



City of Klamath Falls, Oregon EMPLOYMENT APPLICATION

HR USE ONLY	
<input type="checkbox"/> Accept	
<input type="checkbox"/> Reject	
___ Education	___ Experience
___ Other	

Physical Address - 226 S. Fifth Street
Mailing Address - P.O. Box 237
Klamath Falls, Oregon 97601

Applications must be typed or printed in ink. Complete each section, "see resume" is not acceptable for providing information on the application. However, a resume is acceptable as an attachment to the application.

Position applied for:			
Name:			
Present Address:	City	State	Zip
How long have you lived there?		Years	Months
Previous Address:	City	State	Zip
How long did you lived there?		Years	Months
Phone #	Message #	Cell #	
Email Address		Date Available to Work	
Have you ever worked for the City of Klamath Falls before? [] Yes [] No		If yes, please give dates & position:	
Driver License # & State		Commercial Driver's License? [] Yes [] No If yes, type:	
Have you ever pled guilty or "no contest" to, or been convicted of, a crime involving dishonesty, breach of trust, or immoral conduct? [] Yes [] No If yes, please give the date(s) and details:			
Have you been arrested for any matters for which you are out on bail or on your own recognizance pending trial? [] Yes [] No If yes, please give the date(s) and details:			
<p>Note: Answering "yes" to the two questions above does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic violations, and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pretrial or post trial diversion programs, and marijuana related offenses that occurred over two years ago in answering these questions.)</p>			

Reason for leaving		
Supervisor's Name/Title		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Next employer		Address
Date Hired	Date Left	Phone # ()
Position Title		Starting Salary Ending Salary
Duties:		
Reason for leaving		
Supervisor's Name/Title		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Next employer		Address
Date Hired	Date Left	Phone # ()
Position Title		Starting Salary Ending Salary
Duties:		
Reason for leaving		
Supervisor's Name/Title		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Next employer		Address
Date Hired	Date Left	Phone # ()
Position Title		Starting Salary Ending Salary

Duties:

Reason for leaving

Supervisor's Name/Title

May we contact this employer?

Yes No

Have you ever been terminated or asked to resign from any job? [] **Yes** [] **No**

If yes, please explain circumstances:

Please explain fully any gaps in your employment history:

May we contact your current employer? [] **Yes** [] **No**

If no, please explain:

Please indicate any actual experience, special training and qualifications that you have which you feel are relevant to the position for which you are applying:

Have you ever used another name? **Yes** **No**

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational report? If yes, please explain:

If hired, can you furnish proof that you are over 18 years of age? **Yes** **No**

EDUCATION AND TRAINING

Name of High School

City

State

Diploma or GED?

Name of College or University

City

State

Diploma, Degree, Certificate or Number of Credit Hours

Major Area of Study

Name of Trade or Correspondence School

City

State

Diploma, Degree, Certificate or Number of Credit Hours

Major Area of Study

Other

City

State

Diploma, Degree, Certificate or Number of Credit Hours

Major Area of Study

Office Skills

Please indicate level of knowledge/experience in the following areas:

- E = Excellent G = Good M = Minimal N = None
- _____ Computer Software (Word processing, Spreadsheet, Database, etc.)
 - _____ Computer Networked Systems
 - _____ Office equipment (Fax, Photo Copier, Typewriter, etc.)
 - _____ 10 Key by touch
 - _____ Multi-line telephone, voicemail, communication equipment.

If applicable, what is your typing speed?
If applicable, what is your shorthand speed?

Heavy Equipment (Please list machinery /equipment related to this position you are able to operate:

List any additional training, certificates, licenses or other related qualifications you have for this position:

The City of Klamath Falls does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

PERSONAL REFERENCES

Please list persons who know you well – not previous employers or relatives.

Name	Occupation	Address (Street, City & State)	Telephone Number	# of Years Known

THIS APPLICATION WILL BE CONSIDERED ONLY FOR THE SPECIFIC POSITION FOR WHICH YOU HAVE APPLIED. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT FOR ANY OTHER POSITION, YOU MUST RE-APPLY.

I certify that all of the information that I have provided on this application is true and accurate.

Signature of Applicant

Date

City of Klamath Falls
500 Klamath Avenue
Klamath Falls, OR 97601

RECRUITMENT INFORMATION

Please complete the following information for our records.

Position applied for: _____

How did you hear about the position?

- Jobs Available Publication
- Professional Newsletter or Magazine
- Internet Job Posting
- City Website
- Direct mailing
- Herald & News Classifieds
- Major Newspaper _____
- Work Connection
- City Bulletin Board
- City Employee
- Other: _____

City of Klamath Falls

SUPPLEMENTAL EMPLOYMENT INFORMATION

This portion of the employment application is used for statistical purposes only. Please submit it with your application. It will be **removed** & filed prior to review by the Human Resource Director. Information on this page will not be used to make any employment decision and will be kept strictly confidential.

I prefer not to provide the information requested on this page.

Position Applied For: _____

Date: _____

Sex: Male Female

Age: Under 40 Over 40

RACE

- White (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa, or Middle East
- Black (Not of Hispanic origin). All persons having origins in any of the black 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 or 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.
- Native American Indian or 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.
- Other Please describe/explain

VETERAN STATUS

Are you a veteran? YES NO

Are you a Vietnam Veteran? YES NO

Disabled Veteran
(entitled to disability compensation, but not classified as a special disabled veteran)

Special Disabled Veteran
(30% or more disability, discharged or released from active duty for disability incurred or aggravated in the line of duty)

DISABLED

Do you consider yourself mentally or physically challenged?

YES NO

If yes, please explain:

AN EQUAL OPPORTUNITY EMPLOYER

The City of Klamath Falls is an Equal Employment Opportunity Employer. We are dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, national origin, age, marital status, family relationship, or mental or physical handicap.

In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

