



EMPLOYMENT APPLICATION FOR CLATSOP COUNTY

An Affirmative Action/Equal Opportunity Employer

Received: _____

Date: _____

Position Applied For: _____

Name: _____
 Last First Middle

Mailing Address: _____
 Number and Street, Apt #, City State Zip

Phone Number: _____ Area Code Alternate Phone Number: _____ Area Code

Work Availability: Will you accept? Regular Full time Part time Temporary (Casual) Seasonal

Education: Have you graduated from High School? Yes No If answer is no, do you have a GED Certificate? Yes No

Education and Training Summary: (give information about your education as it relates to the position for which you are applying)

List applicable University, College, or Technical Schools	Major Subject	Minor Subject	Units Completed		Type of Degree or Certificate earned
			Semesters	Quarters	

Licenses and Certificates: (Professional or trade licenses which are required for this position)

Description	Issued by	Expiration Date

Skills Summary: Typing Speed: _____ 10-Key Speed _____

Computer Operation Skills: Fully describe the computer programs that you are proficient in: _____

Equipment Operation: Describe your equipment operation skills related to the job for which you are applying

Driver's License: Do you possess a valid driver's license? Yes No If Yes, Which State ? _____

Class: _____ Endorsements?: _____

(A valid driver's license is required only when stated in the job requirements)

Application Confidentiality: Do you wish your application to remain confidential? Yes No

If Yes, explain your need for confidentiality: _____

Convictions: HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE OTHER THAN MINOR TRAFFIC VIOLATIONS? Yes No

IF YES, PLEASE ATTACH A PAGE WITH THE FOLLOWING INFORMATION: 1) DATE of CONVICTION, 2) CHARGE, 3) PLACE, 4) ACTION TAKEN

A CRIMINAL CONVICTION WILL BE CONSIDERED ONLY IN RELATION TO THE JOB FOR WHICH YOU ARE APPLYING. SERIOUSNESS AND NATURE OF THE OFFENSE, TIME ELAPSED, AND REHABILITATION WILL BE TAKEN INTO ACCOUNT.

Previous Employment/Relatives Employed by Clatsop County: Are you now or have you ever been employed by Clatsop County?

Yes No If yes, give job title, department and date(s) of employment: _____

Do you have relatives employed by Clatsop County? Yes No

If yes, please indicate name of relative, relationship and department: _____
(Clatsop County has a policy on Employment of Relatives. Each case will be considered for conflict of interest)

Employment History: Describe to the best of your ability your past experience (starting with most recent) whether it was a paid position, military, volunteer or 'on-the-job' training. A resume will not substitute for completion of this part of your application. Incomplete applications may result in your being disqualified for consideration.

Employer: _____ Title of Position: _____

Address: _____ Contact Information: _____

Start date: _____ End Date: _____ Reason for leaving: _____

Final Salary: _____ Final Supervisor's Name/Title/Contact Number: _____

May we contact this employer? Yes No Number of employees you supervised: _____

Brief Description of Duties:

Employer: _____ Title of Position: _____

Address: _____ Contact Information: _____

Start date: _____ End Date: _____ Reason for leaving: _____

Final Salary: _____ Final Supervisor's Name/Title/Contact Number: _____

May we contact this employer? Yes No Number of employees you supervised: _____

Brief Description of Duties:

Employer: _____ Title of Position: _____

Address: _____ Contact Information: _____

Start date: _____ End Date: _____ Reason for leaving: _____

Final Salary: _____ Final Supervisor's Name/Title/Contact Number: _____

May we contact this employer? Yes No Number of employees you supervised: _____

Brief Description of Duties:

Employer: _____ Title of Position: _____

Address: _____ Contact Information: _____

Start date: _____ End Date: _____ Reason for leaving: _____

Final Salary: _____ Final Supervisor's Name/Title/Contact Number: _____

May we contact this employer? Yes No Number of employees you supervised: _____

Brief Description of Duties:

Information to the applicant: As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application and are subsequently hired, you may be discharged from your job. If selected, you will be required to supply proof of eligibility to work in the United States. You will also be required to successfully complete a post-employment offer drug screen, as all regular employees must obtain. All job offers are made in writing and the terms and conditions of employment may only be made in a written job offer from Clatsop County.

I understand and agree to the information shown above: _____

Signature of Applicant

Date