



GLADSTONE
Oregon

EMPLOYMENT APPLICATION

HUMAN RESOURCES

www.ci.gladstone.or.us

18505 PORTLAND AVE., GLADSTONE, OR 97027 | PHONE: 503-557-2766 | FAX: 503-557-2761

Position Applied for:	Date:

PERSONAL INFORMATION

Last Name	First Name	Middle	Email Address	Contact Phone #1
Address		Apt.	P.O. Box	Contact Phone #2
City	State	ZIP	List other names used	

EDUCATION AND TRAINING

College/Business School			Trade School	
Name of College/School			Name of School	
Graduated YES <input type="checkbox"/>	NO <input type="checkbox"/>		Graduated YES <input type="checkbox"/>	NO <input type="checkbox"/>
Major	Minor		Area of Study	
*If no, how many credit hours were earned			License or Certification	
College/Business School			Trade School	
Name of College/School			Name of School	
Graduated YES <input type="checkbox"/>	NO <input type="checkbox"/>	Graduated YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Major	Minor	Area of Study		
*If no, how many credit hours were earned		License or Certification		

SKILLS

List experience with machines, equipment, computer software, languages, or any other specialized skills or certifications pertinent to the position for which you are applying

ADDITIONAL INFORMATION

Are you over the age of 18?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If job required, do you possess a valid driver's license?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	State	
License Number		Expires			
Class		Endorsements			
If a driver's license is required for this job, have you received any tickets in the last three years for moving violations?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Date	Violation			State	
Have you been discharged, forced/requested to resign from any position? If yes, please give employer date and reason/circumstances.				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Employer(s)	Date and reason				
Are you able to perform the job requirements described in the recruitment notice either without or with reasonable accommodation?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
*Applicants with disabilities who will require a reasonable accommodation in order to take any employment test must advise the City in advance and submit documentation of the need for the accommodation with the request. Typically such documentation is in the form of a signed note from a board certified physician.					

POLICE OFFICER APPLICANTS ONLY

If you are applying for the position of a police officer are you over the age of 21?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been certified in a law enforcement discipline?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
State of Certification		Date Certified		
Specific Certification Type		Status of Certification		

WORK HISTORY

Start with your present or most recent employer and list for the last 10 years. Include military assignments and unpaid volunteer experience. Explain all gaps in employment. 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 be completed.)

May we contact your current employer?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Current or Last Employer		Employment Dates	
Employer		From	
Employer Address		To	
City, State, ZIP		Total Years:	
Exact Job Title		Months:	
Supervisor Name & Title		Employment Status	
Supervisor Telephone		Full-Time	
Reason for Leaving		Part-Time/hours worked a week	
No. of Employees Supervised		<input type="checkbox"/> Temporary	<input type="checkbox"/> Volunteer
Job Duties (be specific)			

Previous Employer		Employment Dates	
Employer		From	
Employer Address		To	
City, State, ZIP		Total Years:	
Exact Job Title		Months:	
Supervisor Name & Title		Employment Status	
Supervisor Telephone		Full-Time	
Reason for Leaving		Part-Time/hours worked a week	
No. of Employees Supervised		<input type="checkbox"/> Temporary <input type="checkbox"/> Volunteer	

Job Duties (be specific)

Previous Employer		Employment Dates	
Employer		From	
Employer Address		To	
City, State, ZIP		Total Years:	
Exact Job Title		Months:	
Supervisor Name & Title		Employment Status	
Supervisor Telephone		Full-Time	
Reason for Leaving		Part-Time/hours worked a week	
No. of Employees Supervised		<input type="checkbox"/> Temporary <input type="checkbox"/> Volunteer	

Job Duties (be specific)

Previous Employer		Employment Dates	
Employer		From	
Employer Address		To	
City, State, ZIP		Total Years:	
Exact Job Title		Months:	
Supervisor Name & Title		Employment Status	
Supervisor Telephone		Full-Time	
Reason for Leaving		Part-Time/hours worked a week	
No. of Employees Supervised		<input type="checkbox"/> Temporary <input type="checkbox"/> Volunteer	

Job Duties (be specific)

APPLICANT ACKNOWLEDGEMENT

Please read carefully before initialing each section and signing below.

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 Gladstone to continue to employ me for any period of time in the future. I understand that no representative for 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 been employed, or to assure me of any benefits or terms and conditions of employment, or to make any agreement contrary to the aforementioned.

My initials indicate that I have read and understand the above.

Initials

I hereby represent that each answer to questions incorporated into this application and all other information 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 orders, rules, regulations, personnel policies, safety policies, and performance standards. I understand that I will be responsible for familiarizing myself with these as they presently exist or are later modified. 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.

My initials indicate that I have read and understand the above.

Initials

I understand the City of Gladstone will complete a background check of any finalist. The type and degree of the background check depends on the position, however, it may include a driving history, criminal records check, a credit history and/or any other records checks pertinent to the position. Depending on the type of background check, I understand the City of Gladstone 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 Gladstone will provide me with the required notice, disclosure, and request for authorization whenever the background check requires additional authorization.

My initials indicate that I have read and understand the above.

Initials

I understand that newly hired and newly promoted employees serve a probationary period of fixed duration as the final step in the selection process to show their ability to perform the work.

My initials indicate that I have read and understand the above.

Initials

I have read and understand all of the provisions of this acknowledgment. By signing this application, I hold the City of Gladstone 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 agencies to provide/release to the City of Gladstone and/or its agents information, to the fullest extent permitted by law, regarding my employment, education, criminal conviction record, credit 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, examples include a medical exam, drug testing, a background check, credit history and/or psychological exam.

Signature

Date

➡ Unsigned or incomplete applications will not be processed!



City of Gladstone Equal Opportunity Employment Data Collection Form

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

All employment decisions are based on qualifications and are made without regard to race, color, religion, national origin, age, sex, disability 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 and will only be used to demonstrate compliance with applicable state and federal rules and regulations.

Position Applied for: _____ Male Female Other Age: _____

ETHNICITY & RACE CATEGORIES CHECK ALL APPLICABLE CATEGORIES:

- White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- American Indian or Native Alaskan (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

RECRUITMENT SOURCE

How did you first become aware of this employment opportunity?

- Newspaper. Specifically, which: _____
- Internet. Specifically, which site: _____
- City employee.
- City's website.
- State employment office.
- Other. Explain: _____