

EMPLOYMENT APPLICATION

www.beavertonoregon.gov



Human Resources Department
4755 S.W. Griffith Drive
P.O. Box 4755
Beaverton, OR 97076-4755
Voice / TDD (503) 526-2200
Fax No. (503) 526-2572

| | | | |
|---|---------------------------|--------|--------------------------|
| Position Applied For | | | |
| Name | Last | First | MI |
| Address | Number | Street | |
| City | | State | Zip Code |
| Home Phone () () | Business Phone () () | | Message Phone () () |
| Do you have a valid drivers license? Yes <input type="checkbox"/> No <input type="checkbox"/> CDL? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |

How did you learn about this position? _____

Are you willing to accept: Full time Part time work Temporary work Job share Shift work Weekends

PC skills (list software) _____

Special licenses, training, certificates, or memberships _____

Ability to speak read write in a language other than English _____ Language(s)

Education: Circle Highest Year Completed 8 9 10 11 12 GED College 1 2 3 4 5 6 7 8

| NAME AND LOCATION OF SCHOOL | YEARS COMPLETED | GRADUATED | | TYPE OF DEGREE, DIPLOMA, OR CERTIFICATE | COURSE OF STUDY / MAJOR |
|-----------------------------|-----------------|-----------|----|---|-------------------------|
| | | YES | NO | | |
| HIGH SCHOOL OR G.E.D. | | | | | |
| COLLEGE OR UNIVERSITY | | | | | |
| MILITARY / TECHNICAL ETC. | | | | | |

- Have you been discharged or requested to resign from any position? If yes, explain here: _____

- Have you ever been convicted of a crime? Yes No . A conviction record will not necessarily disqualify you for employment. If you answered yes, please describe fully the criminal conviction(s), listing the nature of the offense, year occurred, and outcome. _____

- Are you able, at the time of employment, to submit verification of your legal right to work in the U.S.? Yes No . If hired, you must complete the I-9 form required by the U.S. Immigration and Naturalization Service no later than three (3) business days after your date of hire.

Experience: Please list your previous employment beginning with your most recent experience. You may include all applicable military, non-paid or volunteer work. If you held more than one position with the same employer, list each separately. Use additional sheets if necessary. **(You may include a resume, but the employment application information must also be completed.)**

May we contact your present employer ?

Yes No

| | | | |
|---|--------------------------|---------------|---------------------|
| MONTH / YEAR From: _____ To: _____ Total Yrs: _____ Months: _____ | Title | Hours / Week: | Employer: |
| | Duties | | Supervisor: |
| | | | Street: |
| | | | City / State: |
| | | | Phone: |
| | | | Reason for leaving: |
| | Last Salary (Monthly) \$ | | |
| MONTH / YEAR From: _____ To: _____ Total Yrs: _____ Months: _____ | Title | Hours / Week: | Employer: |
| | Duties | | Supervisor: |
| | | | Street: |
| | | | City / State: |
| | | | Phone: |
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| | Duties | | Supervisor: |
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| | | | City / State: |
| | | | Phone: |
| | | | Reason for leaving: |
| | Last Salary (Monthly) \$ | | |

| | | |
|---------------------------------|-------|--------------|
| Professional References: | | |
| Name | Phone | Relationship |
| Name | Phone | Relationship |
| Name | Phone | Relationship |

IMPORTANT: PLEASE READ AND SIGN

- I understand that if I provide false or misleading information on this application, or on other documents in connection with my employment with the City of Beaverton, it will be grounds for terminating my employment, regardless of when it is discovered.
- I authorize the City of Beaverton to investigate my references; to communicate with my former employers; to make an independent investigation of my character, criminal record, if any; conduct an employment history; and to keep and preserve records of such investigations as it sees fit. Additionally, I release all parties from all liability for any damage that may result from furnishing information in good faith to the City of Beaverton in connection with my application for employment.
- If employed, I agree to read and comply with City policies and procedures.

Applicant Signature _____ Date _____

DATE

JOB APPLYING FOR

MI

FIRST

LAST

NAME

CONFIDENTIAL APPLICANT INFORMATION CITY OF BEAVERTON

The City of Beaverton is dedicated to a policy of equal opportunity in employment without regard to race, religion, sex, national origin, age or disability. Reasonable accommodation will be made to enable any qualified, disabled applicant to safely and properly perform the essential functions of the job if hired.

The following information allows the City of Beaverton to evaluate its hiring practices and to prepare reports required by law for the State and Federal government. This information is voluntary and will not be considered in any part of the selection process.

PLEASE CHECK THE APPROPRIATE BOXES AND COMPLETE THE REQUIRED ENTRIES.

SEX Male Female **AGE** _____ **DATE OF BIRTH** ____/____/____

SOCIAL SECURITY NO.

ETHNIC BACKGROUND (Check One Only)

- AMERICAN INDIAN OR ALASKAN NATIVE** - includes persons having origins in any of original people of North America and who maintain cultural identification through tribal affiliation or community recognition.
- BLACK** - not of Hispanic origin - includes persons having origins in any of the black racial groups.
- HISPANIC** -includes all persons of Mexican, Puerto Rican, Cuban, South American, or other Spanish culture or origin, regardless of race.
- ASIAN or PACIFIC ISLANDER** - includes persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian subcontinent. This area includes, for example, China, Japan, Korea, Samoa, India and the Philippine Islands.
- WHITE** - not of Hispanic origin - includes persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

SELECTION POLICY

The City of Beaverton is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, age, mental or physical disability, familial status, sexual orientation, gender identity or source of income in the admission or access to, or employment in, its programs or activities. Veterans are encouraged to apply for open positions and will be given preference over non-veterans if equally qualified.

The Human Resources Director, 4755 SW Griffith Drive, Beaverton, Oregon 97005, (503) 526-2200, has been designated the EEO Officer and Americans With Disabilities Act Coordinator. Any questions relating to either area, the grievance procedure and associated rights should be directed to the Human Resources Department.

The City of Beaverton is committed to maintaining a safe and healthy workplace. Criminal and civil record checks and reference checks will be conducted on final candidates. Any offer of employment will be contingent upon the applicant passing a drug screening test which tests for current use of illegal drugs. In addition, some positions may require a physical examination. Some criminal convictions may be disqualifying.

The position for which you are applying involves a competitive selection process. All applications will be reviewed by the Human Resources Department. Applicants whose backgrounds appear to most closely match the needs of the particular vacancies will be forwarded to the hiring department for consideration for interview.

The most competitive applicants for a particular vacancy will be interviewed by the hiring department, and a final selection will be made. Due to the extremely large number of applicants and the limited number of job opportunities, a number of applicants do not proceed to the interview phase.

A job application is an important reflection on you. The way in which you complete your application can make a difference in determining whether or not you are selected to be interviewed for a job. If you need assistance in completing this application, please notify a Human Resources Department representative who will provide the necessary accommodation for the application to be completed.

Applications received by the City become the property of the City of Beaverton and cannot be returned. If you have any questions, please feel free to ask our Human Resources staff.

September 2007

AN EQUAL OPPORTUNITY EMPLOYER