



**APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER**

(Please print all information)

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name: _____
Last First Middle

Address: _____
Street Box City/State Zip

Contact Information: (_____) _____ (_____) _____
Home Telephone Cell Phone Email

Social Security #: _____ Driver's License #: _____ State: _____
(optional)

Are you at least 18 years old? ____ Yes ____ No

Have you ever been convicted of a felony, or of any crime relating to theft or dishonesty, or involved in any acts of violence? **YES NO** (circle one)

If you answered yes, please explain. _____

(Note: A conviction record will not necessarily disqualify and applicant from employment. The circumstances of the conviction will be considered in relation to the nature and duties of the job applied for.)

Are you a citizen of the United States, or specifically authorized to be employed in the United States?
YES NO

(Note: The law requires that you provide evidence and a sworn statement of your citizenship or work authorization if you are hired. Any offer of employment which you receive is contingent upon your providing the documentation and statement which we request from you.)

Have you ever served in the U.S. Military? **YES NO** (circle one)

If yes, please answer the following question.

Have you obtained any special skills or abilities as a result of service in the military that would be applicable in the job for which you have applied? **YES NO** (circle one)

If yes, please describe:

PRIOR EMPLOYMENT

(List your last four jobs, beginning with the most recent-omit dates for jobs held more than five years)

1. Employer name/address/phone

Job title: _____

Duties: _____

Dates employed: _____

Reason for leaving:

2. Employer name/address/phone

Job title: _____

Duties: _____

Dates employed: _____

Reason for leaving:

3. Employer name/address/phone

Job title: _____

Duties: _____

Dates employed: _____

Reason for leaving:

4. Employer name/address/phone

Job title: _____

Duties: _____

Dates employed: _____

Reason for leaving:

POSITION INFORMATION

Position Applying for: _____

How did you hear about this job? _____

What hours are you willing to work? _____

Would you be able to work weekends? _____

Are you willing to travel for the job? _____

Do you have a relative employed by this department? ____ Yes ____ No

If the answer is yes, please list the name(s). _____

Are you currently employed: _____ May we contact your present employer? _____

Available Start Date: _____

Desired Salary: _____ per _____

EMPLOYMENT AND TRAINING

| | Major/Subjects of Study | Name/Location | Graduate?-Degree? |
|---|-------------------------|---------------|-------------------|
| High School | | | |
| College or University | | | |
| Specialized Training, Trade School, Etc. | | | |
| Other Education | | | |

Other Skills

Describe any computer, office machine, or equipment skills and proficiency level:

Describe any special skills or qualifications (Microsoft Word, Lotus, Etc.) which may help you in the position applied for:

REFERENCES

Name: _____

Occupation: _____

Address: _____

Telephone: _____

Name: _____

Occupation: _____

Address: _____

Telephone: _____

Name: _____

Occupation: _____

Address: _____

Telephone: _____

Before employment, applicant will be asked for a drug and alcohol test.

Any false, misleading, or incomplete responses may result in disqualification for hire or immediate dismissal from employment. You may add additional pages if necessary.

PLEASE READ THIS SECTION BEFORE YOU SIGN THIS EMPLOYMENT APPLICATION FORM.

I certify that answers given in this application are true and complete to the best of my knowledge. I understand that any false statements on this application could result in disqualification from the application process or if employed, separation from the Company. I understand the employer is not obligated to offer the position to me, even after completing this application or following a job interview. I understand the Company has certain rules and procedures, which must be followed. I agree that if I am employed I will follow the rules of the Company or be subject to disciplinary action that could mean dismissal. I understand Lane County is an at-will employer, which means that any term of employment is for no definite period of time regardless of the date or payment of wages. **If I am employed, such employment may be ended with or without cause or notice. No verbal agreements made during any application or interview process can be relied upon unless such agreements are in writing and signed by the Department Head.** I understand that if I am hired, my employment is conditional on my ability to provide proof of work authorization and identity as required by Federal Law on the first day of employment and the completion of any post-employment requirements of the employer.

Signature: _____ Date: _____