

APPLICATION FOR EMPLOYMENT



Morrow County is an Equal Employment Opportunity Employer. We do not use personal information in our hiring process and are dedicated to hiring the person who is best suited for our jobs without any knowledge or consideration to any individual's membership in any protected class.

Any personal information found on this application or any supporting documentation will not be considered and may be removed upon discovery.

Applications received by Morrow County will only remain on file for one year from the date of receipt, at which time they will be destroyed. If you still wish to be considered for employment after these dates, you will need to fill out a new application.

DATE _____

POSITION APPLIED FOR _____

DATE YOU CAN START _____

NAME: _____

Last

First

Middle

OTHER NAMES USED _____

ADDRESS: _____

Street

City

State

Zip

TELEPHONE: _____

Home

Alternate Number

Are you legally able to work in the United States?
(Proof will be required upon hire) YES NO

Have you ever applied with Morrow County before? YES NO
If Yes, when _____

Have you ever worked for Morrow County before? YES NO
If Yes, when _____

PREVIOUS WORK EXPERIENCE

List below your last five employers – starting with the most recent

1. Employer Name _____
Date Hired _____ To _____
Address _____
Length of Employment _____
Supervisor Name _____
Telephone _____
Position Held _____ Wage \$ _____
Length of Time at Current Position _____
Previous positions held with this employer _____
Duties:

Reason for Leaving? _____

May we contact this employer? Yes No

2. Employer Name _____
Date Hired _____ To _____
Address _____
Length of Employment _____
Supervisor Name _____
Telephone _____
Position Held _____ Wage \$ _____
Length of Time at Current Position _____
Previous positions held with this employer _____
Duties:

Reason for Leaving? _____

May we contact this employer? Yes No

3. Employer Name _____
Date Hired _____ To _____
Address _____
Length of Employment _____
Supervisor Name _____
Telephone _____
Position Held _____ Wage \$ _____
Length of Time at Current Position _____
Previous positions held with this employer _____
Duties:

Reason for Leaving? _____

May we contact this employer? Yes No

4. Employer Name _____
Date Hired _____ To _____
Address _____
Length of Employment _____
Supervisor Name _____
Telephone _____
Position Held _____ Wage \$ _____
Length of Time at Current Position _____
Previous positions held with this employer _____
Duties:

Reason for Leaving? _____

May we contact this employer? Yes No

5. Employer Name _____
Date Hired _____ To _____
Address _____
Length of Employment _____
Supervisor Name _____
Telephone _____
Position Held _____ Wage \$ _____
Length of Time at Current Position _____
Previous positions held with this employer _____
Duties:

Reason for Leaving? _____

May we contact this employer? Yes No

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

If you are applying for any position that requires driving, please fill out this section.

Do you have a valid Oregon Driver License? Yes No
How many reportable accidents have you had in the past five years? _____
How many moving violations have you had in the past five years? _____

NOTE: If you are selected for an interview, you may be required to bring a copy of your driving record that is no more than 2 weeks old.

How did you learn about this position? _____

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 not only for this position but future positions as well. I authorize the County to contact all former and current employer references listed and all educational institutions. All references are authorized to release to Morrow County all information requested which they might have about me. I hereby release all references and Morrow 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 Morrow County and my employment can be terminated at any time, with or without notice, and for any reason sufficient in the judgment of the County to justify termination.

I understand Morrow County is committed to promoting safety and high standards of employee performance, productivity and reliability. In order to achieve this, finalists for certain positions may be subjected to a drug test prior to being hired to assure that the applicant does not currently have narcotics, sedatives, stimulants, or other controlled substances and/or mood-altering substances in his/her body. I understand 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 as a term and condition of employment with Morrow County, my supervisor or any other manager, may require 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 agree to undergo a physical examination, at the County's expense, at any time the County makes such a request

I further understand that if I am selected as a finalist for any position with Morrow County, the County may do an investigation of criminal convictions. (NOTE: You will not be automatically 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, the recency of the conviction, the type of work involved, etc.)

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 County Court.

APPLICANT SIGNATURE

DATE

NOTE: NO CONSIDERATION OF EMPLOYMENT WILL BE GIVEN TO ANY APPLICANT WHO DOES NOT SIGN THE ABOVE STATEMENT.