



APPLICATION FOR EMPLOYMENT

The City of Pendleton is an Equal Opportunity Employer.
Opportunity for employment will be based solely on the merit of the applicant.

500 S.W. Dorion Avenue
Pendleton, Oregon 97801
Telephone (541) 966-0201
FAX (541) 966-0231
www.pendleton.or.us

Date of Application _____

Position Applied For _____

Referral Source: Advertisement Friend Relative Walk-In
 Employment Agency Other _____

Name _____
Last First Middle

Address _____
Number Street City State Zip Code

Telephone (_____) Personal Social Security Number ____/____/____
Area Code (_____) Work May we contact you at work? Yes No (Optional)

Have you filed an application here before? Yes No If Yes, give date _____

Have you ever been employed here before? Yes No If Yes, give date _____

Are you employed now? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

On what date would you be available to start work? _____

Are you available to work Full Time Part Time Shift Work Temporary

Are you on a lay-off and subject to recall? Yes No

Can you travel if a job requires it? Yes No

During the past ten (10) years, have you been convicted of a crime which has not been annulled, expunged, or sealed by a court? Yes No (Conviction will not necessarily disqualify applicant from employment.)

EDUCATION AND FORMAL TRAINING

Do you have a high school diploma or a GED Certificate? Yes No

List enough education to meet the requirements specified in the recruiting announcement.

NAME AND LOCATION	MAJOR COURSE OF STUDY	DATES ATTENDED	CREDITS EARNED			FULL OR PART TIME	GRADUATED Yes/No	DEGREE EARNED AND YEAR
			Qtr hrs	Sem hrs	Other			

WORK EXPERIENCE

List your current or most recent employer first, then list all your jobs for the last 10 years (including volunteer, if desired). You may wish to include qualifying experience gained more than 10 years ago if it helps you to meet the requirements shown in the recruiting announcement. **Resumes will not substitute for completing the WORK EXPERIENCE section.** If you need more space to describe duties, you may attach additional sheets. If you are describing additional jobs, provide information in the same format as below.

Current or Last Employer		Kind of Business	
Address (Including City & State)			
Supervisor's Name and Telephone		Your Job Title	
If you supervised employees, indicate your responsibility by checking the appropriate box(es):			
<input type="checkbox"/> Hired or recommended hiring		<input type="checkbox"/> Assigned and reviewed work	
<input type="checkbox"/> Rated work performance		<input type="checkbox"/> Handled disciplinary problems	
Indicate number of employees and job types supervised:			
AVERAGE HOURS WORKED PER WEEK: _____		TOTAL TIME Years _____ Months _____	
		FROM Month _____ Year _____	
		TO Month _____ Year _____	
DUTIES: (Be specific):			
Reason for Leaving			

Employer		Kind of Business	
Address (Including City & State)			
Supervisor's Name and Telephone		Your Job Title	
If you supervised employees, indicate your responsibility by checking the appropriate box(es):			
<input type="checkbox"/> Hired or recommended hiring		<input type="checkbox"/> Assigned and reviewed work	
<input type="checkbox"/> Rated work performance		<input type="checkbox"/> Handled disciplinary problems	
Indicate number of employees and job types supervised:			
AVERAGE HOURS WORKED PER WEEK: _____		TOTAL TIME Years _____ Months _____	
		FROM Month _____ Year _____	
		TO Month _____ Year _____	
DUTIES: (Be specific):			
Reason for Leaving			

Employer	Kind of Business
Address (Including City & State)	
Supervisor's Name and Telephone	Your Job Title
If you supervised employees, indicate your responsibility by checking the appropriate box(es):	
<input type="checkbox"/> Hired or recommended hiring <input type="checkbox"/> Assigned and reviewed work <input type="checkbox"/> Rated work performance <input type="checkbox"/> Handled disciplinary problems	
Indicate number of employees and job types supervised:	
AVERAGE HOURS WORKED PER WEEK: _____	TOTAL TIME Years _____ Months _____ FROM Month _____ Year _____ TO Month _____ Year _____
DUTIES: (Be specific):	
Reason for Leaving	

Employer	Kind of Business
Address (Including City & State)	
Supervisor's Name and Telephone	Your Job Title
If you supervised employees, indicate your responsibility by checking the appropriate box(es):	
<input type="checkbox"/> Hired or recommended hiring <input type="checkbox"/> Assigned and reviewed work <input type="checkbox"/> Rated work performance <input type="checkbox"/> Handled disciplinary problems	
Indicate number of employees and job types supervised:	
AVERAGE HOURS WORKED PER WEEK: _____	TOTAL TIME Years _____ Months _____ FROM Month _____ Year _____ TO Month _____ Year _____
DUTIES: (Be specific):	
Reason for Leaving	

Employer	Kind of Business
Address (Including City & State)	
Supervisor's Name and Telephone	Your Job Title
If you supervised employees, indicate your responsibility by checking the appropriate box(es):	
<input type="checkbox"/> Hired or recommended hiring <input type="checkbox"/> Assigned and reviewed work <input type="checkbox"/> Rated work performance <input type="checkbox"/> Handled disciplinary problems	
Indicate number of employees and job types supervised:	
AVERAGE HOURS WORKED PER WEEK: _____	TOTAL TIME Years _____ Months _____ FROM Month _____ Year _____ TO Month _____ Year _____
DUTIES: (Be specific):	
Reason for Leaving	

SKILLS: List current professional or vocational licenses, certificates, registrations, and other job-related skills you have, including foreign languages.

(MPC) Micro/Personal Computer. Check only if you are skilled in programming a micro or personal computer to organize or manipulate data in business application other than word processing. Specify programming languages and software packages.

MY ACTUAL NET TYPING SPEED AT THIS TIME IS _____

Special Skills and Qualifications:

Summarize special skills and qualifications acquired from employment or other experience:

Veteran of the U.S. Military service? Yes No Branch _____
(For Veteran's hiring preference, you must attach a copy of your DD214/DD215 to this application)

Do you have a valid Vehicle Operator License Yes No
If Yes, State of Issue _____ Type or Class _____ License No. _____

List professional, trade, business or civic activities and offices held:
(You may exclude those which indicate race, color, religion, sex or national origin.)

References (Other than relatives and employers already listed)

1. _____
(Name) (Phone #) (Address)
2. _____
(Name) (Phone #) (Address)
3. _____
(Name) (Phone #) (Address)

This application for employment shall be considered active for the period of time that the position is open. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I understand that false or misleading information provided in my application, during an interview(s) or at any time during the employment process, whether verbal or written and whether made by me or by others at my request, will result in rejection of my application, denial of employment, or dismissal from service if discovered after employment, and in some circumstances, may result in criminal prosecution.

I understand that, if hired, I must prove that I am legally authorized to work in the United States. I hereby authorize the City of Pendleton to check employment references and verify education information provided herein and as disclosed in the interview process. I authorize the City of Pendleton to check my driving record if the position for which I am applying requires driving. I understand that I may be asked to submit to a pre-employment drug test, a credit history check and/or criminal history background check as a condition of employment. I release the City of Pendleton and all providers of information from any liability as a result of furnishing and receiving any information related to the hiring process.

Signature of Applicant Date