



Application for Employment

PO Box 458 * Veneta, OR 97487 * 541-935-2191 * Fax 541-935-1838 * www.venetaoregon.gov

In compliance with Federal and State Equal Employment Opportunity Laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, legally protected disability, or any other protected class.

PLEASE TYPE OR PRINT CLEARLY

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Mailing Address if Different: _____

Phone Number: _____ Email: _____

Position Applied For: _____ Referral Source: _____

Are you legally able to work in the United States? Yes No

On what date would you be available for work? _____

Are you available to work: (mark all that apply) Full time Part Time Shift Work
Temporary Nights Weekends

If you are under 18 years of age, can you provide proof of your date of birth? Yes No Over 18

List professional and leisure organizations and/or clubs you are affiliated with:
(Include civic, volunteer work, and extra-curricular activities. You may exclude membership which would reveal gender, race, national origin, age, ancestry, disability, or other protected status.)

Employment Experience

Provide the following information, starting with your present or last employer. You may exclude any employment that could indicate race, color, religion, gender, national origin, disabilities, or other protected status.

(1) Employer Name: _____
Address: _____
Supervisor Name: _____ Telephone No.: _____
Position(s) Held: _____
Date Hired: _____ Date Left: _____
Last Wage: \$ _____ Hourly Monthly
Primary Duties: _____

Were you terminated for misconduct or poor work performance: Yes No
May we contact this Employer? Yes No

(2) Employer Name: _____
Address: _____
Supervisor Name: _____ Telephone No.: _____
Position(s) Held: _____
Date Hired: _____ Date Left: _____
Last Wage: \$ _____ Hourly Monthly
Primary Duties: _____

Were you terminated for misconduct or poor work performance: Yes No
May we contact this Employer? Yes No

(3) Employer Name: _____
Address: _____
Supervisor Name: _____ Telephone No.: _____
Position(s) Held: _____
Date Hired: _____ Date Left: _____
Last Wage: \$ _____ Hourly Monthly
Primary Duties: _____

Were you terminated for misconduct or poor work performance? Yes No
May we contact this Employer? Yes No

(4) Employer Name: _____
 Address: _____
 Supervisor Name: _____ Telephone No.: _____
 Position(s) Held: _____
 Date Hired: _____ Date Left: _____
 Last Wage: \$ _____ Hourly Monthly
 Primary Duties: _____

Were you terminated for misconduct or poor work performance: Yes No
 May we contact this Employer? Yes No

Education

	Name of School	Course of Study	Dates Attended	Diploma Degree
High School			XXXXXXXXXX	
College				
College				
Trade School/ Other				

Describe any job-related specialized training and/or skills. (Include United States military service, certifications, licenses, computer experience, foreign language, office machines operated, heavy equipment operation, and hand/yard tools used).
Attached additional pages if necessary.

References

1.	Name:	Phone #:
	Address:	Relationship:
2.	Name:	Phone #:
	Address:	Relationship:
3.	Name:	Phone #:
	Address:	Relationship:
4.	Name:	Phone #:
	Address:	Relationship:

By my signature below, I promise that the information provided in this application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from the City, if discovered at a later date. I agree to immediately notify the City if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust.

Applicant's Signature

Date

NOTE: NO CONSIDERATION OF EMPLOYMENT WILL BE GIVEN TO ANY APPLICANT WHO DOES NOT SIGN THE ABOVE STATEMENT.

THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH THE CITY OF VENETA.

FOR OFFICE USE ONLY	
Interview? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Department:	Job Title:
Hourly Rate/Salary: \$	Approved By: