



EMPLOYMENT APPLICATION

All applications for County positions must be submitted on this application form. This application must be fully completed, dated, signed, and returned to Curry County Human Resources at the address above in person, by mail or by email on or before the filing deadline specified in the employment announcement. This application MUST be completed for employment consideration. A cover letter and resume may also be attached but are NOT acceptable as a substitute for completing this application. Incomplete applications will not be considered.

POSITION APPLIED FOR: _____

APPLICANT INFORMATION

NAME: _____
Last First Middle

ADDRESS: _____
Street City State ZIP

If you do not reside in Oregon, when do you plan to relocate to the area? _____

Do you have a valid Oregon Driver's License? ☐ Yes – License #: _____ **Expires:** _____
☐ No – why not? _____

Please indicate which of the following types of work you are willing to accept:

☐ Full-Time ☐ Part-Time ☐ Temporary ☐ Seasonal

On what date will you be able to begin work? _____

Are you a U.S. Citizen or legally authorized to work in the United States? ☐ Yes ☐ No

Are you requesting Veterans' Preference? ☐ Yes* ☐ No

**If yes, you must complete the attached Veteran's Preference Form and the required documentation requested therein. For additional information on Veterans' Preference eligibility, including help in translating military experience into minimum requirements, contact the Oregon Dept. of Veterans' Affairs at 1 (800) 692-9666.*

Do you speak or write any languages fluently other than English? ☐ Yes ☐ No

If yes, which language(s)? _____

CONTACT INFORMATION

Home Phone: _____ **Cell Phone:** _____ **Work Phone:** _____

Email Address: _____

Please select how you prefer to be contacted:

☐ Home Phone ☐ Cell Phone ☐ Work Phone ☐ Email ☐ U.S. Mail

Curry County is an Equal Opportunity employer and considers applicants for all positions without regard to race, color, religion, sex, national origin, age or marital status, mental or physical disability, any other legally protected status or any other basis prohibited by State of Oregon, federal or local law.

REFERENCES

References can be work or personal, but may not be related to you and may not be previous supervisors.

NAME	PHONE OR EMAIL	RELATIONSHIP	YEARS KNOWN

EDUCATION AND TRAINING

Do you have a High School Diploma, GED or equivalent? ☐ Yes ☐ No

FORMAL EDUCATION

SCHOOL NAME	FIELD OF STUDY	DEGREE/CERTIFICATION/LICENSE

List high school, colleges, universities, military, trade, business or other school attended.

LICENSES & CERTIFICATES

TYPE	NUMBER	ISSUING AGENCY	DATE ISSUED/ EXPIRATION DATE

List any licenses/certificates that you possess, especially those that are specific for the position applied for.

PROFESSIONAL POSITIONS HELD

ORGANIZATION	OFFICE, TITLE OR POSITION HELD

List professional, trade, business, or civil associations and any offices held. Exclude memberships that would reveal race, religion, sex, national origin, age, mental or physical disabilities, or any other similarly protected status.

ADDITIONAL SKILLS AND INFORMATION

SKILL	YEARS POSSESSED

List any computer programs in which you are proficient, any special skills, training, or job-related information that are pertinent to the position for which you are applying for.

EMPLOYMENT HISTORY

Beginning with your present or most recent job, completely describe your work experience during the past ten years including any periods of unemployment. If additional space is required, please attach the necessary pages to the application form to complete your employment history.

Job Title: _____ **Start Date:** _____ **End Date:** _____

Employer: _____

Address: _____

Supervisor Name & Title: _____

Telephone: _____ **Email:** _____

Brief Description of Duties and Responsibilities: _____

Reason for leaving: _____ **May we contact this Employer?** ☐ Yes ☐ No

Job Title: _____ **Start Date:** _____ **End Date:** _____

Employer: _____

Address: _____

Supervisor Name & Title: _____

Telephone: _____ **Email:** _____

Brief Description of Duties and Responsibilities: _____

Reason for leaving: _____ **May we contact this Employer?** ☐ Yes ☐ No

Job Title: _____ **Start Date:** _____ **End Date:** _____

Employer: _____

Address: _____

Supervisor Name & Title: _____

Telephone: _____ **Email:** _____

Brief Description of Duties and Responsibilities: _____

Reason for leaving: _____ **May we contact this Employer?** ☐ Yes ☐ No

CERTIFICATION, AUTHORIZATION & RELEASE

I certify that all information on this Application is accurate, complete and true to the best of my knowledge. I understand that any information that is found to be false, inaccurate, incomplete or misrepresented in any respect will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service when it is discovered.

I expressly authorize, without reservation, Curry County, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and education institutions and to otherwise verify the accuracy of all information provided by me in this application, resume' or job interview. I hereby waive any and all rights and claims I may have regarding Curry County, its agents, employees or representatives for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that Curry County does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from Curry County and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and Curry County reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of Curry County is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Board of Commissioners.

NOTE: Applications or resumes cannot be returned. Please make necessary copies before submitting the application. A separate application is required for each individual vacancy. Unsigned applications will not be processed.

I hereby authorize Curry County to investigate my background and qualifications for the purpose of evaluating whether I am qualified for the position for which I am applying.

Signature _____

Date _____

RETURN APPLICATIONS TO:

CURRY COUNTY HUMAN RESOURCES

94235 Moore Street, Suite 125

Gold Beach, OR 97444

Phone: (541) 247-3296

Fax: (541) 247-3436

Employment@co.curry.or.us

APPLICANT AUTHORIZATION FOR REFERENCE CHECKS

This form is not optional, its completion is required for the Applicant to be considered for employment.

I hereby authorize my past employers to release information to Curry County regarding my employment. This release of information covers my employment record in general, including information on the following questions:

1. Dates of employment;
2. Position(s) held;
3. The quality and quantity of my work;
4. My attendance habits (excluding workers' compensation, pregnancy, disability FMLA and other protected absences);
5. My relationship with co-workers, supervisors and managers;
6. My attitude toward work (cooperative? positive? etc.);
7. Reason for leaving and eligibility for rehire (would the employer rehire if they had to do it all over again?);
8. Willingness to comply with policies and standards;
9. Strong and weak points;
10. Whether I have had outbursts of temper, threatened, provoked fights with or assaulted others, engaging in hostile or violent behavior; and
11. Other relevant information regarding my performance, skills, ability, suitability for employment sought, etc.

This authorization does not guarantee that any of the above information will be requested from past employers, but simply allows the County to request information relevant to this Employment Application.

Signature: _____

Name: _____

Date: _____

VETERANS' PREFERENCE FORM

If you are seeking Veterans' Preference, please complete this form and return it with the supporting documentation at the time you submit your completed Curry County employment application. Additional documentation cannot be received after your application is submitted.

Under Oregon law, armed forces veterans may be entitled to preference in employment or promotion. If you think you may qualify, please read the following information carefully and check the box(es) in each section appropriate to you. If you need further explanation or have specific questions, please contact the Curry County Personnel Office at (541)247-3233.

QUALIFIED VETERAN:

You may claim veterans' preference if you are able to check one or more boxes in this section and provide proof of veterans' preference eligibility by submitting a copy of your Certificate of Release or Discharge from Active Duty (DD214/DD215, Copy 4, that reflects your "Honorable" separation status) at the time you submit your completed employment application. Preference will not be applied unless you submit the appropriate documentation at the time you submit your application.

ORS 408.225(1)(e) – Veteran

- ☐ I served on active duty* with the Armed Forces of the United States for a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions; or
- ☐ I served on active duty* with the Armed Forces of the United States for a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions; or
- ☐ I served on active duty* with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty* under honorable conditions because of a service-connected disability; or
- ☐ I served on active duty* with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty* under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or
- ☐ I served on active duty* with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- ☐ I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
- ☐ I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

QUALIFIED DISABLED VETERAN:

You may claim additional preference as a disabled veteran if you are able to check one or more boxes in this section and provide proof of eligibility by submitting: (1) a copy of your Certificate of Release or Discharge from Active Duty (DD214/DD215, Copy 4, that reflects your "Honorable" separation status) and (2) a public employment preference letter from the United States Department of Veterans' Affairs, unless the information is already included in the DD214/DD215 form. You can order an employment preference letter by calling the US Dept of Veterans' Affairs at 1-800-827-1000. Preference will not be applied unless you submit the appropriate documentation at the time you submit your application.

ORS 408.225(1)(c) - Disabled Veteran

- ☐ I am entitled to disability compensation under laws administered by the US Department of Veteran Affairs; or
- ☐ I was discharged or released from active duty for a disability incurred or aggravated in the line of active duty; or
- ☐ I was awarded the Purple Heart for wounds received in combat.

I hereby claim veterans' preference and certify that the above information is true and correct. I understand that any false statements or misrepresentations made by me may be cause for my disqualification or dismissal, regardless of when discovered.

Name: _____ Signature: _____

Position Applied For: _____ Date: _____

**"Active duty" does not include attendance at a school under military orders, except schooling related to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.*

EQUAL OPPORTUNITY EMPLOYER

This form is to be completed by applicant on a voluntary basis. It is not for interview purposes and will be filed separately from application.

Curry County is an Equal Opportunity employer and considers applicants for all positions without regard to race, color, religion, sex, national origin, age or marital status, mental or physical disability, any other legally protected status or any other basis prohibited by State of Oregon, federal or local law.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is **STRICTLY VOLUNTARY**.

Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is not a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

Position Applied For: _____

Sex: ☐ Male ☐ Female

Disabled: ☐ Yes ☐ No

Ethnic Identification:

- ☐ American Indian or Alaskan Native
- ☐ Hispanic
- ☐ Asian or Pacific Islander
- ☐ Black
- ☐ White

How did you learn about this position? _____