



PERSONNEL OFFICE  
94235 Moore Street, Ste. 125  
Gold Beach, OR 97444  
(541)247-3233  
Fax: (541)247-3436

## EMPLOYMENT APPLICATION

(fill-in version)

**INSTRUCTIONS:** ALL APPLICATIONS FOR COUNTY POSITIONS MUST BE SUBMITTED ON THIS APPLICATION FORM. THIS APPLICATION MUST BE COMPLETED, DATED AND SIGNED, AND RETURNED TO THE COUNTY PERSONNEL OFFICE ON OR BEFORE THE FILING DEADLINE SPECIFIED IN THE EMPLOYMENT ANNOUNCEMENT. **THIS APPLICATION MUST BE COMPLETED IN SUFFICIENT DETAIL TO ALLOW COMPREHENSIVE REVIEW AND EVALUATION OF YOUR QUALIFICATIONS FOR THE POSITION APPLIED FOR.**

**Position you are applying for:**

**Department:**

**Name**

**Last**

**First**

**Middle Initial**

**Mailing Address:**

**Street**

**City**

**State**

**Zip**

**Work Phone**

**Home Phone**

**Cell Phone**

**Email Address**

**May we contact you at your work phone number?** YES  NO

YES NO

- Are you a citizen of the United States or, if not, are you legally authorized to work in the United States?  
• If offered employment, you will be required to submit identification in accordance with INS rules and regulations.

- Are you requesting Veterans' Preference under eligibility specified in Oregon Revised Statutes (ORS) 408.230 – 408.235? If yes, you must complete the attached Veteran's Preference Form and submit the required documentation with this application.

- Normally, new employees are hired at the first step of the salary range. If you are offered this position, would you be willing to start at step one of the salary range?

**Please indicate (X) which of the following types of work you are willing to accept:**

- |  |  |
|--|--|
| <input type="checkbox"/> Regular full-time | <input type="checkbox"/> Regular part-time               |
| <input type="checkbox"/> Temporary         | <input type="checkbox"/> Irregular (No guaranteed hours) |
| <input type="checkbox"/> Seasonal          |  |

REFERENCES (Work Related or personal who are **not** related to you and are **not** previous supervisors)

1.	NAME	PHONE	YEARS KNOWN
2.	NAME	PHONE	YEARS KNOWN
3.	NAME	PHONE	YEARS KNOWN

**CURRY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

Curry County does not discriminate on the basis of race, color, national origin, age, gender, sexual orientation, marital status, religion, political affiliation, physical or mental disability, or any other basis prohibited by State of Oregon, federal or local law.

**EDUCATION AND TRAINING:**

Do you have a high school diploma, GED or equivalent? YES  NO

**Please list all colleges, universities, military, trade, business or other schools attended.**

NAME AND LOCATION OF SCHOOL	MAJOR OR TYPE OF TRAINING	NUMBER OF YEARS COMPLETED	DEGREE OR CERTIFICATE OBTAINED

**LICENSES/CERTIFICATES:** List **driver license or other licenses or certificates** you possess as required by the position applied for.

TITLE	NUMBER	ISSUING AGENCY	DATE ISSUED/DATE OF EXPIRATION

**ADDITIONAL INFORMATION:**

List professional, trade, business or civic associations and any offices held.

EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, OR ANY OTHER SIMILARLY PROTECTED STATUS.

ORGANIZATION	OFFICE HELD

List special accomplishments, publications, awards, etc.

EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, OR ANY OTHER SIMILARLY PROTECTED STATUS.

List any additional information you would like us to consider.

**EXPERIENCE:**

**Beginning with your present or most recent job, list, in chronological order, your complete work experience, including paid and volunteer positions, military and intern experience.** Please attach a separate sheet or sheets if necessary. The information provided must be complete and accurate. Explain any gaps in employment in Comments section on the next page.

**A resume may be submitted but will not be accepted as a substitute for completing this section.**

Name and Address of Employer:	Supervisor's Name, Title, Phone Number:	
	Name:	
	Title:	
	Phone #:	
		May We Contact? Yes      No
YOUR TITLE:		
YOUR DUTIES AND RESPONSIBILITIES:		
From:		
To:		
<input type="checkbox"/> VOLUNTEER		
Total Years / Mos:	REASON FOR LEAVING:	

Name and Address of Employer:	Supervisor's Name, Title, Phone Number:	
	Name:	
	Title:	
	Phone #:	
		May We Contact? Yes      No
YOUR TITLE:		
YOUR DUTIES AND RESPONSIBILITIES:		
From:		
To:		
<input type="checkbox"/> VOLUNTEER		
Total Years / Mos:	REASON FOR LEAVING:	

Name and Address of Employer:	Supervisor's Name, Title, Phone Number:	
	Name:	
	Title:	
	Phone #:	
		May We Contact? Yes      No
YOUR TITLE:		
YOUR DUTIES AND RESPONSIBILITIES:		
From:		
To:		
<input type="checkbox"/> VOLUNTEER		
Total Years / Mos:	REASON FOR LEAVING:	

**Comments** INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT

**SKILLS/ABILITIES:** List any skills/abilities you have which are pertinent to the position applied for.

**CERTIFICATION, AUTHORIZATION AND RELEASE:** *I certify that all information on this Application is accurate, complete and true to the best of my knowledge. I understand that any information that is found to be false, inaccurate, incomplete or misrepresented in any respect will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service when it is discovered.*

I expressly authorize, without reservation, Curry County, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and education institutions and to otherwise verify the accuracy of all information provided by me in this application, resume' or job interview. I hereby waive any and all rights and claims I may have regarding Curry County, its agents, employees or representatives for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that Curry County does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from Curry County and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and Curry County reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of Curry County is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Board of Commissioners.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPLICANT AUTHORIZATION FOR REFERENCE CHECKS

I hereby authorize my past employers to release information to Curry County regarding my employment. This release of information covers my employment record in general, including information on the following questions:

1. Dates of employment;
2. Position(s) held;
3. The quality and quantity of my work;
4. My attendance habits (excluding workers' compensation, pregnancy, disability FMLA and other protected absences);
5. My relationship with co-workers, supervisors and managers;
6. My attitude toward work (cooperative? positive? etc.);
7. Reason for leaving and eligibility for rehire (would the employer rehire if they had to do it all over again?);
8. Willingness to comply with policies and standards;
9. Strong and weak points;
10. Whether I have had outbursts of temper, threatened, provoked fights with or assaulted others, engaging in hostile or violent behavior;
11. Other relevant information regarding my performance, skills, ability, suitability for employment sought, etc.

**I agree that all former employers who provide such information are indemnified and released from liability arising from such disclosures. I also understand that if I do not sign this Authorization, my application will be rejected.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## VETERANS' PREFERENCE FORM

If you are seeking **VETERANS' PREFERENCE in employment**, please complete this form and return it with your supporting documentation at the time you submit your completed Curry County employment application. Additional documentation cannot be received after your application is submitted.

Under Oregon law, armed forces veterans may be entitled to preference in employment or promotion. If you think you may qualify, please read the following information carefully and check the box(es) in each section appropriate to you. If you need further explanation or have specific questions please contact the Curry County Personnel Office at (541)247-3233.

**QUALIFIED VETERAN:** You may claim veterans' preference if you are able to check one or more boxes in this section and provide proof of veterans' preference eligibility by submitting a copy of your Certificate of Release or Discharge from Active Duty (DD214/DD215, Copy 4, that reflects your "Honorable" separation status) at the time you submit your completed employment application. Preference will not be applied unless you submit the appropriate documentation at the time you submit your application.

### ORS 408.225(1)(e) – Veteran

- I served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or
- I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
- I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

"Active duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

**QUALIFIED DISABLED VETERAN:** You may claim additional preference as a disabled veteran if you are able to check one or more boxes in this section and provide proof of eligibility by submitting: (1) a copy of your Certificate of Release or Discharge from Active Duty (DD214/DD215, Copy 4, that reflects your "Honorable" separation status) **and** (2) a public employment preference letter from the United States Department of Veterans' Affairs, unless the information is already included in the DD214/DD215 form. You can order an employment preference letter by calling the US Dept of Veterans' Affairs at 1-800-827-1000. Preference will not be applied unless you submit the appropriate documentation at the time you submit your application.

### ORS 408.225(1)(c) - Disabled Veteran

- I am entitled to disability compensation under laws administered by the US Department of Veteran Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of active duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim veterans' preference and certify that the above information is true and correct. I understand that any false statements or misrepresentations made by me may be cause for my disqualification or dismissal, regardless of when discovered.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Position Applied for: \_\_\_\_\_

**Curry County  
Equal Opportunity Employer**

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is *not* a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

**POSITION APPLIED FOR:**

**SEX:** Male

Female

**DISABLED:** YES

NO

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**ETHNIC IDENTIFICATION:**

- American Indian or Alaskan Native
- Hispanic
- Asian or Pacific Islander
- Black
- White

How did you learn about this position?