age? Yes No

Nikkei Concerns clientele are multi-cultural. Although Japanese is the primary language of many of our clients, a working knowledge of English is required to ensure the safe performance of required duties.

Please list all languages you speak/read/write fluently (including English).

(Only where there is a bona fide occupational qualification will this information be considered in our screening process.)

Please indicate the hours/shifts you are available to work:

Which day(s) are you available to work? Mon Tues Wed Thurs Fri Sat Sun

Which shift(s) are you available to work? Full-time Part-time On-call Days Evenings Nights

Have you been convicted or pleaded no contest to any criminal offense in the last 10 years? (If applying for a job which involves driving, you must disclose crimes or moving violations related to the operation of a motor vehicle.)

Yes No

If yes, what was (1) the nature of the offense or crime, (2) the date, (3) the court, and (4) the disposition? (A conviction or violation will not necessarily disqualify an applicant from consideration.)

Have you at any time been found in any court or administrative action or proceeding (including any dependency action, domestic relations proceeding, protection proceeding or disciplinary board proceeding) to have sexually or physically assaulted or abused any minor, developmentally disabled person or vulnerable adult, or exploited (financially or otherwise) any minor, developmentally disabled person or vulnerable adult? Yes No

Can you perform the essential functions of the position(s) you are applying for, with or without reasonable accommodation? Yes No

References

List three people (including managers/supervisors) **who are not related to you** who have knowledge of your qualifications.

Name	How Do You Know This Person?	Occupation	Years Known	Phone Number

Employment History

Please list your present and previous employers, starting with the most recent.

Employer Name:	Employed From:	To:
Address:	Phone Number:	
Supervisor's Name:	Supervisor's Job Title:	
Your Job Title:	Starting Pay:	Ending Pay:
Your Job Duties:		
Reason for Leaving:	Okay to contact?: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer Name:	Employed From:	To:
Address:	Phone Number:	
Supervisor's Name:	Supervisor's Job Title:	
Your Job Title:	Starting Pay:	Ending Pay:
Your Job Duties:		
Reason for Leaving:	Okay to contact?: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer Name:	Employed From:	To:
Address:	Phone Number:	
Supervisor's Name:	Supervisor's Job Title:	
Your Job Title:	Starting Pay:	Ending Pay:
Your Job Duties:		
Reason for Leaving:	Okay to contact?: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer Name:	Employed From:	To:
Address:	Phone Number:	
Supervisor's Name:	Supervisor's Job Title:	
Your Job Title:	Starting Pay:	Ending Pay:
Your Job Duties:		
Reason for Leaving:	Okay to contact?: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Release Authorization

Please read the following statement, then sign and date this application.

I hereby give Nikkei Concerns (NC) and its agents the right to verify all data given on this application and during interviews, and to investigate my past employment, activities, and other personal background information that they deem appropriate. I understand that this may include, but is not limited to, obtaining driving records, credit checks, and checking references; interviewing past employers, managers, and co-workers; obtaining education transcripts and conducting criminal background checks. I authorize all individuals, schools, firms, agencies and employers to release all requested information and documents. I release NC and its agents, and the persons and entities who provide information to them, from all claims, liability and damages, including attorneys fees and costs, arising out of the provision of information or documents as authorized by this paragraph. If employed, I release NC from any liability for future references it may provide regarding my work history at NC.

I agree that if I am hired by NC, the duration of my employment will be indefinite and my employment relationship will be terminable at will, which means that I may resign at any time and NC may terminate my employment at any time, with or without cause or advance notice, and without compensation except for time actually worked. I acknowledge that no contrary representations or promises are authorized or enforceable unless in a written employment agreement signed by an authorized NC officer.

I will notify NC of any changes affecting my responses on this application. I understand and agree that any misrepresentation or omission by me in the application process that NC determines was intentional may result in cancellation of my application or termination of my employment (if offered employment).

I certify under penalty of perjury under the laws of the state of Washington that my statements on this application are true, correct and complete.

Print Name

Signature of Applicant

Date

This application cannot be processed without your signature.

Equal Opportunity Employer

Nikkei Concerns is an equal opportunity employer. Nikkei Concerns does not discriminate in violation of law on the basis of race, sex, religion, creed, sexual orientation, age, marital status, political ideology, Vietnam-era or other veteran status, national origin, disability or other protected characteristic. Information provided on this application will not be used for any discriminatory purposes. Nikkei Concerns complies with all applicable federal, state and local non-discrimination laws and regulations.