



# TILLAMOOK COUNTY TRANSPORTATION DISTRICT

AN EQUAL OPPORTUNITY EMPLOYER

## Application for Employment

The District accepts applications only for specific available positions. Applications are required. Resumes may be attached however they do not substitute for the application or any part thereof. Incomplete applications will not be considered.

Applicants selected for employment in safety-sensitive positions will be required to submit to a criminal history background check and pre-employment US DOT drug and alcohol test. Applicants selected for employment in non-safety-sensitive positions will be subject to the District's Drug and Alcohol Policy. Applicants must admit any positive drug or alcohol tests performed within the last 2 years.

POSITION APPLIED FOR: \_\_\_\_\_ DATE: \_\_\_\_\_  
( ) Full-Time ( ) Part-Time ( ) Substitute

NAME: \_\_\_\_\_  
  First  Middle  Last

\_\_\_\_\_  
                                Street Address  City                                State                                Zip Code

TELEPHONE: (    ) \_\_\_\_\_ - \_\_\_\_\_ TELEPHONE: (    ) \_\_\_\_\_ - \_\_\_\_\_  
  Daytime  Evening

LENGTH OF TIME NEEDED BEFORE STARTING POSITION \_\_\_\_\_

Are you a "Veteran" as defined under Oregon law (ORS 408.225(f))? [ ] YES [ ] NO  
If you answer "yes" to this question, your service record should be reflected in the Work Experience section of your application

Are you a "Disabled Veteran" as defined under Oregon law (ORS 408.225(c))? [ ] YES [ ] NO  
If you answer "yes" to this question, your service record should be reflected in the Work Experience section of your application

Are you eligible to work in the United States? [ ] YES [ ] NO  
(Proof of eligibility will be required before you can be employed)

Are you at least 18 years of age? [ ] YES [ ] NO  
(State Law requires work permits for those ages 14-17)

How did you hear about this job opening? \_\_\_\_\_

Do you have a valid driver's license? [ ] YES [ ] NO

If "yes", please provide: State of Issue \_\_\_\_\_ License No. \_\_\_\_\_ Exp \_\_\_\_\_

CDL: Yes \_\_\_\_\_ No \_\_\_\_\_ Date CDL issued or renewed: \_\_\_\_\_

List endorsements: \_\_\_\_\_

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**Education and Training**

Do you have a high school diploma or GED certificate? [ ] YES [ ] NO

Please list any college, military, trade, business or other schools attended:

Name and Location	Type of Training or Major	No. of Hours Completed	Did you Graduate? State year	Certificate Diploma/ Degree

**Skills and Abilities**

Describe skills, abilities, foreign languages, etc. which will assist in evaluating your qualifications for the position for which you are applying:

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**Work Experience** (Ten Year Minimum)List past work experience as completely as possible beginning with latest employer. Account for all periods of time including military service, college and any periods of unemployment for the previous ten years. **If self-employed, provide firm name and business references.** If additional space is needed, please attach a separate sheet of paper.

EMPLOYER: \_\_\_\_\_

Name

Supervisor / Title / Department Name

Employer Address

Employer Telephone

Employed From:

mo./yr.

To: mo./yr.

Your job title/responsibilities: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

May we contact your current employer?

Yes/No

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EMPLOYER: \_\_\_\_\_

Name

Supervisor / Title / Department Name

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Employer Address

Employer Telephone

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Employed From:            mo./yr.

To: mo./yr.

Your job title/responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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EMPLOYER: \_\_\_\_\_

Name

Supervisor / Title / Department Name

---

Employer Address

Employer Telephone

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Employed From:            mo./yr.

To: mo./yr.

Your job title/responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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EMPLOYER: \_\_\_\_\_

Name

Supervisor / Title / Department Name

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Employer Address

Employer Telephone

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Employed From:            mo./yr.

To: mo./yr.

Your job title/responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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## ACKNOWLEDGEMENT

By my signature placed below, I affirm that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment, if discovered at a later date. I agree to immediately notify the Tillamook County Transportation District if I should be convicted of any crime while my job application is pending, or during my period of employment, if hired.

I authorize the investigation of all statements contained in this application any other materials I have attached. I agree to sign the Tillamook County Transportation District's "Applicant's Authorization to Release Information" form and authorize the Tillamook County Transportation District to contact my present employer, past employers, and any other person or entity with knowledge of me, and that I will be subject to finger printing, a criminal records check and driving records check as required by Oregon law.

I also understand and agree to the following:

1. If I am offered employment with the District, this offer may be contingent upon my successful completion of post-offer pre-employment physical, which includes a blood, urine and/or other medical tests for drugs and controlled substances. If I am actually employed by the District, I agree to abide by the District's Drug and Alcohol Policy and submit to drug and alcohol testing if required. I consent to the release to the Tillamook County Transportation District any and all medical information, including drug test results, as may be deemed necessary by the Tillamook County Transportation District in judging my capability to do the work for which I am applying.
2. If I am offered employment by the Tillamook County Transportation District, I must produce applicable documents showing that I am an United States citizen or alien lawfully authorized to work in the United States, within the time frame specified by the Tillamook County Transportation District to meet the Immigration Reform and Control Act requirements.
3. I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of my wages or salary, be terminated at any time, subject to the Tillamook County Transportation District's policies and rights provided by written contract. I understand that no person is authorized to change any of the terms mentioned in this employment application form.
4. The accuracy of records furnished by the Oregon State Police or Federal Bureau of Investigation may be challenged only in accordance with the rules and procedures of those agencies. A determination that an applicant's own criminal history should not disqualify the applicant may be challenged under the District's Policy related to criminal history and background checks.
5. I authorize, at the time of separation of employment with the Tillamook County Transportation District, final paycheck to be mailed to the address I provide.

I understand that if I fail to comply with any of the requirements set forth above, an offer of employment will be rescinded or my employment will be terminated.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



# **TILLAMOOK COUNTY TRANSPORTATION DISTRICT**

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## **Applicants' Authorization To Release Information**

My employers (both current and past) and their supervisors and managers, education Institutions and those to whom inquiry is made about me are authorized to give Tillamook County Transportation District any and all information including opinions concerning my employment and any other pertinent information they may have about my professional abilities and accomplishments and personal traits and characteristics in order to assess my capacity for success and achievement at Tillamook County Transportation District. I authorize Tillamook County Transportation District to obtain Criminal history information from the Oregon State Police/Federal Bureau of Investigations to the extent authorized by law. I authorize Tillamook County Transportation District to obtain information about me from such third parties as the District may see fit to contact. I release and agree to hold harmless all persons or entities from liability for any and all claims that could be alleged related in any way to furnishing information to Tillamook County Transportation District. I also release Tillamook County Transportation District and all of its agents, officials, employees, contractors, and insurers from all liability in any way related to gathering and relying upon the information furnished. I authorize Tillamook County Transportation District to obtain such information confidentially, and I agree that Tillamook County Transportation District may maintain the confidentiality of such information, and may not be required to disclose it to me or to any other person at my request. I understand that such information will constitute a "public record" which is exempt from public disclosure to the full extent provided by Oregon law.

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Applicant's Name (please print)

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Social Security Number

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Applicant's Signature

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Date