



Yamhill County

PERSONNEL / COUNTY EMPLOYMENT
Office Location: 434 NE Evans Street

Mailing Address: 535 NE 5th Street
McMinnville, Oregon 97128

(503) 434-7504 Job Line (503) 434-7553 Fax

EMPLOYMENT APPLICATION

Thank you for taking the time to complete this application. Yamhill County attempts to select candidates who most closely match the needs of the specific position being advertised.

Applicants selected for interview will generally be contacted within 10 working days of the closing date of the recruitment. Due to the large number of applications the County receives, it is not practical for department managers to contact applicants unless they are selected for an interview. Recruitments which list “closed when filled” instead of a firm closure date will be discontinued without further notice as soon as a satisfactory candidate match is found.

By calling our recorded job line at (503)434-7504, you may learn about additional employment opportunities in the area of your interest. You may also check the County’s website at www.co.yamhill.or.us for a list of current vacancies.

About the application itself: Please complete the application in its entirety. You may deliver it to the Personnel Office, mail it to the address above, or fax it to (503)434-7553. If you fax, please also send the original by mail because the fax copy is sometimes very faint and illegible.

You are welcome to attach a resume, copies of letters of reference, copies of transcripts, certificates or samples of work. Please use photocopies; do not attach originals; they will not be returned.

Documents you attach **will not** be considered as a substitute for the information requested on the application - please do not respond to a question with the statement “see resume”. If a question does not apply, write “n/a” for “not applicable”.

Under the provisions of the Immigration Reform and Control Act of 1986, any person hired or rehired is required to provide evidence of identity and eligibility for employment.

Yamhill County is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status or disability.

In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation for assistance in the application process upon request made to the personnel office.

Some positions will require a criminal history check and a review of driving record. All County positions require regular, prompt, and consistent attendance.

Yamhill County provides a smoke-free working environment.

EMPLOYMENT HISTORY: List your work experience, paid or unpaid, beginning with your present or most recent job. List the past ten years of employment history, if you have worked that long. Describe each job separately, emphasizing your specific tasks and any supervisory, technical, or other responsibilities. Give special attention to experience that relates to the job for which you are applying. Be as complete as you can in order to provide the best picture of your skills and experience. If more space is needed for "Duties", you may attach additional sheets.

Employer: _____ Employer Telephone: _____

Address(Street, City, State): _____

Supervisor's name: _____ Phone _____

Your title: _____ Total time on job: _____

Fulltime Part-time From _____ to _____

If work hours varied, list average: _____

Duties (be specific):

Reason for leaving: _____

Starting salary: _____ Last salary: _____

May we contact this employer? Yes _____ No _____

Employer: _____ Employer Telephone: _____

Address (Street, City, State): _____

Supervisor's name: _____ Phone _____

Your title: _____ Total time on job: _____

Fulltime Part-time From _____ to _____
Month / Year Month / Year

If work hours varied, list average: _____

Duties (be specific):

Reason for leaving: _____

Starting salary: _____ Last salary: _____

May we contact this employer? Yes _____ No _____

Employer: _____ Employer Telephone: _____

Address (Street, City, State): _____

Supervisor's name: _____ Phone _____

Your title: _____ Total time on job: _____

Fulltime Part-time From _____ to _____
Month / Year Month / Year

If work hours varied, list average: _____

Duties (be specific):

Reason for leaving: _____

Starting salary: _____ Last salary: _____

May we contact this employer? Yes _____ No _____

Employer: _____ Employer Telephone: _____

Address (Street, City, State): _____

Supervisor's name: _____ Phone _____

Your title: _____ Total time on job: _____

Fulltime Part-time From _____ to _____
Month / Year Month / Year

If work hours varied, list average: _____

Duties (be specific):

Reason for leaving: _____

Starting salary: _____ Last salary: _____

May we contact this employer? Yes _____ No _____

If you have language skills in addition to English, please specify the language and check the appropriate box to indicate your skill level.

English language only

Other language(s): _____

Speak: Fluently Manageably well Fair Fluently Manageably well Fair

Read: Fluently Manageably well Fair Fluently Manageably well Fair

Write: Fluently Manageably well Fair Fluently Manageably well Fair

List other skills, education, and training that are directly related to the position you are applying for: (i.e., trade school, on-the-job training program, college degree, volunteer experience, certificates, licenses, math courses, chemistry, physics, etc.).

Please note: The sheriff's office requires driver's license information from applicants for positions in that department.

Do you have a valid driver's license? Yes ___ No ___ If yes, give State and license # _____

How many reportable accidents have you had in the past 3 years? _____

How many moving violations have you had in the past 3 years? _____

The following question pertains **only** to applicants for Health & Human Services positions:

Have you ever had a substantiated allegation of abuse? Yes ___ No ___

Have you ever been convicted of a crime?_____ If so, please identify the crime, and discuss on a separate sheet of paper to assist the department manager in determining suitability for the specific position.

Please Note: You will not automatically be excluded from consideration if you have been convicted of a crime. Your suitability for the position sought will be evaluated based upon the totality of circumstances, such as the nature of the crime, how recent the conviction, the type of work involved, etc. You may provide information on a separate sheet of paper, if you choose.

References: List three work references (from persons not related to you)

Name / relationship (friend, supervisor, co-worker, etc.)

Phone

1) _____

2) _____

3) _____

I certify that all information given on this application and any supporting information is true and complete and I authorize a complete investigation. I agree that, if hired, I may be discharged if the County at any time learns of any falsification or material omission in the information I have provided and if discovered prior to hire, I would be ineligible for consideration for not only this position but future positions as well. I authorize the County to contact all former and current employer references listed and all educational institutions.

I understand that a consumer report regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living, whichever are applicable, may be obtained for employment purposes from a consumer reporting agency.

All references are authorized to release to Yamhill County all information requested which they might have about me. I hereby release all references and Yamhill County from any liability which might be claimed because of information provided by such references.

I agree that, if hired, I will follow all County policies, rules, procedures and all other directions. I understand I may terminate my employment at any time and for any reason without prior notice. I agree that if I am hired, I will be employed at the will of Yamhill County, and my employment can be terminated at any time, with or without notice.

I understand Yamhill County is committed to promoting safety and high standards of employee performance, productivity and reliability and that in order to achieve this, all finalists may be subjected to a drug test prior to being hired to assure the County the applicants do not currently have narcotics, sedatives, stimulants, and other controlled substances and/or hallucinogenic in their bodies. I understand that if I have any such substance in my body at the time of the drug test, the County will not hire me. I further understand that at any time during my employment with Yamhill County, my supervisor or any other manager may require, as a term and condition of continued employment, a substance test if they have a reasonable suspicion that I am under the influence of any substance that might result in harm to myself or to others.

I further understand that if I am selected as a finalist for any position with Yamhill County, the County may do an investigation of criminal convictions.

I understand the County reserves the right to add to, change, and/or delete its policies, procedures, work rules and benefits at any time and that no one in the County has the authority to enter into any agreement for any particular period of time or contrary to the above terms, unless that agreement is set forth in writing and signed by the Yamhill County Board of Commissioners.

Applicant signature

Date

NOTE: An applicant's signature on this statement is a requirement of the application process.
No further consideration will given to any application submitted without signature.

Return application to:
Yamhill County Employment
Office Location: 434 NE Evans Street, McMinnville
Mailing address: 535 NE 5th Street, McMinnville, Oregon 97128

**APPLICANT
DATA RECORD**

This information is requested solely for the purpose of determining compliance with government regulations and affirmative action responsibilities. Your response will not affect consideration of your application. This data is for periodic government reporting and will be kept in a confidential file separate from the application for employment.

NAME _____ Date _____

POSITION APPLIED FOR _____

GENDER: Male ____ Female ____

RACE / ETHNIC ORIGIN (see definition below)

- 5 ____ Hispanic
 - 4 ____ Asian or Pacific Islander
 - 3 ____ Black
 - 2 ____ American Indian or Alaskan Native
 - 1 ____ White
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-

DEFINITIONS

The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

ETHNICITY:

Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

RACE:

Asian or Pacific: A person 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, India, Japan, Korea, the Philippine Islands and Samoa.

Black: A person having origins in any of the black racial groups of Africa.

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Signature

Date