



EMPLOYMENT APPLICATION

Instructions: Please print or type. This application is a part of the screening process. To be considered for employment please:

1. Fill out the application completely. Do not use "Refer to Resume".
2. Use Additional Sheets If Necessary. Incomplete Applications will not be accepted.
3. Sign and date the application.
4. Mail or bring the application to the City Recorder's Office, City of Gladstone, 525 Portland Avenue, Gladstone, OR 97027. **Applications submitted after the closing date will not be considered.**

Visit our Web Page at www.ci.gladstone.or.us
for current openings or call our job
hotline (503) 557-2773

We are an Equal Opportunity Employer. Please notify us if you need any accommodations or assistance with any part of our application process.

CONTACT INFORMATION

Position Applied For _____		Social Security # _____	
Name _____			
Last	First	Middle	
Address _____			
Street	City	State	Zip
Home Phone _____		Message Phone _____	
Email Address _____			

EDUCATION TRAINING RECORD

Circle highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19+			
NAME AND LOCATION OF SCHOOL	TOTAL NO. OF CREDIT HOURS SEM. QTR.	TYPE OF TRAINING OR MAJOR	NAME OF CERTIFICATE OR DEGREE RECEIVED

If job requires course work in specific areas, attach transcript or list of courses completed.

LICENSES AND CERTIFICATIONS

List Driver's License or other licenses or certificates required by the announcement.				
Title of License	Number	Issuing Agency	Expiration Date	Special Endorsements/Class

ADDITIONAL SKILLS

List any additional skills you have which qualify you for this position.

OTHER

As an adult, have you ever been convicted of an offense other than a minor traffic violation?	_____ Yes	_____ No
If yes, please explain nature of offense, date and location: _____		

Convictions are evaluated for each position, and are not necessarily disqualifying.

EMPLOYMENT HISTORY

List all the positions you have held in the past fifteen (15) years. Begin with your most recent experience. List all jobs separately, include military, volunteer and intern experience. Explain all breaks in continuous employment. Use additional sheets if necessary.

Name of Present or Last Employer		Address	
Type of Business	Full Time _____ Part Time _____ Volunteer _____	Dates Employed From _____ To _____	
Reason for Leaving	Name of Supervisor	Supervisor's Phone Number	May we contact?
Your Job Title		Salary	
Job Duties			

Name of Next Previous Employer		Address	
Type of Business	Full Time _____ Part Time _____ Volunteer _____	Dates Employed From _____ To _____	
Reason for Leaving	Name of Supervisor	Supervisor's Phone Number	May we contact?
Your Job Title		Salary	
Job Duties			

Name of Next Previous Employer		Address	
Type of Business	Full Time _____ Part Time _____ Volunteer _____	Dates Employed From _____ To _____	
Reason for Leaving	Name of Supervisor	Supervisor's Phone Number	May we contact?
Your Job Title		Salary	
Job Duties			

REFERENCES:

List the name of two work related references other than the supervisors listed above.

Name	Address	Phone Number	Occupation	E-mail if known

CERTIFICATION: I certify that all statements on this application are true and complete to the best of my knowledge. I understand false or incomplete statements shall be sufficient for disqualification or dismissal. I authorize the City of Gladstone to make any necessary and appropriate investigation to verify the information contained herein, including authorizing all previous employers/supervisors to give the City of Gladstone any information concerning my employment and me. I release the City of Gladstone and my previous employers/supervisors from any liability related to the furnishing of such information.

Signature: _____ Date: _____

**CONFIDENTIAL APPLICANT INFORMATION
CITY OF GLADSTONE**

POSITION APPLIED FOR

DATE APPLYING

The City of Gladstone is dedicated to a policy of equal opportunity in employment without regard to race, religion, sex, national origin, age, marital status, mental or physical disability or political affiliation.

The following information is voluntary and will not be considered in any part of the selection process. It is used for statistical purposes only so that the City can monitor its hiring practices consistent with its commitment to further the principles of Equal Employment Opportunity. At the time of submittal, the form will be separated from your application and information provided on this form will not be used to make any employment decision and will be kept strictly confidential.

MARK EACH OF THE APPROPRIATE SECTIONS LISTED BELOW.

ETHNIC IDENTIFICATION (Check one only)

1. Caucasian (Not of Hispanic origin.) All persons having origins in any of the original peoples of Europe, North Africa, or Middle East.
2. Black (Not of Hispanic origin.) All persons having origins in any of the black racial groups.
3. Hispanic All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture of origin, regardless of race.
4. American Indian or 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.
5. Asian or 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 Philippines Islands, Samoa and India.

SEX: Male _____ Female _____

PLEASE CHECK ONE:

Person With Disability: Yes No

Recruitment Sources:

How did you learn of this employment opportunity? (Please specify source name)

- ____ Newspaper _____
- ____ Professional Publication _____
- ____ State Employment Office _____
- ____ College Placement Office _____
- ____ City Employee _____
- ____ City Website _____
- ____ Non City Website _____
- ____ Other (Please List) _____

CERTIFICATION OF FACTUAL INFORMATION

All police officers and reserve police officers shall be guided by the constitution of the United States, the Laws of the State of Oregon, the Ordinances of the City of Gladstone, and the Rules and Regulations of the Gladstone Police Department. To be given the police authority to enforce these laws and provided protection service to the citizens, each applicant must be of high integrity. They also must meet all of the following minimum requirements:

- 1. Be a citizen of the United States.**
- 2. Possess a valid Oregon driver's license at the time of acceptance.**
- 3. Be at least 21 years of age.**
- 4. Never have been convicted of a felony. Never have been convicted of a misdemeanor, which reflects adversely on the capacity to serve as a police officer or reserve police officer.**
- 5. Have graduated from an accredited high school or have a GED.**

I understand that any conditional job offer or appointment tendered will be contingent upon the results of a thorough background investigation.

I further understand that during the application process and/or background investigation, I am required to report to the Gladstone Police Department any changes in my personal history within five (5) business days. I am aware that failure to report any changes in my personal history may cause my name to be removed from further consideration.

I have read and understand the above information. I understand that completeness and accuracy on all information submitted to the Gladstone Police Department during the selection process is mandatory.

I hereby certify that all written and verbal statements made to the employees of the Gladstone Police Department are true and complete and I understand that any discrepancies, misstatements, omissions, and/or falsifications will be cause for disqualification and for my name to be removed from the eligible list or will be cause for immediate dismissal if an appointment was made.

Signed: _____

Date: _____

Print full name: _____

CANDIDATE CERTIFICATION PAGE

Date: _____ Social Security Number: _____

Full Name: _____
(print) Last First Middle

Date of Birth: _____(needed for driver/background check only)

Driver's License Number: _____ State: _____ Expiration Date: _____

US Citizen: ___ No ___ Yes

H.S. Diploma: ___ No ___ Yes **GED Equivalency:** ___ No ___ Yes

List additional education: _____

* * * * *

Are you currently a certified Police Officer? ___ No ___ Yes

Have you successfully attended a state certified police academy? ___ No ___ Yes

When: _____ Where: _____

Certificate Type: Basic ___ Intermediate ___ Advanced ___

Name of most current police employer: _____

Dates of employment: _____ to _____

May we notify for verification? ___ No ___ Yes

Are you a member of the Public Employee's Retirement System (PERS)? ___ No ___ Yes, PERS# _____

Are you currently a Reserve Officer? ___ No ___ Yes

Have you successfully attended a reserve police academy? ___ No ___ Yes

Attach copies of your certificates to this page

* * * * *

I certify that the information provided on this Certification Form is correct and complete. I understand that any falsification will cause me to forfeit all rights to employment with the City. You have my permission to do a brief check on my driving/criminal record for employment purposes.

Signature

Date