

# 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? YES \_\_\_\_\_ NO \_\_\_\_\_  
(Proof will be required upon hire)

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 is 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 Drivers 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 that 2 weeks old.

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 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 I am hired, I will be employed at the will of Morrow County and my employment can be terminated at anytime, 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, and other controlled substances and/or mood-altering substances in their 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 bee 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 regency of the conviction, the type of work involved, etc.)

I understand the County reserves the right to add to, change and/or delete their 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 fourth in writing and signed by County Court.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

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