

The City of Woodburn

Employment Application

Return to:

Human Resources
270 Montgomery Street
Woodburn, Oregon 97071

“An Equal Opportunity Employer”



Position

Position Applied For (listed on the job announcement):	Today's Date:
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General Information

Name (Last, First, M.I.):	Home Telephone:
Mailing Address:	Work Telephone:
City, State and Zip Code:	Message (if different):
Available For (check all that apply): <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary	E-Mail Address:
	Date You Can Report For Work:

Education and Training

Name and Location of High School Attended:	Diplomas or Certs. Received (check): <input type="checkbox"/> High School <input type="checkbox"/> GED
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Colleges, Military, Trade, Business or Other Schools Attended

Name and Location of School	Course of Study (List Major)	Credits Earned			Graduate (Yes/No)	Type of Deg./Cert. Received
		Clock Hrs.	Qtr. Hrs.	Sem. Hrs.		
A						
B						
C						

Specialized Skills and Knowledge

List any skills or knowledge that show your ability to perform the job for which you are applying (such computer languages or software programs, foreign languages, etc.):

Typing Speed (net wpm):

Licenses and Other Information

	<u>Check One</u>	
	Yes	No
Do you have or can you obtain a valid Oregon Driver's License?	<input type="checkbox"/>	<input type="checkbox"/>
Are you able to perform the essential job functions and/or job duties as outlined in the job announcement for the position you are applying for?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a crime, other than misdemeanors and summary offenses? (If yes, please explain)	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed by the City of Woodburn?	<input type="checkbox"/>	<input type="checkbox"/>
Are you related to any City employee or official?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been discharged or asked to resign from employment? (If yes, please explain)	<input type="checkbox"/>	<input type="checkbox"/>

Employment History

What you write in this section will be used to decide if you meet the qualifications outlined in the job announcement. List all of your job(s) and/or volunteer positions that you have held. Clearly describe all of your duties with as much detail as possible, starting with your most recent job.

Job Number 1

Employing Firm:	Employer's Address:	Employer's Phone Number:
Your Job Title:	Supervisor's Name and Title:	Full Time (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Duties:		Starting Salary: \$
		Last Salary: \$
		Employed From (mo/yr): To (mo/yr):
		Reason for Leaving:

Job Number 2

Employing Firm:	Employer's Address:	Employer's Phone Number:
Your Job Title:	Supervisor's Name and Title:	Full Time (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Duties:		Starting Salary: \$
		Last Salary: \$
		Employed From (mo/yr): To (mo/yr):
		Reason for Leaving:

Job Number 3

Employing Firm:	Employer's Address:	Employer's Phone Number:
Your Job Title:	Supervisor's Name and Title:	Full Time (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Duties:		Starting Salary: \$
		Last Salary: \$
		Employed From (mo/yr): To (mo/yr):
		Reason for Leaving:

Employment History (Continued)

Job Number 4

Employing Firm:	Employer's Address:	Employer's Phone Number:
Your Job Title:	Supervisor's Name and Title:	Full Time (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Duties:		Starting Salary: \$
		Last Salary: \$
		Employed From (mo/yr): To (mo/yr):
		Reason for Leaving:

References

	Reference Name	Phone Number	Relationship	Years Known
1				
2				
3				
4				

Certification and Signature

– READ CAREFULLY BEFORE SIGNING BELOW –

I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between the City or myself, either employment or the providing of any benefit. I understand and agree that if I am offered and accept a position, my employment is at the mutual consent of the City and myself, and can be terminated at will, at any time, with or without notice, and with or without cause, at the discretion of either the City or myself. I also agree to conform to all existing and future City rules and regulations and I understand that the City reserves the right to change wages, hours, and working conditions as deemed necessary.

I further acknowledge and understand that no representative of the City has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits or terms and conditions of employment, except as may be specifically set out in a current written agreement.

I hereby certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentations or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from employment. I authorize this employer, City of Woodburn, to make any necessary and appropriate investigations to verify the information contained herein.

Applicant's Signature:	Today's Date:
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Under provision of the Immigration Reform and Control Act of 1986, the City of Woodburn requires any person hired or rehired to provide appropriate documentation of identity and eligibility for employment.

As an Equal Opportunity Employer, all qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, marital status, age, disability, or any other protected class under State and Federal laws.

**RECRUITMENT TRACKING INFORMATION
PLEASE COMPLETE THE FOLLOWING INFORMATION**

Job Applied For: _____ **Today's Date:** _____

HOW DID YOU LEARN ABOUT THIS POSITION?

- Newspaper (List Publication): _____
- City Web Page (www.woodburn-or.gov) Employment Office
- Other website (List website): _____
- Employee Referral Friend City Bulletin Board Posting
- Other: _____

**VOLUNTARY INFORMATION -
Affirmative Action Data**

The information you provide on this supplement will be utilized by the City of Woodburn Personnel Department for Affirmative Action purposes only. Completion of this form is voluntary and information provided will be kept in a confidential file separate from the application form.

Ethnic Category	
Caucasian (not of Hispanic origin) - Those having origins is any of the original peoples of Europe, North Africa or the Middle East.	<input type="checkbox"/>
African American (not of Hispanic origin) – Those having origins in any of the Black ethnic groups.	<input type="checkbox"/>
Hispanic - Those of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures or origin, regardless of ethnicity.	<input type="checkbox"/>
Asian or Pacific Islanders - Those having origins in any of the original peoples of the Far East, Southeast Asia, Indian Subcontinent or the Pacific Islands.	<input type="checkbox"/>
Native American or Alaskan Native - Those having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.	<input type="checkbox"/>

Sex: Male Female

Are you disabled? Yes No
 (Checking the "yes" box has no effect on an employer's obligation to provide reasonable accommodation under state and federal disability laws.)

Are a qualified or disabled qualified veteran? Yes No
 (If you check the "yes" box, please complete and return a **Veteran's Preference Form** to the Human Resource Department by the close date of the recruitment. The Veterans Preference Form can be found in City Hall, the City's website at www.woodburn-or.gov, or by calling 503-980-2401).

**ATTENTION
ATTACH THIS PAGE TO YOUR APPLICATION MATERIALS
EVEN IF YOU DO NOT PROVIDE THE VOLUNTARY INFORMATION**