

Employment Application

City of Manzanita

543 Laneda Ave PO Box 129 Manzanita OR 97130 | Phone: 503-368-5343 |
Fax# 503-368-4145 | www.ci.manzanita.or.us

The City of Manzanita is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion, national origin, age, sex, marital or veteran status, disability, or any other legally protected status. All selection decisions are based on job related factors.

Position Applied For: _____

Date of Application: _____

PLEASE PRINT OR TYPE

PERSONAL INFORMATION

Last Name	First Name	Middle	Home Phone	Message Phone
Address		Apt. #	PO Box	Business Phone
City	State	Zip		
Are you legally eligible for employment in the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a high school diploma or GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EDUCATION AND TRAINING

Please include any training relative to the position you are applying for:

Colleges, Vocational or Technical Schools, Training Centers	Course of Study	Number of Years Completed	Type of Degree or Certificate Received

LICENSES AND CERTIFICATES REQUIRED FOR THIS POSITION

Description	Issued by	ID #	Expiration Date

PERTINENT SPECIAL SKILLS

Please list experience with machines, office equipment, languages, or other special skills pertinent to the position for which you are applying.

ADDITIONAL INFORMATION

Do you possess a valid driver's license? Yes No (A valid driver's license is required when stated on the job announcement.)

State: _____ Driver's License # _____

WORK EXPERIENCE

**Beginning with your present or last job (and working backwards) list all Work Experience including Military, Volunteer and Intern Experience.
(If more space is needed, see Page 3)**

Name of Present or Last Employer		Address	
Starting Date	Leaving Date	Reason for Leaving	
Month/Year	Month/Year		
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern _____ hrs/wk			
Job Title (Present or Last)		Name of Supervisor/Title	Phone #
Job Duties:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of Employer		Address	
Starting Date	Leaving Date	Reason for Leaving	
Month/Year	Month/Year		
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern _____ hrs/wk			
Job Title (Present or Last)		Name of Supervisor/Title	Phone #
Job Duties:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of Employer		Address	
Starting Date	Leaving Date	Reason for Leaving	
Month/Year	Month/Year		
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern _____ hrs/wk			
Job Title (Present or Last)		Name of Supervisor/Title	Phone #
Job Duties:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

APPLICANT ACKNOWLEDGMENT

I understand this application does not represent a contract for employment. I understand that an acceptance of an offer for employment does not create a contractual obligation upon the City of Manzanita to continue to employ me for any period of time in the future. I understand that no representative from the City has any authority to enter into any special agreement with me to promise and/or guarantee my employment for any specific time period or to promise me a promotion or transfer, etc., either prior to commencement of employment or after I have become employed, or to assure me of any benefits or terms and conditions of employment, or to make any agreement contrary to the aforementioned.

I hereby represent that each answer to questions incorporated into this application and all other information otherwise furnished by me shall be true, complete, and correct. I understand that incorrect, incomplete, false, or misleading statements/answers/information furnished by me either verbally, or in writing will subject my application to disqualification from further consideration and/or if already employed by the City, when the aforementioned is detected, I will be subject to discipline, up to and including discharge, for falsifying a City record/document, regardless of how much time has elapsed since the date I was employed. In the event that I am employed by the City, I agree to comply with all its orders, rules, regulations, safety policies, and performance standards. Within not more than three (3) days of employment, I will provide proof as required on the US Government, I-9 Form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with Federal Law, I understand that I will be terminated.

I understand that the City of Manzanita may complete a background check of finalists. The type and degree of the background check depends on the position, however, it may include a driving history, criminal records check, and/or any other records checks pertinent to the position. Depending on the type of background check, I understand the City of Manzanita may be required to provide me with additional information. My signature on this application serves as my authorization for the City to conduct any background check for the position which I am applying that does not require additional authorization. My signature further serves as my understanding that the City of Manzanita will provide me with the required notice, disclosure, and request for authorization whenever the background check requires additional authorization such as the Fair Credit Reporting Act or any other State or Federal law that requires additional authorization.

I have read and understand all of the provisions of this acknowledgment. By signing this application, I hold the City of Manzanita harmless for any result of the reference check. I hereby authorize and release from liability all former employers, educational institutions, law enforcement agencies, and/or other government history, driver's license violations and motor vehicle records, that may be in their possession. An offer of employment is conditioned upon satisfactorily passing all criteria required by the position. Depending on the position, these criteria may include laboratory test(s) (including drug testing) and/or a background check.

Applicant's Signature: _____ Date Signed: _____

City of Manzanita

ADDITIONAL WORK EXPERIENCE

Beginning with your present or last job (and working backwards) list all Work Experience including Military, Volunteer and Intern Experience.

Name of Present or Last Employer		Address		
Starting Date Month/Year	Leaving Date Month/Year	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time ___ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern ___ hrs/wk	Reason for Leaving	
Job Title (Present or Last)		Name of Supervisor/Title		Phone #
Job Duties:				
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Name of Employer		Address		
Starting Date Month/Year	Leaving Date Month/Year	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time ___ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern ___ hrs/wk	Reason for Leaving	
Job Title (Present or Last)		Name of Supervisor/Title		Phone #
Job Duties:				
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Name of Employer		Address		
Starting Date Month/Year	Leaving Date Month/Year	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time ___ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern ___ hrs/wk	Reason for Leaving	
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Job Duties:				
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Name of Employer		Address		
Starting Date Month/Year	Leaving Date Month/Year	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time ___ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern ___ hrs/wk	Reason for Leaving	
Job Title (Present or Last)		Name of Supervisor/Title		Phone #
Job Duties:				
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				

The City of Manzanita is subject to various state and federal rules and regulations requiring non-discrimination in employment. Pursuant to these rules and regulations, the City of Manzanita hereby invites you to voluntarily provide information regarding your race/ethnic composition, gender and age.

The City of Manzanita is an equal opportunity employer. All employment decisions are based on qualifications and are made without regard to race, color, religion, national origin, age, sex, disability status, veteran status, marital status and any other legally protected status. As required by law, any information that you provide on this form will be treated as confidential and will be stored separate from all personnel information. This information will be used only to demonstrate compliance with applicable state and federal rules and regulations.

Position Applied For: _____

Sex: Female Male

RACIAL CATEGORY

- | | |
|---|---|
| <input type="checkbox"/> WHITE/CAUCASIAN (not of Hispanic origin) | All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. |
| <input type="checkbox"/> BLACK (not of Hispanic origin) | All persons having origins in any of the racial groups of Africa. |
| <input type="checkbox"/> HISPANIC | All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. |
| <input type="checkbox"/> ASIAN-PACIFIC ISLANDER | All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, and India. |
| <input type="checkbox"/> AMERICAN INDIAN-ALASKAN NATIVE | All persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition as an American Indian or Alaskan Native. |

VOLUNTARY COMPLETION BY APPLICANT. NOT FOR INTERVIEW PURPOSES.

RECRUITMENT SOURCE

How did you become aware of this employment opportunity?

- | | |
|---|--|
| <input type="checkbox"/> Newspaper | Which newspaper? _____ |
| <input type="checkbox"/> City Employment Announcement | <input type="checkbox"/> City Job Information Line |
| <input type="checkbox"/> City Employee | <input type="checkbox"/> State Employment Office |
| <input type="checkbox"/> City Website | <input type="checkbox"/> Other Explain: _____ |