Town of Pendleton Employment Application

The Town of Pendleton is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief or disability.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

First Name	Middle	Last	
Street Address	City	State	Zip Code
Home Telephone Number	Social Security Number	Today's Date	
Daytime Telephone Number a	t which we may contact you		
Are you 18 years of age or old	ler? Yes No		
Have you ever been convicted	of a crime? Yes	No	
If "yes", please explain:			
How were you referred to us?	Please circle the number of the	ne most app	propriate response.

Personal Data

1	2	3	4	5	6
College	Recruiter	Employee	Adver-	No	Other:
or	or		tisement	Referral;	
University	Agency			Walk-In	

Position Preferences

For what position are you applying?	
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Resume attached? Yes No
Salary desired: \$ per (specify hour, week or year)
Schedule desired: Full Time Part Time # of Hours Per Week
Could you work overtime? Yes No
What date could you start work?
Could you travel if required by this position? Yes No
Education
High School School Name:
City and State:
Degree or # of Years Completed:
Major or Subject:
College School Name:
City and State:
Degree or # of Years Completed:
Major or Subject:
College School Name:
City and State:
Degree or # of Years Completed:
Major or Subject:

Graduate School School Name: ______ City and State:

Degree or # of Years Completed: _____

List any certificates earned or in progress, and/or any additional training programs not included in your formal education.

List any Professional Affiliations to which you belong (please do not list activities which would indicate age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief, or disability):

Previous Employment

List your current or most recent employment first. Include work related internships, military and volunteer work.

Current Employer:
City and State:
Telephone Number:
Supervisor's Name and Title:
Position Title:
Reason for Leaving:
Salary: per Hour Week Month Year (circle one
Dates of Employment: From: To:
May We Contact Your Employer: Yes No

Previous Employer:
City and State:
Telephone Number:
Supervisor's Name and Title:
Position Title:
Reason for Leaving:
Salary: per Hour Week Month Year (circle one)
Dates of Employment: From: To:
May We Contact Your Employer: Yes No
Previous Employer:
City and State:
Telephone Number:
Supervisor's Name and Title:
Position Title:
Reason for Leaving:
Salary: per Hour Week Month Year (circle one)
Dates of Employment: From: To:
May We Contact Your Employer: Yes No

References

Name	Title
Company	
Relationship	# of Years
Mailing Address	
Name	Title
Company	
Relationship	# of Years
Mailing Address	
Name	
Company	Phone
Relationship	# of Years
Mailing Address	

Releases and Applicant's Signature

In connection with my application for employment and as a condition of continuing employment, I understand that investigative background inquiries may be made on me including previous employers, schools, consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance, education, compensation, and experience along with reasons for termination of employment from previous employers. Furthermore, I understand that the company may be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies. I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information by the Town of Pendleton and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.

Initials

All hiring and employment at the Town is at will. I understand this application is not an employment contract, nor can it be used to create one. Employment by the Town of Pendleton has no specific term and may be terminated by the employee or the Town with or without notice. I acknowledge that the Town of Pendleton has not made any promises or representations that differ from those contained in this paragraph. I understand I must provide satisfactory documents to establish my identity and right to work in the United States, if I am offered a position with the Town, and that failure to provide this evidence will result in the termination of my employment.

I release and agree to hold harmless any individual, company, business institution or government agency from all liability with regard to furnishing information to the Town of pendleton. I agree to release and hold harmless the Town of Pendleton from all liability with respect to the receipt of such information.

I certify that the information I have furnished on this application form is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with the Town may be terminated.

Applicant's Signature

Date

Applicant Release

Please submit a resume with this Employment Application if required.

Town of Pendleton:

In connection with my application for employment (including contract for services) and as a condition of continuing employment, I understand that investigative background inquiries are to be made on me including consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance, education, and experience along with reasons for termination of employment from previous employers. Further I understand that the company will be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies.

I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information by the Town of Pendleton and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.

Applicant's Signature

Date

The following information is required by law enforcement agencies and other entities for identification purposes when checking records. It is confidential and will not be used for any other purpose:

Please Print Clearly:

Print Full Name:	Sex: Male Female
Print other names you have used:	Dates used:
Date of Birth (mm/dd/yy):	Social Security #:
Current Drivers License #:	Issuing State:
Other Drivers License #s:	Issuing State:

Home Addresses (for the last 7 years, list most current first -- use back for more space):

Street:		_ City:	State:
Zip:	County:		_
From - To Dates:			
Street:		_ City:	State:
Zip:	County:		
From - To Dates:			
Street:		_ City:	State:
Zip:	County:		_
From - To Dates:			
Street:		_ City:	State:
Zip:	County:		_
From - To Dates:			
Street:		City:	State:
Zip:	County:		
From - To Dates:			

Check here if there are addresses listed on back _____