

EMPLOYMENT APPLICATION

CITY OF FOSSIL

Mailing Address: PO Box 467, Fossil, OR 97830

Location: 401 Main Street, Fossil OR 97830

Telephone 541-763-2698

Fax – 541-763-2124

Today's Date: _____

We are an Equal Opportunity Employer. All applications will be given equal consideration regardless of race, age, sex, physical or mental disability, sexual orientation, predisposing genetic information, veteran status, marital status, color, religion, national origin or any other class or characteristic protected by applicable law. Individuals will not be considered applicants if they exclude the following information: 1) the position applied for and the date, 2) information required by law, 3) a complete employment history including the name of the employer, dates of employment, rate of pay and reason for leaving and, 4) signature of applicant. Please let us know if you need accommodations in order to participate in the application process.

PERSONAL INFORMATION

Name		
Address		
Phone		
Are you legally eligible for employment in the USA?	Yes	No

EMPLOYMENT DATA

Position Applied For	Date You Can Start	Salary Desired
Are you employed now?	Yes	No
How did you learn about this position?		

EDUCATION

Name and Location of School Or G.E.D.	Years Completed	Graduated		Type of Degree, Diploma, Certificate, Course of Study, or Major
		Yes	No	
College or University				
Military and/or Technical				
Academic honors, awards or special recognition				

Experience: Please list your previous employment beginning with your most recent experience. You may include relevant military, non-paid or volunteer work. If you held more than one position with the same employer, list each separately. Use additional sheets if necessary. You may include a resume but the employment application information must also be completed.

Name of Present Or Last Employer		Type of Business	
Address	City	State	ZIP
Starting Date	Leaving Date	Job Title	
Monthly Starting Salary	Monthly Final Salary	May we contact your supervisor?	
		Yes	No
Name of Supervisor	Title	Phone	
Description of Work			
Reason for Leaving			

Name of Present Or Past Employer		Type of Business	
Address	City	State	ZIP
Starting Date	Leaving Date	Job Title	
Monthly Starting Salary	Monthly Final Salary	May we contact your supervisor?	
		Yes	No
Name of Supervisor	Title	Phone	
Description of Work			
Reason for Leaving			

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Address	City	State	ZIP
Starting Date	Leaving Date	Job Title	
Monthly Starting Salary	Monthly Final Salary	May we contact your supervisor?	
		Yes	No
Name of Supervisor	Title	Phone	
Description of Work			
Reason for Leaving			

Have you been discharged or requested to resign from any position? If yes, please explain:

IMPORTANT: PLEASE READ AND SIGN

1. I hereby certify that the information contained in this application is true and correct to the best of my knowledge and agree to have any of the information verified by the City of Fossil unless I have indicated in writing to the contrary. I understand that if I provide false or misleading information or omit material information on this application or on any other document in connection with employment with the City of Fossil, it will be grounds for terminating my employment, regardless of when it is discovered.
2. I authorize the City of Fossil to investigate my references; to communicate with my former employers; to make an independent investigation of my character, conduct and employment history. Additionally, I release all parties from all claims or liabilities for any damage that may result from furnishing information in good faith to the City of Fossil in connection with my application for employment, as well as from the use or disclosure of such information by the City of Fossil or any of its agents, co-workers or representatives.
3. If employed, I agree to read and comply with all City of Fossil policies and procedures.

Applicant Signature _____

Date _____

SELECTION POLICY

The City of Fossil is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, age, veteran status, predisposing genetic information, sexual orientation, disability or any other class or characteristic protected by applicable law in the admission or access to employment.

The City is committed to maintaining a safe and healthy workplace free from the influence of drugs. We believe employees have the right to work in a drug-free environment and to work with persons free from the effects of drugs.

The position for which you are applying involves a competitive selection process. All applications will be reviewed. Applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered for interview.

The most competitive applicants for a particular vacancy will be interviewed and a final selection will be made. Due to the large number of applicants and the limited number of job opportunities, a number of applicants do not proceed to the interview phase.

A job application is an important reflection on you. The way in which you complete your application can make a difference in determining whether or not you are selected to be interviewed for a vacancy.