


Employment Application  400 Main Street, Cottage Grove, OR 97424 (541) 942-5501	Last Name	First Name	Initial	Date of Application
	Street Address	City	Zip	Date Available
	Residence Telephone	Alternate Telephone		Expected Pay Rate

EQUAL EMPLOYMENT OPPORTUNITY. It is our policy to seek and employ the best qualified personnel and to provide equal opportunity for the advancement of employees and to administer all of our personnel policies in a manner that will not discriminate against any person because of race, color, religion, age, sex, marital or veteran status, national origin, ancestry, disability, on-the-job injuries, or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the operation of our business.

Have you ever worked for the City before?
 Yes No

Are you 18 years of age or older?
 Yes No

Position(s) Applied for:

Are you authorized to accept employment in the United States? (Successful applicants will be required to prove identity and eligibility for employment.)
 Yes No

RELATIVES/FRIENDS: Qualified relatives/friends are eligible for employment except in unusual situations where we need to avoid possible conflicts of interest. Do you have any relatives/ friends (such as roommates) who currently work for the City? Yes No

If yes, state name(s): _____

QUALIFICATIONS: Please list any education, training and/or specialized experience (such as schools; colleges; degrees; licenses; vocational, technical or military experience; hobbies, etc.) you feel would help you perform the work for which you are applying:

DEGREES, LICENSES, RELEVANT EDUCATION OR TRAINING

WHERE DID YOU ACQUIRE IT (name/address of school, program, military branch and specialty, etc.)

CRIMINAL RECORD: (Conviction of a crime is not an automatic bar to employment. Factors such as the nature and gravity of the crime, the length of time since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered.) Have you ever been CONVICTED, pled GUILTY, NO CONTEST or FORFEITED BOND OR BAIL for any crime other than traffic violations? Yes No If yes, give details: _____

DRIVING POSITIONS: (Answer only if driving is an essential function of the job.) Have you ever been CONVICTED, pled GUILTY, NO CONTEST or FORFEITED BOND OR BAIL for any traffic violations in the past three years? Yes No

If yes, give details (attach additional pages if necessary): _____

EMPLOYMENT EXPERIENCE: Please account for all periods of employment, by month/year, including any self-employment and U.S. military service for the last 10 years, or any other employment relevant to the position for which you have applied. (Attach sheet if more space is needed.)

Present or Last Employer	Phone	Address		
Supervisor	Hire Date	Date Left	Starting Pay	Final Pay
Job Title/Job Duties			Reason for Leaving	

Previous Employer	Phone	Address
Supervisor	Hire Date	Date Left
	Starting Pay	Final Pay
Job Title/Job Duties		Reason for Leaving
Previous Employer	Phone	Address
Supervisor	Hire Date	Date Left
	Starting Pay	Final Pay
Job Title/Job Duties		Reason for Leaving
IN CASE OF EMERGENCY NOTIFY: Name/Address		Telephone Number

VERIFICATION AND SIGNATURE:

1. I authorize the investigation of all matters which the City deems relevant to my qualifications for employment, including all statements made in this application, and any attachments or supporting documents, and in any interviews. I authorize you to request and receive such information and I release from all liability any persons (such as current or former supervisors, coworkers, etc.), employers, or other entities (schools, etc.) supplying it. I also release you from all liability which might result from making the investigation.
2. I certify that the facts and information given in this application, in any attachments or supporting documents, and in any interviews are (or will be) true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statements or omissions, generally will result in denial of employment or immediate termination, regardless of when and how discovered.
3. I understand that I may be required to submit to pre- or post-employment physical or other professional examinations, medical inquiries and/or urinalysis tests for the presence of drugs and/or alcohol. I agree to such examinations, inquiries and/or testing at the City's expense. I authorize release of the results to the City and their use to evaluate my suitability for employment. I also release the City from all liability arising out of or connected with any examinations, inquiries and/or testing.
4. I understand that I may resign or be terminated, without cause or notice, at any time, unless otherwise stated in a collective bargaining agreement or a written employment contract. I also understand that the City Manager is the only person who will ever have the authority to agree to any other terms and/or to enter into such agreements or contracts and that all such agreements (collective bargaining agreements or agreements for other terms of employment) or contracts must be in writing and signed by both parties. I also understand that unless otherwise stated in a collective bargaining agreement or a written employment contract, the City may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.
5. This application will only be considered active for six months.
6. I understand and agree that if I am hired the statements in these paragraphs will become a binding part of my employment relationship. I have read each of these statements. I have also reviewed all of the information provided in this application and in any attachments or supporting documents.

Yes No

Signature _____ Date _____

Unsigned applications will not be processed.