

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 A	pplication_		
Position Applied For_								
Referral Source:	Advertisement	Friend		Relative	Walk-In			
	Employment Agency		Other_					
Name								
Last			First			Middle	е	
Address	er Street							
Numbe	er Street		City		State	Zip Co	ode	
	Perso	<u>onal</u>						
Area Code ()	W	<u>ork</u>	May	we contact yo	ou at work?	Yes	No	
Email address								
Have you filed an app	lication here before?	Yes	No	If Yes, give d	ate			
Have you ever been e	employed here before?	Yes	No	If Yes, give d	ate			
Are you employed nov	w? Yes No							
May we contact your p	oresent employer?	res No)					
Are you prevented fro (Proof of citizenship or imm	m lawfully becoming em igration status will be required	ployed in tupon employ	his cou	ntry because o	of Visa or Imm	igration Sta	tus? Yes	No
On what date would y	ou be available to start v	vork?						
Are you available to w	ork Full Time F	art Time	Shif	t Work Te	mporary			
Are you on a lay-off a	nd subject to recall?	Yes	No					
Can you travel if a job	requires it? Yes	No						

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 Sem hrs (FULL OR PART TIME	GRADUATED Yes/No	DEGREE EARNED AND YEAR

WORK EXPERIENCE

Current or Last Employer

Address (Including City & State)

Supervisor's Name and Telephone

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.

Kind of Business

Your Job Title

If you supervised employees, indicate your responsibility by checking the appropriate box(es):	Hired or recommended hiring Rated work performance	Assigned and rev Handled disciplina			
Indicate number of employees and job types supervised:					
	TOTAL TIME	Years	Months		
	FROM		Year		
AVERAGE HOURS WORKED PER WEEK:	ТО	Month	_Year		
DUTIES: (Be specific): Resumes will not substitute for completing the WORK EXPERIENCE	E section				
Reason for Leaving					
Employer	Kind of Business	3			
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):	Hired or recommended hiring Rated work performance	Assigned and rev Handled disciplin			
Indicate number of employees and job types supervised:					
	TOTAL TIME	Years	Months		
	FROM	Month	Year		
AVERAGE HOURS WORKED PER WEEK:	ТО	Month	Year		
DUTIES: (Be specific): Resumes will not substitute for completing the WORK EXPERIENCE section					
Reason for Leaving					
Reason for Leaving					

Employer	Kind of Business	3	
Address (Including City & State)			
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If you supervised employees, indicate your responsibility by checking the appropriate box(es):	Hired or recommended hiring Rated work performance	Assigned and rev Handled disciplin	
Indicate number of employees and job types supervised:			
	TOTAL TIME	Years	Months
	FROM	Month	
AVERAGE HOURS WORKED PER WEEK:	ТО	Month	Year
DUTIES: (Be specific):			
Reason for Leaving			
Employer	Kind of Business	3	
Address (Including City & State)			
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Indicate number of employees and job types supervised:			
	TOTAL TIME	Years	Months
			Year
AVERAGE HOURS WORKED PER WEEK:	ТО	Month	Year
DUTIES: (Be specific):			
Reason for Leaving			
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Indicate number of employees and job types supervised:			
	TOTAL TIME	Years	Months
NASS ASS ASSAURA WARREN DER WEEK		Month	
AVERAGE HOURS WORKED PER WEEK:	ТО	Month	Year
DUTIES: (Be specific):			
Reason for Leaving			

SKILLS : List current professional or vocational licenses, certificate other job-related skills you have, including foreign languages.	es, registrations, and	(MPC) Micro/Personal Computer. Check only in micro or personal computer to organize or manipula other than word processing. Specify programming is	te data in business application
MY ACTUAL NET TYPING SPEED AT THIS TIME IS			
Special Skills and Qualifications: Summarize special skills and qualifications acq	uired from emp	ployment or other experience:	
Veteran of the U.S. Military service? Yes (For Veteran's hiring preference, you must attach a copy of	No of your DD214/DD2		
Do you have a valid Vehicle Operator License If Yes, State of Issue	Yes No _ Type or Clas	sLicense N	No
List professional, trade, business or civic activit (You may exclude those which indicate race, color, religion			
References (Oth	ner than relative	es and employers already listed)	
(Name)	(Phone #)	(Address)	
(Name)	(Phone #)	(Address)	
3(Name)	(Phone #)	(Address)	
This application for employment shall be considered for employment beyo accepted at that time.			
	Applicant's	s Statement	
I certify that answers given herein are true and information provided in my application, during a or written and whether made by me or by employment, or dismissal from service if discoprosecution.	an interview(s) others at my	or at any time during the employmen request, will result in rejection of r	t process, whether verbal my application, denial of
I understand that, if hired, I must prove that I a of Pendleton to check employment reference interview process. I authorize the City of Pendl driving. I understand that I may be asked to history background check as a condition of empany liability as a result of furnishing and receiving	s and verify edetern to check results a presult to a presult of the contract o	ducation information provided herein ny driving record if the position for whi e-employment drug test, a credit histo ease the City of Pendleton and all pro-	and as disclosed in the ich I am applying requires ory check and/or criminal
By checking this box, I certify that my name in the signature line operates as my digital signature, and has the same force and effect as an original signature.	Signa	ture of Applicant	Date