

Malheur County

251 B Street West #1
Vale, OR 97918

541-473-5183
541-473-5168 fax

Application
For
Employment

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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How Did You Learn About Us?

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
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Address Number	Street	City	State	Zip Code
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Telephone Number(s)	Social Security Number
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If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If Yes, give date _____

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

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this county 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 work? _____

Are you Available to work: Full Time Part Time Shift Work Temporary

Are you currently on lay-off status and subject to re-call? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No
Conviction will not necessarily disqualify an applicant from employment

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Elementary School	High School	Undergraduate College/ University	Graduate / Professional
School Name and Location				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma / Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship				
Describe any Honors you received				
State any additional Information you feel May be helpful to us				

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and office held.
You may exclude memberships which would reveal sex, race, religion, national origin, age, or handicap or other protected status:

References

Give name, address and telephone number of three references who are not related to you and who are not previous employers.

1. _____
2. _____
3. _____

Have you ever had any job-related training in the United States military? Yes No

If Yes, please describe _____

Employment Experience

This section must be completed even if a resume is attached.

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, sex, national origin, handicap or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title			
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title			
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title			
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title			
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employer or other experience. Also, describe which computer programs you are familiar with, where used, and for how long.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby acknowledge that any employment relationship with Malheur County is of an "at will" nature, which means that I may resign at any time and the Employer may discharge me at any time with or without cause. It is further understood this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Malheur County.

In the event of employment, I understand that omissions, false or misleading information given in my application or interview(s) may result in immediate discharge. I understand also, that I am required to abide by all rules and regulations of the employer

Signature of Applicant

Date

ADDITIONAL INFORMATION

- This recruitment is open to applicants who meet the requirements as stated. Applications will be used to fill a current vacancy.
- A Malheur County application must be completed for employment consideration unless otherwise stated. Resumes may be attached. Separate applications are required for each position desired. You may submit your application by fax in order to meet the deadline, but you must also mail the original hard copy.
- Our interviewing and hiring process will be conducted over the course of the next several weeks after the closing date. We will be reviewing many applications and ask for your patience in allowing us to thoroughly review them. Inquiries are not necessary and will only slow down our hiring process. Due to the large number of applications interested in County jobs, we will not be able to contact and interview each one.
- If we do NOT contact you by phone within four weeks after this announcement's closing date, we will not be extending you an offer. We will keep your application in our files pursuant to archive and retention laws.
- NOTE: Employment may be contingent upon the successful passage of a drug test, criminal history check and driver's license check. Pro-employment physicals may be required.
- ALL Malheur County structures and vehicles are NO SMOKING.
- Under the provision of the Immigration Reform and Control Act of 1986, Malheur County requires any person hired, or re-hired to provide evidence of identity and eligibility for employment by completing an I-9 form. The form is required by Federal Law for the sole purpose of establishing proof of an individual's eligibility for employment in the United States. Along with this form, you are required to show two proofs of identifications. The following documents are acceptable.
 - Original social security card and driver's license
 - Driver's license and birth certificate
 - US military card and social security card
 - US passport
 - Alien registration Card



County of Malheur

251 'B' STREET WEST • VALE, OREGON 97918

ADMINISTRATIVE OFFICE
(541) 473 – 5183

Applicant's Authorization to Release Information

As an applicant for a position with Malheur County, I am required to furnish information for use in determining my qualifications and suitability to fill the position. I understand that any or all information contained in my application for employment may be subject to verification or investigation by any duly authorized agent of Malheur County. I also understand that criminal history and driving records will be checked if, in the judgment of Malheur County, such records are relevant to the position for which my application for employment is made.

I voluntarily and knowingly give my consent for full and complete release of any and all information or opinions you may have concerning, but not necessarily limited to my: qualifications, suitability, moral character, credit, credentials, references, performance, education, job description, disciplinary actions, complaints or grievances against me, personnel investigative files and records of arrest, trial and/or conviction.

I understand that Malheur County may use this release to request information and records about my qualifications and suitability for employment from any educational institution, credit report, employer, person, firm, corporation, law enforcement agency, private individual, government agency and their officers, employees, successors and agents.

In consideration of your cooperation, I agree to hold harmless, release and discharge the person or entity to whom this release form is presented and his/her/its officers, employees, successors and agents from and against any and all claims, damages, losses and expenses, including reasonable attorneys' fees, present or future, whether known or unknown, arising out of, incidental to or by reason of complying with this release and disclosure of information. This release and discharge includes, but is not limited to, claims of defamation, libel, slander, negligence or interference with contract or profession.

I agree to hold Malheur County harmless from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of the use or disclosure of any information obtained as a result of this release.

I consent to allow a photocopy of this release form, when presented by a duly authorized agent of Malheur County, to serve as a valid release even though the photocopy does not contain an original writing of my signature.

This release expires one year after the date it is signed.

Applicant's Signature

Date Signed

Applicant's Printed or Typed Name

Social Security Number

Driver's License Number/State
