

MALHEUR COUNTY SHERIFF'S OFFICE
151 B ST WEST
VALE, OREGON 97918

RESERVE / SAR
Application
For
Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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How Did You Learn About Us?

- Advertisement Friend Walk-In
 Employment Agency Relative Other

Last Name	First Name	Middle Name
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Address	Number	Street	City	State	Zip Code
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Telephone Number(s)	Social Security Number
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If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If Yes, give date _____

Have you ever been employed with us before? Yes No
If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available to work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to re-recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No
Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

School Name and Location	Elementary School					High School				Undergraduate College / University				Graduate / Professional			
	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Years Completed																	
Diploma / Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship,																	
Describe any honors you received																	
State any additional information you feel may be helpful to us																	

Indicate any foreign languages you can speak, read and / or write

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.

You may exclude memberships which would reveal sex, race, religion, national origin, age, or handicap or other protected status:

References

Give name, address and telephone number of three references who are not related to you and who are not previous employers.

- _____
- _____
- _____

Have you ever had any job-related training in the United States military?

Yes No

If Yes, please describe

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, sex, national origin, handicap or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	TO	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
2.	Employer		Dates Employed		Work Performed
			From	TO	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
			From	TO	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
			From	TO	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Also, describe which computer programs you are familiar with, where used, and for how long.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

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

I hereby acknowledge that any employment relationship with Malheur County is of an "at will" nature, which means that I may resign at any time and the Employer may discharge me at any time with or without cause. It is further understood this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Malheur County.

In the event of employment, I understand that omissions, false or misleading information given in my application or interview(s) may result in immediate discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

ADDITIONAL INFORMATION

This recruitment is open to applicants who meet the requirements as stated. Applications will be used to fill a current vacancy. A Malheur County application must be completed for employment consideration unless otherwise stated. Resumes may be attached. Separate applications are required for each position desired. You may submit your application by fax in order to meet the deadline, but you must also mail the original hard copy.

Our interviewing and hiring process will be conducted over the course of the next several weeks after the closing date. We will be reviewing many applications and ask your patience in allowing us to thoroughly review them. Inquiries are not necessary and will only slow down our hiring process. Due to the large number of applicants interested in County jobs, we will not be able to contact and interview each one.

If we do NOT contact you by phone within four weeks after this announcement's closing date, we will not be extending you an offer. We will keep your application in our files pursuant to archive and retention laws.

NOTE: Employment may be contingent upon the successful passage of a drug test, criminal history check and driver's license check. Pre-employment physicals may be required.

ALL Malheur County structures and vehicles are NO SMOKING.

Under the provision of the Immigration Reform and Control Act of 1986, Malheur County requires any person hired, or re-hired to provide evidence of identity and eligibility for employment by completing an I-9 form. The form is required by Federal Law for the sole purpose of establishing proof of an individual's eligibility for employment in the United States. Along with this form, you are required to show two proofs of identification. The following documents are acceptable:

- Original social security card and driver's license
- Driver's license and birth certificate
- US military card and social security card
- US passport
- Alien registration card

Last Name		First Name		Middle Name
Sex	Race	Date of Birth	Social Security Number	
Place of Birth	County or City		State	Country

I, _____, do hereby authorize a review of, and full disclosure of all records, or any part thereof, concerning myself, by and to ANY duly authorized agent of the Malheur County Sheriff's Office, whether the said records are of public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of deposits, withdrawals and balances of checking and savings accounts, loans; records of commercial or retail credit agencies (including credit reports and/or ratings); public utility companies; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, salary records; real and personal property tax statements and records, and other financial statements and records wherever located, and to include the records and recollections of attorney's at law, or of other counsel, whether representing me or another person in any case in which I presently have, or have had an interest.

I reiterate, and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation which may provide pertinent data for the Malheur County Sheriff's Office to consider in determining my suitability for employment by that office. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically identified herein.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Malheur County Sheriff's Office. I understand that all materials pertaining to this background investigation become the property of the Malheur County Sheriff's Office, and will not be returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request. I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

Must be signed in the presence of a Notary:

Subscribed and sworn before me this _____ day of _____, 20____.

Applicant's signature

My Commission Expires: _____, 20____

Notary: _____

