

City of Prairie City

www.prairiecityoregon.com

P.O. Box 370
133 S. Bridge Street
Prairie City, OR 97869
Tele. 541-820-3605
Fax 541-820-3566

APPLICATION FOR PARK HOST

The City of Prairie City is an Equal Opportunity employer and considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, mental or physical disability, or any other legally protected status. This application MUST be completed for employment consideration. Resumes may be attached, but are not acceptable as a substitute for completing this application.

Position Applied For _____

Date of Application _____

Last Name First Middle

Telephone Number(s) _____

Mailing Address _____

City State Zip Code

Physical Address _____

City State Zip Code

Driver's License Number State

Expiration Date Class

YES **NO**

Are you 18 years or older? _____

Have you ever filed an application with us before? _____

If so, when? _____

Are you currently employed? _____

May we contact your present employer? _____

Have you ever been employed under another name? _____

If yes, explain:

Do you have the legal right to work in the United States? _____

On what date would you be available for work? _____

Are you available to work: Full Time ____ Part Time ____ Temporary ____

Are you currently on "lay off" and subject to recall? _____

YES NO

Have you ever been convicted, plead guilty or no contest, or forfeited bond or bail for any traffic violations in the past three (3) years?

If yes, please explain:

Have you ever been convicted, plead guilty or no contest, or forfeited bond or bail for any crime other than traffic violations?

If yes, please explain:

EDUCATIONAL BACKGROUND

A. List last three (3) schools attended, starting with last one; B. List number of years completed; C. Indicate degree or diploma earned, if any; D. GPA or Class Rank; E. Major and minor field of study (if applicable.)

A. SCHOOL B. NO. YRS C. DEGREE D. GPA E. MAJOR E. MINOR

Do you have a GED certificate? _____ Date: _____

SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for this position.

CERTIFICATIONS AND AWARDS

EMPLOYMENT HISTORY

List your last four (4) employers, assignments, or volunteer activities, starting with the most recent, including military experience.

Employer: _____ From _____ To _____
Address: _____

Telephone: _____ Supervisor: _____
Job Title: _____ Hourly Rate/Salary: _____

Summarize nature of work performed and job responsibilities:

Reason for leaving: _____

May we contact for reference? Yes No Later

Employer: _____ From _____ To _____
Address: _____

Telephone: _____ Supervisor: _____
Job Title: _____ Hourly Rate/Salary: _____

Summarize nature of work performed and job responsibilities:

Reason for leaving: _____

May we contact for reference? Yes No Later

Employer: _____ From _____ To _____
Address: _____

Telephone: _____ Supervisor: _____
Job Title: _____ Hourly Rate/Salary: _____

Summarize nature of work performed and job responsibilities:

Reason for leaving:

May we contact for reference? ___ Yes ___ No ___ Later

Employer: _____ From _____ To _____
Address: _____

Telephone: _____ Supervisor: _____

Job Title: _____ Hourly Rate/Salary: _____

Summarize nature of work performed and job responsibilities:

Reason for leaving:

May we contact for reference? ___ Yes ___ No ___ Later

REFERENCES:

<u>NAME</u>	<u>TELEPHONE/CONT</u>	<u>YEARS KNOWN</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any additional information you wish to be considered in this space:

APPLICANT'S STATEMENT

I certify that all the information provided in this application is true and accurate and that I have not withheld any information relative to my application. I understand that any misrepresentation, or omission as well as any misleading statements or omissions of the application information, attachments, and supporting documents may result in denial of employment or immediate termination.

I authorize my current and previous employers to provide any and all information regarding my employment, and I release the City of Prairie City and its respective officers, agents and employees from any and all liability and from any damage that may result from the release of such information. I agree to execute any additional release forms requested by the City or my former employers.

If hired, I agree to conform to all the rules and policies of the City of Prairie City. I understand and acknowledge that employment relationships with the City of Prairie City are of an "at-will" nature, which means that the employee may resign at any time and the City may discharge the employee at any time with or without cause. It is further understood that this "at-will" employment relationship may not be changed by any written document or by conduct of any officer, employee, agent or office of the City of Prairie City unless such change is specifically authorized by the City Council of the City of Prairie City.

I understand and acknowledge that if offered employment, hiring will be contingent upon a criminal background check, successful passing of a drug test, and I may be required to pass a physical exam. Additionally, I hereby authorize the release of the results of such a background check and/or drug test to the City of Prairie City for its use in evaluating my suitability for employment. Further, I release the examining facilities and the City of Prairie City and its respective officers, agents and employees from any and all liability and claims for damages from the release of such information.

NOTE: The employment for which you are applying may be subject to fingerprinting and criminal records check. You must also consent to the following: I hereby give consent to the County to arrange for, and obtain the results of, a statewide criminal background check relating to me, a nationwide criminal background check relating to me pursuant to 1997 Oregon Laws, chapter 753 (Enrolled B-Engrossed Senate Bill 443) or both.

I authorize the City of Prairie City to arrange for, and obtain the results of a statewide and/or nationwide criminal background check relating to me.

Signed

Date

Print full legal name: _____