



# LAKE COUNTY APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.  
**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

***PLEASE PRINT***

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

How Did You Learn About Us?

- Advertisement       Friend       Walk-In  
 Employment Agency       Relative       Other \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Social Security Number \_\_\_\_\_

If you are under the age of 18, can you provide required proof of your eligibility to work?       Yes       No

Have you ever filed an application with us before?       Yes       No  
*If Yes, please provide date:* \_\_\_\_\_

Have you ever been employed with us before?       Yes       No  
*If Yes, please provide date:* \_\_\_\_\_

Are you currently employed?       Yes       No  
If Yes, may we contact your present employer?       Yes       No

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status?       Yes       No  
*Proof of citizenship or immigration status will be required upon employment.*

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

Are you available to work:       Full Time       Part Time       Shift Work       Temporary

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

Can you travel if a job requires it?       Yes       No

Have you been convicted of a felony within the last 7 years?       Yes       No

*Conviction will not necessarily disqualify an applicant from employment.*  
If Yes, please explain: \_\_\_\_\_

# **ADDITIONAL INFORMATION:**

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## **Other Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience:

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## **Specialized Skills**

### **(Check Skills/Equipment Operated)**

PC

FAX

Computer Software Programs (List)

Calculator

Typewriter

Other (List)

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State any additional information you feel may be helpful to us in considering your application:

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## **References**

1. \_\_\_\_\_ (      )  
*Name* *Telephone Number*  
\_\_\_\_\_  
*Address*
2. \_\_\_\_\_ (      )  
*Name* *Telephone Number*  
\_\_\_\_\_  
*Address*
3. \_\_\_\_\_ (      )  
*Name* *Telephone Number*  
\_\_\_\_\_  
*Address*

# EMPLOYMENT EXPERIENCE:

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List Professional, trade, business or civic activities and offices held. _____ _____ _____
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# EDUCATION:

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read, and/or write.

	Fluent	Good	Fair	Some
Speak				
Read				
Write				

Describe any specialized training, apprenticeship, and skills. \_\_\_\_\_

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Describe any job-related training received in the United States Military. \_\_\_\_\_

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Describe any extra-curricular activities, clubs, etc. that you feel may be of importance relative to the position applied for. \_\_\_\_\_

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# APPLICANT'S STATEMENT:

I certify that all information on this application is accurate, complete and true to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge 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 unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I understand that this Application is not a contract of employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## FOR HUMAN RESOURCES DEPARTMENT ONLY

Position(s) Applied For Is Open:  Yes  No

Position(s) Considered For: \_\_\_\_\_

Employment Offered:  Yes  No Date Offered: \_\_\_\_\_

Position Title Offered: \_\_\_\_\_

By: \_\_\_\_\_

Name and Title

Date

Position Accepted:  Yes  No Date: \_\_\_\_\_

Beginning Salary: \$\_\_\_\_\_ Salary Accepted:  Yes  No

Notes: \_\_\_\_\_

By: \_\_\_\_\_

Name and Title

Date



**LAKE COUNTY**  
**513 Center Street**  
**Lakeview, Oregon 97630**  
**(541) 947-6003**  
**FAX: (541) 947-6015**

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

Position Applying For: \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize Lake County to conduct a back-ground check on myself. I understand this will include, but not be limited to, a Motor Vehicles check and a criminal history check.  
*(Please Print)*

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_

Please list any relatives or close associates you know who have been or are currently under supervision or parole. Please list their associations with you.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the above listed information is required by policy and is required prior to securing employment with Lake County.

\_\_\_\_\_  
Signature