

# 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 SW. Dorion Avenu Pendleton, Oregon 9780 Telephone (541) 966-02 FAX (541) 966-0231 www.pendleton.or.us	01							
					Date of Ap	oplication		
Position Applied For								
Referral Source:	Advertisement	Friend		Relative	Walk-In			
	Employment Agency		Other					
Name								
Last			First			Middle		
Address			0.1					
Number	Street		City		State	Zip Code	9	
Telephone () Area Code	Person	al						
	Wor	<u>k</u>	Мау	we contact yo	u at work?	Yes	No	
Email address								
Have you filed an applic		Yes	No	If Yes, give da	ate			
				-				
Have you ever been em	ployed here before?	Yes	No	If Yes, give da	at <u>e</u>			
Are you employed now?	Yes No							
May we contact your pre	esent employer? Ye	s No						
	lawfully becoming empl ation status will be required up			ntry because o	f Visa or Immi	gration Status	s? Yes	No
On what date would you	u be available to start wo	ork?						
Are you available to wo	rk Full Time Pa	rt Time	Shif	t Work Ter	mporary			
Are you on a lay-off and	I subject to recall?	Yes	No					
Can vou travel if a job re	equires 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	EA	REDITS ARNED em hrs Oth	FULL O PART TIME	R GRADUATED Yes/No	DEGREE EARNED AND YEAR

#### 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. <u>Resumes will not substitute for completing the WORK EXPERIENCE section</u>. 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):	Hired or recommended hiring Rated work performance	Assigned and reviewed work Handled disciplinary problems		
Indicate number of employees and job types supervised:				
	TOTAL TIM	E Years Months		
	FROM	Month Year		
AVERAGE HOURS WORKED PER WEEK:	ТО	MonthYear		
DUTIES: (Be specific): Resumes will not substitute for completing the WORK EXPERIENCE section				
Reason for Leaving				

Employer	Kind of Busines	S			
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 reviewed work Handled disciplinary problems			
Indicate number of employees and job types supervised:					
	TOTAL TIME	E Years Months			
	FROM	MonthYear			
AVERAGE HOURS WORKED PER WEEK:	то	Month Year			
DUTIES: (Be specific): Resumes will not substitute for completing the WORK EXPERIENCE 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 reviewed work Handled disciplinary problems
Indicate number of employees and job types supervised:		
	TOTAL TIME	Years Months
	FROM	Month Year
AVERAGE HOURS WORKED PER WEEK:	ТО	MonthYear
DUTIES: (Be specific):		
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 reviewed work Handled disciplinary problems
Indicate number of employees and job types supervised:		
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	FROM	Month Year
AVERAGE HOURS WORKED PER WEEK:	ТО	Month Year
DUTIES: (Be specific):		
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Employer	Kind of Business	3
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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):		
Reason for Leaving		

<b>SKILLS</b> : 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) Branch					
Do you have a valid Vehicle Operator License If Yes, State of Issue		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.					
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.

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.

Signature of Applicant