



Thank you for your interest in becoming an employee of the City. Below is a list of items required for application and inclusion on your résumé (required in addition to the application).

EMPLOYMENT APPLICATION INSTRUCTIONS:

1. Fill out the application completely and sign it.
2. Attach a copy of your résumé including (but not limited to) the following information:
 - a. Highest year of education completed;
 - b. Colleges/Universities attended;
 - c. Vocational Schools Attended;
 - d. Special Licenses/Certificates;
 - e. Previous employment experience including:
 - i. Employer: name/address/phone;
 - ii. Titles, duties, hours per week, number of people supervised;
 - iii. Supervisor's name and contact information;
 - iv. Dates employed, last salary (per month);
 - v. Reason for leaving.
 - f. List three (3) *personal* references (not employers or relatives.)
3. Letters of recommendation are acceptable (but not required).
4. If you need reasonable accommodations, please fill out the request attached to the application.
5. The City of Tillamook is and EQUAL OPPORTUNITY EMPLOYER. In accordance with Federal guidelines for Equal Opportunity Employment, a *voluntary* supplemental information form is also included with the application. Submission of this form is completely voluntary and will not affect your consideration for employment purposes.
6. Return your application to City Hall at 210 Laurel Avenue in Tillamook by 4:00 p.m. of the job posting's closing date.

If you have any questions regarding the position for which you are applying, or the application process, please call the City of Tillamook's Human Resource Department at 503-842-3450. Thank you for applying!

City of Tillamook Application for Employment

PLEASE TYPE OR PRINT. Complete the entire application. *A resume is required*, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume").

Position Applying For:	Name (Last, First, Middle):	Other names under which you have attended school or been employed:		
Street Address:		City, State & Zip:		
Are you a Veteran of the US Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	Home Phone:	Work Phone:	Other Phone:	
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you related to any current City employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?		
Are you currently employed by the City of Tillamook?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is your current job title & department?		
Have you ever been employed by the City of Tillamook?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:		
Have you ever been convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, please explain the circumstances and any other information you may feel is helpful:		
If required for position, do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance, license #, and expiration date:		
If required for position, do you have a valid CDL?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance, license #, and expiration date:		
How did you learn about this employment opportunity at the City of Tillamook? Check all that apply:				
<input type="checkbox"/> Ad in newspaper/publication _____ (please note which) <input type="checkbox"/> Job Bulletin (Posting) /Walk-in <input type="checkbox"/> Dept. of Labor <input type="checkbox"/> Website _____ (please note which) <input type="checkbox"/> Referral by employee <input type="checkbox"/> Other:				

EDUCATION:

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				

Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, or expert).

WORK EXPERIENCE: Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

PLEASE NOTE: *The City of Tillamook reserves the right to contact all current and former employers for reference information.*

Dates Employed (most recent position): From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:
Dates Employed (most recent position): From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

PLEASE READ CAREFULLY, INITIAL EACH SECTION, AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION:

_____ I certify that the information on this application and its supporting documentation is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date.

_____ I authorize the City of Tillamook to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment.

_____ If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment.

_____ I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment.

_____ I understand that staff employees of the City of Tillamook serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law.

_____ If employed, I will be required to furnish proof of eligibility to work in the United States, and to comply with company and departmental regulations.

_____ I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off.

_____ If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to PERS (Retirement System) or to an optional retirement program, when applicable. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice.

_____ I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: _____

Date: _____

REASONABLE ACCOMODATIONS:

I am able to perform the tasks required by the position for which I am applying (*check 1*) **with** **OR** **without** reasonable accommodations. If reasonable accommodations will be required, please specify:

VOLUNTARY SUPPLEMENTAL INFORMATION:

In accordance with Federal Guidelines for Equal Opportunity Employment, the City of Tillamook is required to keep records on employee's demographic information. Submission of this portion of the application is *completely voluntary* and will not affect your consideration for employment purposes.

SEX: MALE FEMALE

Date of Birth _____(mm/dd/yyyy)

RACIAL ORIGIN:

White (not of Hispanic origin)

Hispanic

Black (not of Hispanic origin)

Asian or Pacific Islanders

American Indian or Alaska Native