



# 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.)

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# 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: \_\_\_\_\_  
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: \_\_\_\_\_  
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: \_\_\_\_\_  
Primary Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



# 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 materials, 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.

I understand that an in-depth background check may be conducted prior to employment with the City of Veneta. This may include, but is not limited to, a Criminal History check, a DMV check, education and certification verification, and contact with previous employers and references in order to determine suitability for employment and ability to qualify for employment with the City of Veneta.

I authorize representatives of the City of Veneta to contact the employers and references listed in this application (or otherwise provided by me), except as otherwise indicated, and any other person as developed through these contacts in order to determine my suitability for employment. I understand that as the process progresses I may be required to provide additional information in order for a thorough background check to be completed.

I understand and agree that, if hired, my employment relationship with the City of Veneta I will be "at-will," meaning for no definite period and the relationship may be terminated at any time and without prior notice by either party.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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

**Please see next page for Veteran's Preference consideration.**

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

# Veterans' Preference

Name: \_\_\_\_\_

The following questions are voluntary questions, however, if you are interested in consideration as a veteran, under Oregon's veterans' preference hiring law, we need to know if you qualify. More information about this law, is available by going to BOLI's FAQ:

[http://www.oregon.gov/boli/TA/t\\_faq\\_veterans\\_preference\\_2012.aspx](http://www.oregon.gov/boli/TA/t_faq_veterans_preference_2012.aspx)

For purposes of veterans' preference hiring, a veteran is defined as: a person who served on active duty with the U.S. armed forces for more than 90 consecutive days beginning on or before January 31, 1955 or for more than 178 consecutive days thereafter, and who was discharged or released from such service under honorable conditions. Also included are veterans who served 178 days or less, but were discharged or released under honorable conditions because of a service-connected disability (or who have a disability rating from VA), or who served at least one day in a combat zone and were discharged or released under honorable conditions. Finally, the veterans' preference law applies to veterans who received combat or campaign ribbon or expeditionary medal for service in the U.S. armed forces, and were discharged or released under honorable conditions.

I meet this definition of a veteran and I am asking for veterans' preference consideration:

Yes       No

For purposes of veterans' preference hiring, a disabled veteran is a person who has a disability rating through the U.S. Department of Veterans Affairs, one whose discharge or release was for a disability incurred or aggravated in the line of duty, or a recipient of the Purple Heart for wounds received in combat.

I meet this definition of a Disable Veteran and I am asking for veterans' preference consideration:

Yes       No

If you meet the qualifications for Veterans' Preference consideration, and if you want the City to take this into consideration as a part of the recruitment process your response must be supported by submission of form DD-214 or 215.

## 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: