

COOS COUNTY APPLICATION FOR EMPLOYMENT

1. Position applying for

Department

2. Name

Last

First

MI

Social Security No.

3. Mailing Address

Street/PO Box

City

State

Zip

Telephone

E-mail Address

Cell Phone

4. Have you ever been convicted of a crime? Yes No (Exclude those cases processed in juvenile court and minor traffic violations.) Conviction does not necessarily disqualify you from employment. If yes, explain

5. EDUCATION RECORD: Did you graduate from High School? Yes No

If no, do you have your GED? Yes No

COLLEGE, TRADE SCHOOL OR SPECIAL TRAINING

Name and Location

From-To (Mo/Yr)

Fields of Study (Major/Minor)

Credit (Semester/Qtr Hrs)

Certificates/Degrees

Name and Location

From-To (Mo/Yr)

Fields of Study (Major/Minor)

Credit (Semester/Qtr Hrs)

Certificates/Degrees

Name and Location

From-To (Mo/Yr)

Fields of Study (Major/Minor)

Credit (Semester/Qtr Hrs)

Certificates/Degrees

6. List any special skills, additional training, licenses or certificates you have that are pertinent to the position for which you are applying.

Typing Speed _____ wpm Shorthand/Speedwriting _____ wpm 10-Key _____ kpm

7. REFERENCES - List the names of three persons other than former employers and relatives having knowledge of your character, experience or ability.

1.

Name

Address

Telephone

Cell Phone

2.

Name

Address

Telephone

Cell Phone

3.

Name

Address

Telephone

Cell Phone

8. Do you have any relative(s) currently employed by the County? Yes No
If yes, give name(s) and relation

9. If applying for a position which requires you to drive, please complete the following:
Possess a valid Oregon Driver's License? Yes No O.D.L. #

Has your license been restricted, suspended or revoked in the last 5 years? Yes No
If yes, explain

10. EMPLOYMENT HISTORY - Beginning with your PRESENT or MOST RECENT job, describe your work experience during the past EIGHT years. In addition, list any other prior experience related to the duties of the position for which you are applying. Include volunteer work.

Employing Firm & Address

Your Job Title

Phone Number

Supervisor's Name & Title

Phone Number

Cell Phone

Dates From: Mo./Yr. To: Mo./Yr. Full Time Part-time Last Salary
Reason for Leaving

Specific Duties:

Employing Firm & Address

Your Job Title

Phone Number

Supervisor's Name & Title

Phone Number

Cell Phone

Dates From: Mo./Yr.

To: Mo./Yr.

Full Time

Part-time

Last Salary

Reason for Leaving

Specific Duties:

Employing Firm & Address

Your Job Title

Phone Number

Supervisor's Name & Title

Phone Number

Cell Phone

Dates From: Mo./Yr.

To: Mo./Yr.

Full Time

Part-time

Last Salary

Reason for Leaving

Specific Duties:

Employing Firm & Address

Your Job Title

Phone Number

Supervisor's Name & Title

Phone Number

Cell Phone

Dates From: Mo./Yr.

To: Mo./Yr.

Full Time

Part-time

Last Salary

Reason for Leaving

Specific Duties:

Employing Firm & Address

Your Job Title

Phone Number

Supervisor's Name & Title

Phone Number

Cell Phone

Dates From: Mo./Yr.

To: Mo./Yr.

Full Time

Part-time

Last Salary

Reason for Leaving

Specific Duties:

11. REMARKS - Use this space for additional details and clarification. You may also attach any additional information, i.e., resume, letters of recommendation.

12. READ THE FOLLOWING CAREFULLY

=====

I am applying for employment with an online application for Coos County, Oregon. This application allows the use of an actual signature or the use an electronic signature in lieu of an actual signature.

I hereby agree that this application may be considered by Coos County, all departments and subdivisions of Coos County, as an application for employment. I agree that this application I have filled out is complete and accurate.

I agree that if my application uses an electronic signature (initials) it can be used like a signed paper application for all purposes.

I certify that the information I have provided is true and complete.

I have been advised that Coos County may request a criminal records check about me. I authorize and consent to Coos County obtaining consumer reports and/or an investigative consumer credit report, as permitted by law, under the Federal Fair Credit Reporting Act. I authorize and consent to Coos County utilizing said reports in any manner they deem reasonable to evaluate my qualifications for employment. I understand that I will be advised if any such reports are the basis for adverse action on the part of Coos County as to my employment and I understand that I will be given the opportunity to review any such adverse reports.

I have been advised that Coos County may contact prior employers or persons I list as references. I authorize the entities or persons listed in my application above to give any information regarding my employment together with any information they may have regarding me, whether or not it is in their records. I hereby release said entities or persons from all liability for any damage whatsoever for issuing this information. I understand that any misrepresentation or omission of fact called for in this form are grounds to deny employment or, if hired, to terminate employment at any time.

I also agree to: (1) such post offer employment entrance medical examination, by a physician designated by Coos County, as may be required (including urine or saliva tests for drug/alcohol use), (2) and to abide by all rules and regulations of Coos County applying to all employees. I understand that Coos County reserves the right to change wages, hours and working conditions as it deems appropriate and that all company rules are applied as interpreted by Coos County. I also understand that my employment would be for no definite period of time and that Coos County offers employment under the legal terms of the doctrine of *employment at will*, unless modified by Union Contract. This means that either the employee or the employer is free to end the employment relationship at any time with or without cause.

I understand that I will only be considered for job openings that require the experience and skills that I have listed on this application.

PRINTED NAME _____

DATE _____ SIGNATURE _____

Unsigned applications will not be processed.

By placing my initials in the box below I acknowledge I have submitted this employment application on-line on (DATE) and that it is to be considered with the same weight and authority as if I had signed said application.

_____ (INITIAL BOX)

~~~~~

As an Equal Opportunity/Affirmative Action Employer, Coos County is dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, and marital status, mental or physical disability.

Under provision of the Immigration Reform and Control Act of 1986, Coos County requires any person hired or rehired to provide evidence of identity and eligibility for employment.

NOTE: If you believe your civil rights in employment matters have been violated at any time during the course of your consideration for employment, please contact the Human Resources Director.