



# Wasco County

## APPLICATION FOR EMPLOYMENT

Human Resources  
511 Washington St.  
Suite 206  
The Dalles, OR 97058  
541.506.2774  
541.506.2771 FAX

Conditions of employment are stated at the end of this form. Please read carefully before you sign this application.  
(Application must be completed in full even if attaching a resumé.)

Position Applied for \_\_\_\_\_ Date of Application \_\_\_\_\_

**PLEASE PRINT USING BALLPOINT PEN**

FULL NAME	FIRST	MIDDLE	LAST	E-mail
PRESENT ADDRESS	STREET	CITY	STATE	ZIP
PHONE NUMBER	HOME PHONE	WORK PHONE	MESSAGE	
PREVIOUS ADDRESS	STREET	CITY	STATE	ZIP
				HOW LONG

Are you over the age of 18?     YES  NO

Are you legally authorized to work in the United States?     YES  NO

Have you ever worked for Wasco County before?     YES  NO

If yes, what department? \_\_\_\_\_ Approximate date: MO/YR \_\_\_\_\_

**PERSONAL**

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TYPE	NAME OF SCHOOL	LOCATION (CITY, STATE)	AREA OF CONCENTRATION (MAJOR)	CHECK LAST YEAR COMPLETED				DID YOU GRADUATE	DIPLOMA, DEGREE OR CERTIFICATE RECEIVED
				1	2	3	4		
HIGH SCHOOL								<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE								<input type="checkbox"/> YES <input type="checkbox"/> NO	
OTHER EDUCATION								<input type="checkbox"/> YES <input type="checkbox"/> NO	
OTHER EDUCATION								<input type="checkbox"/> YES <input type="checkbox"/> NO	
SPECIAL SCHOOL OR TRAINING									TYPING WPM

DID YOU SERVE IN THE U.S. ARMED SERVICES?     YES     NO    BRANCH OF SERVICE \_\_\_\_\_

If you served in the military you may be eligible for preference in employment:

- Attach required documentation to your online application; or
- Email required documentation to Human Resources; or
- Mail required documentation to Human Resources at the address listed on the job announcement.

IF YES, BRIEFLY DESCRIBE DUTIES AND SKILLS ACQUIRED IN THE SERVICE (INCLUDE DATES)

COMPUTER PROGRAMS USED:	FOREIGN LANGUAGE	HOW USED <input type="checkbox"/> SPEAK <input type="checkbox"/> READ <input type="checkbox"/> WRITE
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WITHIN YOUR FIELD ARE YOU CURRENTLY:     REGISTERED     LICENSED     CERTIFIED           

OR ELIGIBLE FOR:     REGISTRATION     LICENSURE     CERTIFICATION

IF YES, TYPE?    STATE OR NATIONAL    NO.    DATE EXPIRES

**EDUCATION / QUALIFICATIONS**

**AVAILABILITY**

PLEASE CHECK SCHEDULE AVAILABILITY:

I am available to work FULL-TIME (40 hours)       I am available to work PART-TIME.      Date available to work: \_\_\_\_\_

<b>Hours Available</b>	Monday : - :	Tuesday : - :	Wednesday : - :	Thursday : - :	Friday : - :	Saturday : - :	Sunday : - :
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**EMPLOYMENT EXPERIENCE**

<b>PRESENT AND FORMER EMPLOYERS</b>		<b>DATES EMPLOYED</b>	<b>POSITION AND DUTIES</b>
NAME _____		FROM	
ADDRESS _____			
CITY _____ STATE _____ ZIP _____		TO	
SUPERVISOR'S NAME _____ PHONE _____			

MAY WE CONTACT?  YES  NO REASON FOR LEAVING: \_\_\_\_\_

NAME _____		FROM	
ADDRESS _____			
CITY _____ STATE _____ ZIP _____		TO	
SUPERVISOR'S NAME _____ PHONE _____			

MAY WE CONTACT?  YES  NO REASON FOR LEAVING: \_\_\_\_\_

NAME _____		FROM	
ADDRESS _____			
CITY _____ STATE _____ ZIP _____		TO	
SUPERVISOR'S NAME _____ PHONE _____			

MAY WE CONTACT?  YES  NO REASON FOR LEAVING: \_\_\_\_\_

NAME _____		FROM	
ADDRESS _____			
CITY _____ STATE _____ ZIP _____		TO	
SUPERVISOR'S NAME _____ PHONE _____			

MAY WE CONTACT?  YES  NO REASON FOR LEAVING: \_\_\_\_\_

LIST PERIODS OF UNEMPLOYMENT OF MORE THAN 30 DAYS AND EXPLAIN: \_\_\_\_\_

**APPLICANT STATEMENT**

I understand and agree, unless otherwise covered by a collective bargaining agreement, that my employment will be and may be terminated by me or Wasco County at any time for any cause or no cause. I understand and agree that, except as provided above, all benefits, programs, rules and policies of Wasco County are subject to exceptions or change at any time as decided by Wasco County.

The information in my application was freely given and is, to the best of my knowledge, true and complete. I understand that any false, misleading answer or statement will be sufficient grounds for immediate dismissal at any time. Wasco County is hereby authorized to contact my present and past employers and references and to receive from them any information about me contained in their personnel records and any evaluations of my job knowledge, skills and performance. I hereby release the County as well as those contacted by the County from any liability or damage which may result from furnishing the information requested. The County may make copies of this authorization available to those contacted.

This company is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veteran status, disability status or any other basis prohibited by federal, state or local law. Please let us know if you need accommodations, I understand that the County requires the successful completion of a urinalysis for drug testing purposes and/or a blood alcohol test as a condition of employment. By submitting this Application for Employment, I hereby consent to either or both of said tests, at the County's discretion. In accordance with the 1986 Immigration Reform Act, proof of eligibility to work in the United States is required upon employment

**Applicant's signature is required to process application. Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_**

NOTE: Applications and/or resumés cannot be returned. Wasco County cannot make copies. Please make necessary copies before submitting. An application is required for each position for which you wish to be considered.