



City of Tigard

HUMAN RESOURCES

Employment Application

13125 SW Hall Blvd., Tigard, OR 97223 | Phone 503-718-2413 TDD 503-684-2772 Fax 503-639-6795 | www.tigard-or.gov

The City of Tigard is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion, national origin, age, sex, marital or veteran status, disability, or any other legally protected status. All selection decisions are based on job-related factors.

▶ PLEASE PRINT OR TYPE

POSITION APPLIED FOR

Job title: _____ Job #: _____ Date of application: _____

PERSONAL INFORMATION

Last name: _____ First name: _____ Middle: _____

Home/cellular phone: _____ Business phone: _____ Email: _____

Address / PO Box: _____ Apt. #: _____

City: _____ State: _____ Zip: _____

Are you legally eligible for employment in the U.S.? Yes No Do you have a high school diploma or GED certificate? Yes No

Are you over the age of 18? Yes No Are you a veteran? Yes* No **Attach form DD 214 or 215 to this application. Disabled veterans may also submit a copy of disability preference letter.*

EDUCATION AND TRAINING

Please include any training relative to the position you are applying for:

Colleges, Vocational or Technical Schools, Training Centers	Course of Study	# of Years Completed	Type of Degree or Certificate Received

DRIVER'S LICENSE INFORMATION

Do you possess a valid driver's license? Yes No Issuing state: _____

(A valid driver's license is required when stated on the job announcement.)

LICENSES AND CERTIFICATES REQUIRED FOR THIS POSITION

Description	Issued by	ID #	Expiration Date

PERTINENT SPECIAL SKILLS

Please list experience with machines, office equipment, languages, or other special skills pertinent to the position for which you are applying.

■ WORK EXPERIENCE

Beginning with your present or last job (and working backwards), list all work experience including military, volunteer and intern experience.

(If more space is needed, use Additional Work Experience page)

Present/last employer: _____ Address: _____

Name/title of supervisor: _____ Phone: _____

Your job title: _____ Type of employment: Full time Part time Volunteer Intern

Starting date: (month/year): _____ Ending date: (month/year): _____ Salary: \$_____ per _____

Job duties: _____

Reason for leaving: _____ May we contact this employer? Yes No

Name of employer: _____ Address: _____

Name/title of supervisor: _____ Phone: _____

Your job title: _____ Type of employment: Full time Part time Volunteer Intern

Starting date: (month/year): _____ Ending date: (month/year): _____ Salary: \$_____ per _____

Job duties: _____

Reason for leaving: _____ May we contact this employer? Yes No

Name of employer: _____ Address: _____

Name/title of supervisor: _____ Phone: _____

Your job title: _____ Type of employment: Full time Part time Volunteer Intern

Starting date: (month/year): _____ Ending date: (month/year): _____ Salary: \$_____ per _____

Job duties: _____

Reason for leaving: _____ May we contact this employer? Yes No

■ APPLICANT ACKNOWLEDGEMENT

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

I hereby represent that each answer to questions incorporated into this application and all other information otherwise 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 its orders, rules, regulations, safety policies, and performance standards. 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.

I understand that the City of Tigard may complete a background check of finalists. 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 Tigard 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 Tigard will provide me with the required notice, disclosure, and request for authorization whenever the background check requires additional authorization such as the Fair Credit Reporting Act or any other State or Federal law that requires additional authorization.

I have read and understand all of the provisions of this acknowledgment. By signing this application, I hold the City of Tigard 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 Tigard 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. Depending on the position, these criteria may include laboratory test(s) (including drug testing) and/or a background check.

Applicant's Signature _____ Date Signed: _____

City of Tigard

Equal Opportunity Employment Information

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

The City of Tigard is an equal opportunity employer. All employment decisions are based on qualifications and are made without regard to race, color, religion, national origin, age, sex, disability status, veteran 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. This information will be used only to demonstrate compliance with applicable state and federal rules and regulations.

Position applied for: _____ Sex: Female Male

■ RACIAL CATEGORY – VOLUNTARY COMPLETION BY APPLICANT. NOT FOR INTERVIEW PURPOSES.

- WHITE/CAUCASIAN** (not of Hispanic origin)
All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- BLACK** (not of Hispanic origin)
All persons having origins in any of the racial groups of Africa.
- HISPANIC**
All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- ASIAN-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 Philippine Islands, Samoa, and India.
- AMERICAN INDIAN-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 as an American Indian or Alaskan Native.

■ RECRUITMENT SOURCE

How did you become aware of this employment opportunity?

- Newspaper Which newspaper? _____
- City Employment Announcement
- City Job Information Line
- City Employee
- State Employment Office
- City Web site
- Other Explain: _____

You may
mail or fax
your application to
503-639-6795

Application must
be received
prior to 5:00 p.m.
of closing date.



City of Tigard

HUMAN RESOURCES

13125 SW Hall Blvd.

Tigard, Oregon 97223

■ ADDITIONAL WORK EXPERIENCE

Name of employer: _____ Address: _____
Name/title of supervisor: _____ Phone: _____
Your job title: _____ Type of employment: Full time Part time Volunteer Intern
Starting date: (month/year): _____ Ending date: (month/year): _____ Salary: \$ _____ per _____
Job duties: _____

Reason for leaving: _____ May we contact this employer? Yes No

Name of employer: _____ Address: _____
Name/title of supervisor: _____ Phone: _____
Your job title: _____ Type of employment: Full time Part time Volunteer Intern
Starting date: (month/year): _____ Ending date: (month/year): _____ Salary: \$ _____ per _____
Job duties: _____

Reason for leaving: _____ May we contact this employer? Yes No

Name of employer: _____ Address: _____
Name/title of supervisor: _____ Phone: _____
Your job title: _____ Type of employment: Full time Part time Volunteer Intern
Starting date: (month/year): _____ Ending date: (month/year): _____ Salary: \$ _____ per _____
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