



# Baker County

1995 Third Street  
Baker City, OR 97814

**An Equal Opportunity Employer  
Application for Employment**

(541) 523-8200

(Please Print or Type)

|  |                             |                                |                           |                 |
|--|-----------------------------|--------------------------------|---------------------------|-----------------|
| Name: Please PRINT or TYPE Last Name, First Name and Middle Initial  |                             |                                |                           |                 |
| Address (street, city, state, ZIP code)  |                             |                                | Telephone Number          |                 |
| Permanent Forwarding Address (if different from above)   |                             |                                | Message Phone Number      |                 |
| Have you previously worked for the County?   | Yes                         | No                             | If yes, when (From-To)    |                 |
| Are you currently a PERS* member?<br><small>(* Oregon Public Employee Retirement System)</small>   | Yes                         | No                             |                           |                 |
| Do you have a valid Oregon Driver's License?   | Yes                         | No                             | If yes, provide License # |                 |
| Relatives employed at Baker County (if any)  |                             |                                |                           |                 |
|  |                             |                                |                           |                 |
| Position Applied For   |                             | Date You Could Report for Work |                           | Expected Salary |
|  |                             |                                |                           |                 |
| Check last education level completed   |                             |                                |                           |                 |
| HIGH SCHOOL  | TRADE SCHOOL                | COLLEGE                        | POST GRADUATE             |                 |
| If you attended school using a different name, list it here:   |                             |                                |                           |                 |
| High School/Trade School   | Location                    | Major/Focus                    | Grade Point               | Degree/Units    |
|  |                             |                                |                           |                 |
| College/Trade School   | Location                    | Major/Focus                    | Grade Point               | Degree/Units    |
|  |                             |                                |                           |                 |
| Vocational and/or professional information (i.e. research projects, thesis subject, publications, patents, seminars, job related hobbies, volunteer work, business or civic activities, and offices held). NOTE: Do not list courses taken towards a degree or diploma |                             |                                |                           |                 |
| You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, disability or any other protected class.  |                             |                                |                           |                 |
|  |                             |                                |                           |                 |
| <b>Office/ Computer Skills: Please select one for each category</b>  |                             |                                |                           |                 |
| Microsoft Word Experience  | No Experience               | Beginner                       | Intermediate              | Advanced        |
| Microsoft Excel Experience   | No Experience               | Beginner                       | Intermediate              | Advanced        |
| Microsoft Powerpoint Experience  | No Experience               | Beginner                       | Intermediate              | Advanced        |
| Typing   | Estimated Words per Minute: |                                |                           |                 |
| Please list all other job related tools, machines, equipment and computer experience here:   |                             |                                |                           |                 |
|  |                             |                                |                           |                 |

|   |                         |                          |                                |
|---|-------------------------|--------------------------|--------------------------------|
| <b>List work experience, beginning with most current position (attach additional sheet if necessary)</b>    |                         |                          |                                |
| <b>Company Name</b> (most recent or present employer)   |                         | <b>Telephone</b>         | <b>Employment Dates</b>        |
|   |                         |                          | From:                      To: |
| <b>Address</b> (street, city, state, ZIP code)  |                         |                          |                                |
|   |                         |                          |                                |
| <b>Your Job Title</b>   | <b>Supervisor: Name</b> | <b>Supervisor: Title</b> |                                |
|   |                         |                          |                                |
| <b>Reason for leaving</b>   |                         |                          |                                |
|   |                         |                          |                                |
| <b>May we contact your present employer?</b> (Only if offered a job)  |                         |                          |                                |
| <b>Your responsibilities/accomplishments</b>  |                         |                          |                                |
|   |                         |                          |                                |
| <b>List work experience, beginning with present or last position (attach additional sheet if necessary)</b> |                         |                          |                                |
| <b>Company Name</b> (most recent or present employer)   |                         | <b>Telephone</b>         | <b>Employment Dates</b>        |
|   |                         |                          | From:                      To: |
| <b>Address</b> (street, city, state, ZIP code)  |                         |                          |                                |
|   |                         |                          |                                |
| <b>Your Job Title</b>   | <b>Supervisor: Name</b> | <b>Supervisor: Title</b> |                                |
|   |                         |                          |                                |
| <b>Reason for leaving</b>   |                         |                          |                                |
|   |                         |                          |                                |
| <b>Your responsibilities/accomplishments</b>  |                         |                          |                                |
|   |                         |                          |                                |
| <b>List work experience, beginning with present or last position (attach additional sheet if necessary)</b> |                         |                          |                                |
| <b>Company Name</b> (most recent or present employer)   |                         | <b>Telephone</b>         | <b>Employment Dates</b>        |
|   |                         |                          | From:                      To: |
| <b>Address</b> (street, city, state, ZIP code)  |                         |                          |                                |
|   |                         |                          |                                |
| <b>Your Job Title</b>   | <b>Supervisor: Name</b> | <b>Supervisor: Title</b> |                                |
|   |                         |                          |                                |
| <b>Reason for leaving</b>   |                         |                          |                                |
|   |                         |                          |                                |
| <b>Your responsibilities/accomplishments</b>  |                         |                          |                                |
|   |                         |                          |                                |

|   |                         |                          |                                |
|---|-------------------------|--------------------------|--------------------------------|
| <b>List work experience, beginning with present or last position (attach additional sheet if necessary)</b>                 |                         |                          |                                |
| <b>Company Name</b> (most recent or present employer)   |                         | <b>Telephone</b>         | <b>Employment Dates</b>        |
|   |                         |                          | From:                      To: |
| <b>Address</b> (street, city, state, ZIP code)  |                         |                          |                                |
|   |                         |                          |                                |
| <b>Your Job Title</b>   | <b>Supervisor: Name</b> | <b>Supervisor: Title</b> |                                |
|   |                         |                          |                                |
| <b>Reason for leaving</b>   |                         |                          |                                |
|   |                         |                          |                                |
| <b>Your responsibilities/accomplishments</b>  |                         |                          |                                |
|   |                         |                          |                                |
| <b>List work experience, beginning with present or last position (attach additional sheet if necessary)</b>                 |                         |                          |                                |
| <b>Company Name</b> (most recent or present employer)   |                         | <b>Telephone</b>         | <b>Employment Dates</b>        |
|   |                         |                          | From:                      To: |
| <b>Address</b> (street, city, state, ZIP code)  |                         |                          |                                |
|   |                         |                          |                                |
| <b>Your Job Title</b>   | <b>Supervisor: Name</b> | <b>Supervisor: Title</b> |                                |
|   |                         |                          |                                |
| <b>Reason for leaving</b>   |                         |                          |                                |
|   |                         |                          |                                |
| <b>Your responsibilities/accomplishments</b>  |                         |                          |                                |
|   |                         |                          |                                |
| Please list 3 persons (not including relatives or supervisors already listed) best able to comment on your work experience. |                         |                          |                                |
| <b>Name</b>   | <b>Title</b>            | <b>Company</b>           | <b>Telephone</b>               |
|   |                         |                          |                                |
|   |                         |                          |                                |
|   |                         |                          |                                |

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED.**

1. I understand that any misrepresentation or omission, as well as any misleading statements or omissions of application information, attachments, or supporting documents may result in denial of employment or if already hired, then termination. And, I understand that I may be required to verify any and all information submitted.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that as allowed by law, policy, and/or collective bargaining agreement, Baker County may check my criminal background information, DMV information, references, education, certification, and/or any other source of information that might provide information about my suitability and qualifications for employment with Baker County. I understand that as the recruitment progresses I may be required to provide additional information in order that a thorough background check can be completed.
4. As allowed by law, policy, and/or a collective bargaining agreement, I agree to undergo any drug and/or alcohol testing evaluation that Baker County may require.
5. I certify that I have fully, accurately, and completely answered all questions, and have given all information requested in the application materials. I certify that I have not withheld any information relative to my application for employment. I understand that any wrong or incomplete information in my application materials may disqualify me for further consideration of employment, or, if discovered after I am hired, may be grounds for my dismissal.
6. I understand that all application-related information is subject to verification by the County, and hereby give my consent to Baker County to investigate my background and qualifications using any means, sources, and outside investigators at its disposal.
7. I understand that submission of this application does not necessarily mean that I will be hired. I understand and agree that, with the exception of employees subject to a collective bargaining agreement, if hired, my employment relationship with Baker County will be "at-will". That means that either I or Baker County may terminate this relationship at any time, for any reason, with or without cause or notice.
8. I authorize any of the persons or organizations referenced in this application, otherwise provided by me, otherwise provided by any personas developed through my employers and/or references, or otherwise provided by any other source, to give you any and all information concerning my previous employment, education, character, or any other information they might have, personal or otherwise, with regards to any of the subjects covered in my application materials. I release all such parties from all liability from any damages which may result from furnishing such information.

I understand that this completed application, and any other materials submitted, are the property of Baker County and will not be returned. I understand that I must notify Baker County of any changes to my contact information.

I have read and understand the above information.

|                  |             |
|------------------|-------------|
| <b>Signature</b> | <b>Date</b> |
|------------------|-------------|

## VETERANS' PREFERENCE

**Under Oregon law, veterans who meet minimum qualifications for a position may be eligible for employment preference. If you think you may qualify, please read the following checklist carefully. This section must be completed and any required documentation must be submitted at the time you submit your application.**

- A. You may claim veterans' preference if you check at least one of the boxes below and provide proof of eligibility by submitting a copy of your DD-214 or 215 in addition to any forms or letters as indicated below.
- I served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning on or before January 31, 1955 or for more than 178 consecutive days thereafter, and was discharged or released from service under honorable conditions.
  - I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability or I have a disability rating from the VA.
    - My honorable discharge was due to a disability incurred or aggravated in the line of duty; or
    - I am entitled to disability compensation under laws administered by the US Dept. of VA; or
    - I was awarded the Purple Heart for wounds received in combat
- \*Applicant must submit a copy of their Veteran's disability preference letter from the VA unless information is included in your DD-214 or 215.
- I served at least one day in a combat zone and was discharged or released from active duty under honorable conditions.
  - I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions.
  - I am receiving a nonservice-connected pension from the VA. \*Applicant must submit a letter from the VA indicating receipt of a non-service connected pension.

\*Preference letters from the VA may be obtained by contacting the United States Department of Veterans Affairs at 1-800-827-1000.

"Active Duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

I hereby claim veteran's preference and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification or dismissal, regardless of when it was discovered. Per ORS 408.225-230, I understand that preference will not be given without submitting a copy of my DD-214 or 215 and any other required documentation.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## VOLUNTARY SURVEY

### AFFIRMATIVE ACTION – NON DISCRIMINATION

Periodically we may be required to file reports on the sex, ethnicity, disability, veteran and other protected status of employees. This data is collected to enable us to comply with Affirmative Action responsibilities and other legal requirements.

**YOUR PARTICIPATION IN THIS SURVEY IS STRICTLY VOLUNTARY.**

|                  |        |   |       |          |                                |
|------------------|--------|---|-------|----------|--------------------------------|
| Name             |        | Social Security Number                    |       |          |                                |
| <b>Check One</b> |        | <b>Check one or more of the following</b> |       |          |                                |
| Male             | Female | White                                     | Black | Hispanic | American Indian/Alaskan Native |
|                  |        | Asian/Pacific Islander                    |       | Other    |                                |