



# APPLICATION FOR EMPLOYMENT

Harney County 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. File a separate application for each position desired.

**~ PLEASE PRINT LEGIBLY ~**

<b>Position Applied For:</b> _____
Full Name: _____ Date: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone Number(s): _____
Email: _____

Are you 18 years of age or older Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been employed by the County before? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

May we contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been employed under another name Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain \_\_\_\_\_

Do you have the legal right to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

*(Proof of identity and eligibility will be required upon employment)*

On what date would you be available to work? \_\_\_\_\_

Are you available to work: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_

Are you currently on "lay-off" and subject to recall? Yes \_\_\_\_\_ No \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

## Educational Background

School	Graduate?	Degree / Diploma

Do you have a GED Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_ Date Received \_\_\_\_\_

List any foreign languages and check the box that best describes your skill level.

Language	Read & Write	Read & Speak	Read Only	Speak Only

## References

List business/work references who are not related to you. If not applicable, list schools or personal references who are not related to you.

Name	Phone Number(s)	Years Known

List professional, trade, business or civic association and any offices held. *(You may omit memberships which would reveal sex, race, religion, national origin, age, ancestry or other protected status.)*

Organization	Offices Held

List special accomplishments, publications, awards.

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## Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experiences that may be valuable in working for Harney County.

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## Employment History

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

Employer	Dates Employed	Summarize Job Description
Address		
Job Title	Phone	
Supervisor	May We Contact?	
Reason for Leaving		

Employer	Dates Employed	Summarize Job Description
Address		
Job Title	Phone	
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**Applicant’s Statement**

I certify that all the information provided in this application is true and correct 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 Harney County, its officers, agents and employees and my previous and current employers and their 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 County or my former employers.

If hired, I agree to conform to all the rules and policies of Harney County. I understand and acknowledge that employment relationships with Harney County are of an “at-will” nature except for positions within any executed collective bargaining agreement or unless otherwise designated by applicable law. This means that an employee may resign at any time and the County 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 Harney County unless such change is specifically authorized in writing by the Harney County Court.

I understand and acknowledge that if offered employment, hiring may be contingent upon successful passing of a physical examination, criminal background check and/or including a drug test. Additionally, I hereby authorize the release of the results of such an examination, criminal background check and/or drug test to Harney County for its use in evaluating my suitability for employment. Further, I release the examining facility and Harney County and their respective officers, agents and employees from any and all claims for damages from the release of such information.

I have read and understand the foregoing statements and agree to comply with the terms therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Provide any additional information you wish us to consider.**

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## **Veterans' Preference Form (ORS 408.230)**

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application in order for consideration for Veterans' Preference.

**Qualified Veteran Questions:** *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

**ORS 408.225(f)** – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions;
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions;
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-connected disability;
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions;
- Received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; **or**
- Is receiving a nonservice – connected pension from the United States Department of Veterans Affairs.

**Qualified Disabled Veteran Questions:** *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**5Position Applied For:** \_\_\_\_\_

*This form and supporting documentation must be received by the Human Resources Department no later than the closing time and date of the job posting. If you have any specific questions, please contact Human Resources.*

(541) 573-8373 or [deanna.atwell@co.harney.or.us](mailto:deanna.atwell@co.harney.or.us)