



CITY OF PHILOMATH

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EMPLOYMENT APPLICATION

(The City of Philomath is an Equal Opportunity/Affirmative Action Employer. We are dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, mental or physical disability.)

DIRECTIONS: Please print or type. Supply an answer to every question. If a question is not applicable to you, write N/A in the blank. If additional space is needed, attach additional sheets. **DO NOT** misstate or omit material facts. The statements made herein are subject to verification to determine your qualifications for employment. False statements or omission of pertinent facts will preclude you from employment.

1. Position Applied for: _____ Application Date: _____

2. Name: _____

Mailing Address: _____ Street Address (if different): _____

City: _____ State: _____ Zip Code: _____

3. Home Phone No.: _____ The best time to contact you at home: _____

4. Date available for work: _____

5. For police officer positions only: Are you at least age 21? Yes No

Are you a United States citizens? Yes No

6. Driver's license number: _____ Issuing state: _____

7. Have you ever been convicted of a law violation by either a civilian or military authority (exclude minor traffic violations)? Yes No

If yes, please explain:

8.

EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	YEAR GRADUATED	# of YEARS COMPLETED	DIPLOMA/ DEGREE
High School/GED					
College					
Trade/Business					

9. List any additional special training, licenses, certificates, machine skills, office equipment, computer programs, languages, or other special skills you have that may be pertinent to the position for which you are applying:

11. **PERSONAL / PROFESSIONAL REFERENCES**

DO NOT list any family members or past supervisors.

1.	_____	_____	_____	_____
	Name	Phone #	Best time to call	Occupation
2.	_____	_____	_____	_____
	Name	Phone #	Best time to call	Occupation
3.	_____	_____	_____	_____
	Name	Phone #	Best time to call	Occupation
4.	_____	_____	_____	_____
	Name	Phone #	Best time to call	Occupation
5.	_____	_____	_____	_____
	Name	Phone #	Best time to call	Occupation

EMPLOYMENT HISTORY

12. Begin with your **present** or most recent job.

<u>Employer:</u>	<u>Address:</u>	<u>Supervisor's Name / Title / Telephone No.:</u>
<u>Job Title:</u>	<u>Dates Employed</u> From: _____ <i>Month Year</i> To: _____ <i>Month Year</i> Hours Per Week: _____	<u>Hourly Rate/Salary</u> Start: \$ _____ Final: \$ _____
<u>Specific Duties:</u>		
<u>Reason for Leaving:</u>		
If you still work here, may we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		

<u>Employer:</u>	<u>Address:</u>	<u>Supervisor's Name / Title / Telephone No.:</u>
<u>Job Title:</u>	<u>Dates Employed</u> From: _____ <i>Month Year</i> To: _____ <i>Month Year</i> Hours Per Week: _____	<u>Hourly Rate/Salary</u> Start: \$ _____ Final: \$ _____
<u>Specific Duties:</u>		
<u>Reason for Leaving:</u>		

<u>Employer:</u>	<u>Address:</u>	<u>Supervisor's Name / Title / Telephone No.:</u>
<u>Job Title:</u>	<u>Dates Employed</u> From: _____ <i>Month Year</i> To: _____ <i>Month Year</i> Hours Per Week: _____	<u>Hourly Rate/Salary</u> Start: \$ _____ Final: \$ _____
<u>Specific Duties:</u>		
<u>Reason for Leaving:</u>		

<u>Employer:</u>	<u>Address:</u>	<u>Supervisor's Name / Title / Telephone No.:</u>
<u>Job Title:</u>	<u>Dates Employed</u> From: _____ <i>Month Year</i> To: _____ <i>Month Year</i> Hours Per Week: _____	<u>Hourly Rate/Salary</u> Start: \$ _____ Final: \$ _____
<u>Specific Duties:</u>		
<u>Reason for Leaving:</u>		

<u>Employer:</u>	<u>Address:</u>	<u>Supervisor's Name / Title / Telephone No.:</u>
<u>Job Title:</u>	<u>Dates Employed</u> From: _____ <i>Month Year</i> To: _____ <i>Month Year</i> Hours Per Week: _____	<u>Hourly Rate/Salary</u> Start: \$ _____ Final: \$ _____
<u>Specific Duties:</u>		
<u>Reason for Leaving:</u>		

<u>Employer:</u>	<u>Address:</u>	<u>Supervisor's Name / Title / Telephone No.:</u>
<u>Job Title:</u>	<u>Dates Employed</u> From: _____ <i>Month Year</i> To: _____ <i>Month Year</i> Hours Per Week: _____	<u>Hourly Rate/Salary</u> Start: \$ _____ Final: \$ _____
<u>Specific Duties:</u>		
<u>Reason for Leaving:</u>		

Include explanation of any gaps in employment: _____

13. List any other prior experience, whether paid or volunteer, relating to the duties of the position for which you are applying.

14. I hereby certify that this application contains no misrepresentation or falsification, and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of any information requested by this application is cause for cancellation of the application and/or dismissal from employment.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signature: _____ Date: _____