

**CITY OF BURNS  
EMPLOYMENT APPLICATION**

The City of Burns ("City") 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, sexual orientation, and/or any other legally protected status. City is a drug-free workplace. Individuals who require an accommodation relating to the application process should request the accommodation in advance so that necessary arrangements can be made. Please contact City if there is any part of this application that you do not understand before signing.

Print or type the required information. Please answer every applicable question. Write "N/A" if a particular question or matter is not applicable to you. If additional space is needed, please attach a separate sheet. Because this application may be used for investigative purposes, DO NOT misstate or omit any material facts or information. Statements made herein are subject to verification to determine your qualification for employment. If you are employed by City, this application will become part of your personnel file.

**GENERAL INFORMATION**

\_\_\_\_\_  
Position Date of Application

\_\_\_\_\_  
Last Name First Name Middle

\_\_\_\_\_  
Address/PO Box City State Zip

Telephone No: \_\_\_\_\_  
Home Cellular

Email Address: \_\_\_\_\_ Are you at least 18 years of age: Yes \_\_\_ No \_\_\_

Are you legally eligible for employment in the US? Yes \_\_\_ No \_\_\_

Are you a veteran? Yes\* \_\_\_ No \_\_\_

\*Complete and attach form DD 214 or 215 to this application. If applicable, disabled veterans may also submit a copy of a disability preference letter.

Have you ever been convicted of a felony? Yes\*\* \_\_\_ No \_\_\_

Please explain the conviction\*\*: \_\_\_\_\_

\*\*Criminal convictions are not an absolute bar to employment. City will evaluate each applicant and any convictions in relation to specific job requirements. Factors such as the nature and severity of the crime and the length of time elapsed since the conviction will also be considered.

Date you can report to work: \_\_\_\_\_ Hours available for work: \_\_\_\_\_

Are you available to work full-time, part-time, or on a temporary basis: \_\_\_\_\_

5/2015

Are you able to travel if required: Yes \_\_\_ No \_\_\_

Do you possess a valid Oregon driver's license: Yes \_\_\_ No \_\_\_ ODL No.: \_\_\_\_\_  
(A valid Oregon driver's license is required when stated on the job announcement or job description. If not required, write "N/A").

Have you ever had your license suspended or revoked: Yes \_\_\_ No \_\_\_ If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

### EDUCATION AND TRAINING

Did you graduate from high school or receive an equivalent diploma: Yes \_\_\_ No \_\_\_

Name of college or university you attended, if any:  
\_\_\_\_\_

From (mo/yr): \_\_\_\_\_ To (mo/yr): \_\_\_\_\_ Year of graduation: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Certificates, degrees, etc. earned: \_\_\_\_\_

Name of college or university you attended, if any:  
\_\_\_\_\_

From (mo/yr): \_\_\_\_\_ To (mo/yr): \_\_\_\_\_ Year of graduation: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Certificates, degrees, etc. earned: \_\_\_\_\_

Have you received any specialized schooling or training: Yes \_\_\_ No \_\_\_

Name of school or training program: \_\_\_\_\_

From (mo/yr): \_\_\_\_\_ To (mo/yr): \_\_\_\_\_ Year of graduation: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Certificates, degrees, etc. earned: \_\_\_\_\_

Please identify below any special training, licenses, and/or certificates, any experience with machines, office equipment, and/or languages, and any other special skills pertinent to the position for which you are applying:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A job description for the position(s) for which you are applying has been provided. Are you able to perform the essential job functions required of the position with or without reasonable accommodation(s)? Yes \_\_\_ No \_\_\_

**WORK EXPERIENCE**

List below all work experience for the past 10 years, paid or unpaid, beginning with your most recent job, including military, volunteer, and other jobs. Attach additional pages if necessary.

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

From (mo/yr): \_\_\_\_\_ To (mo/yr): \_\_\_\_\_ Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

Start Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_

Specific Duties:

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Reason for Leaving:

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May we contact this employer: Yes \_\_\_\_\_ No \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

From (mo/yr): \_\_\_\_\_ To (mo/yr): \_\_\_\_\_ Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

Start Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_

Specific Duties:

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Reason for Leaving:

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May we contact this employer: Yes \_\_\_\_\_ No \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

From (mo/yr): \_\_\_\_\_ To (mo/yr): \_\_\_\_\_ Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

Start Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_

Specific Duties:

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Reason for Leaving:

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May we contact this employer: Yes \_\_\_\_ No \_\_\_\_

Have you ever been terminated from a job or asked to resign: Yes \_\_\_\_ No \_\_\_\_ If yes, please explain:

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#### REFERENCES

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

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**SUPPLEMENTALS TO THIS APPLICATION MAY BE NECESSARY (AND BECOME PART OF THIS APPLICATION). THESE SUPPLEMENTALS CONCERN CRIMINAL BACKGROUND CHECKS AND CREDIT CHECKS. PLEASE INQUIRE WHETHER ANY SUPPLEMENTALS ARE NECESSARY IN CONNECTION WITH YOUR APPLICATION.**

#### APPLICANT CERTIFICATION AND ACKNOWLEDGMENT

Please initial next to each paragraph and sign where indicated below.

\_\_\_\_\_ I certify that all statements made in connection with this application (whether contained herein (and/or in any supplements) or made by me or others at my request during the course of the employment process) are true and complete in all respects. I acknowledge and agree that any incorrect, incomplete, false, fraudulent, or misleading statements made by me, either verbally or in writing, and/or any omission, concealment, or failure to answer any question fully, completely, and accurately, whether made by me or others at my request, will result in rejection of this application, denial of employment, or termination from employment if discovered after employment. If I am employed by City, I agree to comply with its lawful orders, rules, policies, and regulations.

\_\_\_\_\_ I authorize the investigation of all matters which City deems relevant to my qualifications for employment, including, without limitation, work records, reference checks, education, and an investigation into my driving record. I authorize and request that all my present and former employers, references, educational institutions, and any others to furnish and release information about me, my employment record, and/or education, including a statement of reasons for the termination of my employment and information regarding my work performance, disciplinary reports or actions, abilities, degrees obtained, transcripts, licenses and certifications, and other qualities and information City deems pertinent to my qualifications for employment. By signing below, I release City (and all providers of information) from any and all claims and/or liabilities arising out of or in any way connected with City's background investigation. If employed, I release City from any claims and/or liabilities for future references it may provide regarding my work history and performance with City.

\_\_\_\_\_ I understand that if offered employment, I will be required to submit proof of my identity and legal right to work in the United States as a condition of employment.

\_\_\_\_\_ I understand that any job offer may be contingent on me successfully passing a drug screening. I hereby agree to such drug screening and authorize the testing facility to release the test results to City. I release City and the testing facility from any and all claims and/or liabilities resulting therefrom or relating thereto. I understand that a refusal to submit to the drug screening will be considered a voluntary resignation of employment.

\_\_\_\_\_ I understand that, if employed, my employment relationship with City will be at-will. Therefore, subject to applicable law, my employment may be terminated (and I may voluntarily resign) at any time, for any reason or no reason, with or without cause or prior notice. Nothing contained in this application, or provided in connection herewith, will be construed as an offer or promise of employment, nor does this application create an employment contract or guarantee that employment or any benefit will be provided or continued for any period of time.

By signing below, I hereby affirm the foregoing and all other contents of this application. My signature below certifies that I have read and understand this application and agree to the terms and conditions contained on this page and all other parts of this application.

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

\_\_\_\_\_  
Date

FOR MANAGEMENT USE ONLY	
Date Application Received: _____	
Supplementals to Application Required: Yes ___ No ___	
Arrange Interview: Yes ___ No ___	
_____ Interviewer	_____ Date
Employ: Yes ___ No ___	Date of Employment: _____ Job Title: _____
Hourly/ Salary Rate: _____	Department: _____
By: _____	_____
Name and Title	Date

**City of Burns**  
**Criminal Report Disclosure, Questionnaire, and Authorization**  
(Employment Application Supplemental No. 1)

**THIS SUPPLEMENTAL MUST BE COMPLETED, SIGNED, AND RETURNED WITH YOUR APPLICATION. THIS SUPPLEMENTAL CONSTITUTES A PART OF THE APPLICATION.**

Name:

\_\_\_\_\_

Last	First	Middle
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Address:

\_\_\_\_\_

Street / PO Box	City	State	Zip
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Social Security No.: \_\_\_\_\_

Have you ever been convicted of a crime involving dishonesty (e.g., theft, shoplifting, robbery, embezzlement, forgery, etc.), drugs and/or controlled substances, violence (e.g., domestic violence), and/or criminal sexual conduct: Yes \_\_\_ No \_\_\_

If yes, please provide details concerning the criminal conviction on a separate sheet of paper, including the date of conviction and the type of crime (please exclude any case processed in juvenile court and minor traffic violations). Your application will not be considered if you do not provide sufficient details. The conviction of a crime does not necessarily disqualify you from employment. City will evaluate each applicant individually and will consider, among other things, the nature and severity of the crime, the time elapsed since the conviction, and the nature of the position for which you are being considered. You are not required to list an arrest or criminal conviction when the record of such conviction has been sealed or expunged.

I authorize City to complete an investigation into my criminal history, including obtaining any necessary or appropriate criminal investigative reports. I certify that I have been made aware that a criminal investigative report will be used in determining my qualifications for employment and/or continuation of employment. I release City (and all providers of information) from any and all claims and/or liabilities arising out of or in any way connected with City's investigation into my criminal history.

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

\_\_\_\_\_  
Date