



**UMATILLA COUNTY**  
**EMPLOYMENT APPLICATION**  
 AN EQUAL OPPORTUNITY EMPLOYER  
 Revised 7/09



Human Resources Department  
 Umatilla County Courthouse  
 216 SE 4th Street, Pendleton, OR 97801

**PLEASE PRINT IN INK**  
**OR TYPE THIS FORM**  
 Web address: www.co.umatilla.or.us

Phone: (541) 278-6282  
 Fax: (541) 278-6374  
 E-mail: hr@co.umatilla.or.us

<b>Position Applied For:</b>		<b>Position Number:</b>		<b>Today's Date:</b>	
<b>Last Name:</b>		<b>First Name:</b>		<b>M.I.</b>	
<b>Mailing Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>	
<b>Home Phone:</b>		<b>Work Phone:</b>		<b>Message Phone:</b>	
				<b>Email:</b>	

**FEDERAL REGULATION → Are you authorized to work in the United States? YES NO**

The Federal Immigration Reform and Control Act requires individuals to provide to an employer documented proof that they are authorized to work in the United States. This proof must be provided to and verified by Umatilla County at the time of hire or no later than three business days after the date of hire.

**ARE YOU 18 OR OLDER? YES NO**

**HAVE YOU EVER BEEN CONVICTED OF ANY CRIME? YES NO**

If YES explain \_\_\_\_\_

(NOTE - A PRIOR CONVICTION DOES NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT. AN INACCURATE ANSWER WILL!)

**ROAD DEPARTMENT ONLY:** Do you possess a current valid Oregon Commercial Driver's License? **YES NO**

**SHERIFF'S DEPARTMENT/CORRECTIONS APPLICANTS ONLY:**

Are you at least 21 years of age? **YES NO** Are you DPSST certified? **YES NO** Number ? \_\_\_\_\_

**PERSONAL REFERENCES →**

List the name, address and telephone number of three references who are not related to you, and who are not listed as previous employers.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**SPECIALIZED SKILLS AND KNOWLEDGE →** List skills or knowledge that show your ability to perform the job for which you are applying (such as typing speed, computer languages or software programs, foreign languages, etc.).

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**EDUCATION AND FORMAL TRAINING**  Do you have a High School Diploma or a GED Certificate  YES  NO

List enough education to meet the requirement specified in the recruiting announcement.

**COLLEGES, MILITARY, TRADES, BUSINESS OR OTHER SCHOOLS ATTENDED**

NAME AND LOCATION	MAJOR COURSE OF STUDY	MINOR COURSE OF STUDY	CREDITS EARNED			FULL OR PART TIME	GRADUATED YES/NO	DEGREE EARNED
			QTR HRS	SEM HRS	OTHER			

**WORK EXPERIENCE**  List your current or last employer first, then describe in enough detail, the work experience to show the actual experience to meet the requirements shown in the recruiting announcement. Include unpaid and volunteer work.. Please explain any significant gaps in your employment history.

**RESUMES will not substitute for completing the WORK EXPERIENCE section.**

Current or Most Recent Employer	Kind of Business	Time Total (Years & Months)
Address	Your Title	
Supervisor's Name and Telephone Number		From
If you supervised employees, indicate your responsibility by checking the appropriate box(es): <input type="checkbox"/> Hired or recommended hiring <input type="checkbox"/> Assigned and reviewed work <input type="checkbox"/> Rated work performance <input type="checkbox"/> Handled disciplinary problems		(Month) (Year)
Indicate number of employees and job types supervised:		To
<b>DUTIES:</b> <i>(Be Specific)</i>		(Month) (Year)
		Average hrs worked per week
Reason for Leaving:		
May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO. If no please explain.		

Current or Most Recent Employer	Kind of Business	Time Total (Years & Months)
Address	Your Title	
Supervisor's Name and Telephone Number		From
If you supervised employees, indicate your responsibility by checking the appropriate box(es): <input type="checkbox"/> Hired or recommended hiring <input type="checkbox"/> Assigned and reviewed work <input type="checkbox"/> Rated work performance <input type="checkbox"/> Handled disciplinary problems		(Month) (Year)
Indicate number of employees and job types supervised:		To
<b>DUTIES:</b> <i>(Be Specific)</i>		(Month) (Year)
		Average hrs worked per week
Reason for Leaving:		
May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO. If no please explain.		



## NOTICE TO APPLICANT

Umatilla County does not improperly discriminate in recruiting, hiring, or conditions of employment on the basis of color, national origin, sex, religion, marital status, family relationship, disability, Veteran's status, age, nor any other prohibited reason or basis.

The County is committed to providing an equal opportunity to all individuals who are seeking employment. The objective of the County's hiring procedures is to select the most qualified individual for the job. All applicants are encouraged to provide the County with information that will demonstrate the applicant's qualifications to perform the duties of the specific job for which the applicant is applying.

### INVITATION TO REQUEST ACCOMMODATION FOR APPLICANT WITH DISABILITY

Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist him or her to demonstrate his or her qualifications to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department.

Interviews, when used, are given on a competitive basis, using job related factors, after a written application has been received and reviewed. Because of the large number of applications of qualified applicants often reviewed, **not everyone who may meet the requirements for the position and who applies for a vacant position necessarily will be interviewed.** The County reserves the right to cancel any announcement or to reject all applications and re-announce the position. This application is not a promise of employment, or if employed, a guarantee of employment of any duration. The terms of this application are not contractual.

**This application becomes void after the position applied for has been filled, although applications will be retained for three years. A new application must be submitted for each future position sought.**

### **TO BE ACCEPTED, APPLICATIONS MUST BE SIGNED AND DATED BELOW AND RECEIVED BY THE HUMAN RESOURCES DEPARTMENT BY 5:00 P.M. OF THE CLOSING DATE.**

I hereby certify that the information provided on this application is accurate to the best of my knowledge and subject to verification by Umatilla County. I authorize the schools, persons, previous/present employers and other organizations named in this application to provide Umatilla County (its authorized employees, agents or representatives) with any relevant information that may be required to arrive at an employment decision and hereby release any such schools, persons, employers and organizations from any and all liability which they might otherwise incur to me as a result. I also release Umatilla County (its authorized employees, agents or representatives) from any and all liability which might result from gathering and considering this information in its hiring process.

I understand that the discovery of false, fraudulent, or misleading information on this application will result in rejection of my application, denial of employment or dismissal from Umatilla County if discovered after employment. I consent to a Criminal History Records Check and have completed the attached Authorization Form.

I understand that if employed, I am required to abide by all Umatilla County Personnel Policies and Procedures. If the position for which I am hired is covered by a collective bargaining agreement; my wages, hours and working conditions in part will be determined by the terms and conditions of that agreement and I will be subject to fair share payroll deductions.

I understand that Umatilla County will require me to submit to a pre-employment drug test at Umatilla County's expense if I am selected for this position. Any job offer and resulting employment would be contingent upon successfully passing the pre-employment drug test/screening. I am also subject to post-employment drug testing in accordance with county policy.

I am aware that Umatilla County promotes a smoke-free work environment and that smoking is generally prohibited at all times in all County buildings, facilities, equipment and vehicles.

 **Signature Required:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# UMATILLA COUNTY

## EMPLOYMENT OPPORTUNITY

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UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES  
County Courthouse, 216 S.E. 4th Street, Pendleton, OR 97801  
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AN EQUAL OPPORTUNITY EMPLOYER

You have applied for the position of \_\_\_\_\_.

Employment for this position is subject to a Criminal History Records Check.

I, \_\_\_\_\_, hereby authorize Umatilla County  
(PLEASE PRINT FIRST NAME, MIDDLE NAME, AND LAST NAME)  
to conduct a routine Criminal History Background Check in connection with my  
application for the above mentioned position.

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
\*Previous Names

\_\_\_\_\_  
\*Ethnic Origin

\*Female \_\_\_\_\_ \*Male \_\_\_\_\_

\_\_\_\_\_  
\*Date of Birth

MAILING ADDRESS:

\_\_\_\_\_  
\*Drivers License # /State

\_\_\_\_\_

\_\_\_\_\_  
\*Social Security #

\_\_\_\_\_

\*Information needed to ensure accurate identification and information match.

Have you ever been an Oregon Public Employee Retirement System (PERS) Member?  YES  NO  
Have you retired from a PERS covered position?  YES  NO

NOTE: This form and the information on it will not be provided to the hiring official.