

CITY OF HALSEY

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Employment Application

Position Applying _____ Date: _____

APPLICANT INFORMATION

Name: _____ Date: _____ Drivers License: _____
(Last/First)
Residence Address: _____ Social Security Number: _____
_____ Home Phone: _____
Mailing Address: _____ Cell or Work: _____
_____ Email: _____

Are you at least 18 years of age? Yes No
If you are hired, will you have proof of your ability to work lawfully in the United States? Yes No
Have you ever tested positive as part of or refused to take a DOT drug test for a position for which you were not hired: Yes No
Do you have a current Driver's License? Yes No Do you have a current CDL? Yes No

Driver's License: _____
CDL Class: _____ CDL Endorsements: _____ CDL Restrictions: _____

EDUCATION

Do you have a High School Diploma or GED certificate? Yes No
Name of High School Attended: _____ City/State: _____
College, University or Graduate Schools: (if more space is needed, provide an attachment)

Name and Location of School	Dates Attended	Total Credit Hours	Major/Minor or Subjects taken	Degree and Year Received

Technical or Vocational Schools

Name and Location of School	Dates Attended	Total Credit Hours	Major/Minor or Subjects taken	Degree and Year Received

List any Current Professional Licenses, Certificates and/or Registrations:

EMPLOYMENT WORK HISTORY

Describe all work history beginning with your current or most recent position/job. Include volunteer and military experience, including military rank. If necessary, use additional pages or a resume as long as it provides all required information. **Failure to provide complete and accurate information regarding each job held, including providing misleading or false information, may result in disqualification for the position or termination upon discovery.**

Official Job Title	Name/Title of Supervisor	Supervisors Phone Number
Company Name and City/State of Employer	Employment Dates (Month/Year) From: To:	Reason for Leaving
	Hours Per Week	
Duties/Responsibilities:		
May we contact your present employer? ___ Yes ___ No		

Official Job Title	Name/Title of Supervisor	Supervisors Phone Number
Company Name and City/State of Employer	Employment Dates (Month/Year) From: To:	Reason for Leaving
	Hours Per Week	
Duties/Responsibilities:		

Official Job Title	Name/Title of Supervisor	Supervisors Phone Number
Company Name and City/State of Employer	Employment Dates (Month/Year) From: To:	Reason for Leaving
	Hours Per Week	
Duties/Responsibilities:		

EMPLOYMENT HISTORY CONTINUED

Official Job Title	Name/Title of Supervisor	Supervisors Phone Number
Company Name and City/State of Employer	Employment Dates (Month/Year) From: To:	Reason for Leaving
	Hours Per Week	
Duties/Responsibilities:		

Official Job Title	Name/Title of Supervisor	Supervisors Phone Number
Company Name and City/State of Employer	Employment Dates (Month/Year) From: To:	Reason for Leaving
	Hours Per Week	
Duties/Responsibilities:		

Official Job Title	Name/Title of Supervisor	Supervisors Phone Number
Company Name and City/State of Employer	Employment Dates (Month/Year) From: To:	Reason for Leaving
	Hours Per Week	
Duties/Responsibilities:		

Please attach additional sheets as needed.

ADDITIONAL INFORMATION

List the types of computer software and programs you have used:

List your typing, data-entry, and 10-key skills:

Type _____ WPM

Data Entry _____ KSM

10-Key _____ KSM

List any other special qualifications, skills and/or abilities:

List relatives employed by the City of Halsey (Name/Relationship/Department):

Are you interested in having Veteran's Preference applied to your application? ___ Yes ___ No. *If your answer is "yes, please request a "Veterans' Preference Form".*

(1) I acknowledge that I received a copy of the job description for the position I am applying for. ___ Yes ___ No

(2) Are you able to perform, with or without reasonable accommodation, the essential job functions required of the position? ___ Yes ___ No

INFORMATION AND SIGNATURE

A complete and accurate application must be submitted for each position and received by Halsey City Hall by 5:00 p.m. on the closing date listed on the Position Announcement. All sections of the application must be legible, completely filled out, signed, and dated. Use additional sheets if necessary to ensure all information is provided. **A resume may be included as an addendum to the Employment History section of the application as long as it provides all of the information required in this section.**

Driver's License: If selected for a position requiring a driver's license, appointment will be conditioned upon submission of a copy of the applicant's driver's license and a current copy of his/her Department of Motor Vehicle driving record, including a driving record from previous states if the Oregon driver's license was first issued within one year prior to application, documenting an acceptable driving history.

APPLICANT AUTHORIZATION AND CERTIFICATION – I AUTHORIZE the City of Halsey to obtain any information relating to the facts provided in this application from schools, employers, criminal justice agencies, individuals, ETC. This information may include, but is not limited to, academic, performance, attendance, achievement, and personal history.. **I DIRECT** you to release such information to the City of Halsey regardless of any agreement I may have made with you previously to the contrary. I will be asked to sign a release that specifically identifies previous employers (including individuals such as records custodians) to release information about my employment history in connection with this application, from any and all liability for damages of whatever kind of nature which may at any time result on account of compliance, or any attempts to comply with this authorization.

I CERTIFY that the statements contained herein are true to the best of my knowledge. I understand that any incomplete, inaccurate, misleading, false or incorrect information may result in rejection of my application, disqualification from consideration, may render an appointment void and/or can be cause for my dismissal upon discovery.

I AGREE to submit to such tests and physical and/or mental examinations as the City of Halsey may require and as are authorized by law. I understand that if I am applying for a "safety sensitive" position, or one that is regulated by the U.S. Department of Transportation, I may be subject to a drug/alcohol test.

For e-mail submissions only: By submitting this form the applicant certifies that the information contained in the documents is correct and acknowledges that the applicant will be required to sign the form to re-confirm that certification prior to interviewing for any position.

Signature

Date