



UNION COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICATION

1109 K Avenue
La Grande, OR 97850
Phone: (541) 963-1017
Fax: (541) 963-1023

Union County is an Equal Opportunity Employer

Position Applied For: _____

Thank you for your interest in Union County as an employer. Applications will remain on file for six months for future consideration. The applicant is responsible for maintaining a current address where he/she can be immediately contacted.

General Information

(Please type or print)

NAME (last, first, middle)			
Mailing Address			
City/State/Zip:			Email Address:
Telephone Number:	Message Phone Number:	Work Phone Number:	May we contact you at work? ☐ YES ☐ NO
Are you a current or former Union County employee? ☐ YES ☐ NO		Position / Department:	Dates From _____ To _____
Name(s) of relatives employed by the County		Department	Relationship
Type of work desired: ☐ Full-Time ☐ Part-Time ☐ Temporary ☐ Summer ☐ Other (specify)		Date available to start work, if hired:	Are you authorized to work in the U.S. ☐ YES ☐ NO
Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodations? ☐ YES ☐ NO	Please provide information where appropriate:		
	Valid Oregon Driver's License? ☐ YES ☐ NO		License Number: _____
	Valid Commercial Driver's License? ☐ YES ☐ NO		License Number: _____
	Other or CDL Endorsements (describe type)		Expiration Date: _____

Education/ Training

Name high school attended:	Dates of Enrollment: From: _____ To: _____	Did you graduate? ☐ YES ☐ NO
Address:		If no, do you have a GED certification equivalent? ☐ YES ☐ NO

College or University	Major / Minor	Dates Attended: From _____ To _____		Full Years Completed	Degree Conferred Title _____ Date _____		Credit Hours

List any vocational, on-the-job, military training, etc., which would be useful in the position for which you are applying:	Dates Attended From _____ To _____		Hours/Credits Completed

Special Abilities:	Type of Experience	Amount/level of expertise
Firearms/ Weapons		
Office equipment/ Computers, software:		
Technical skills/ Professional licenses		

Professional References (exclude immediate supervisor)	Place of Employment / Title	Telephone Number:
Name: _____		
Name: _____		
Name: _____		

Employment History

Beginning with your present or most recent employment, list your employment history. Include self-employment, military service, volunteer experience and periods of unemployment. **The following sections MUST be completed even if a resume/ is submitted. Please use additional sheets if necessary**

Employer's name:		From:	To:
Address:		Supervisor:	
Telephone:	Hours worked per week:		
Primary duties:			
Number of employees supervised by you?		May we contact this employer? ☐ YES ☐ NO	
Reason for leaving:			

Employer's name:		From:	To:
Address:		Supervisor:	
Telephone:	Hours worked per week:		
Primary duties:			
Number of employees supervised by you?		May we contact this employer? ☐ YES ☐ NO	
Reason for leaving:			

Employer's name:		From:	To:
Address:		Supervisor:	
Telephone:	Hours worked per week:		
Primary duties:			
Number of employees supervised by you?		May we contact this employer? ☐ YES ☐ NO	
Reason for leaving:			

Employer's name:		From:	To:
Address:		Supervisor:	
Telephone:	Hours worked per week:		
Primary duties:			
Number of employees supervised by you?		May we contact this employer? ☐ YES ☐ NO	
Reason for leaving:			

It is understood and agreed that the foregoing is true to the best of my knowledge, and that any falsification of this application or failure to provide complete information will be grounds for elimination from further consideration or, if employed by Union County, for dismissal. I hereby authorize the County, or an independent investigating agency, to conduct a thorough investigation of my personal and professional background, including credit, criminal and driving records.

Applicant's signature

Today's Date



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WAIVER AND RELEASE OF DRIVING RECORD

To be submitted with application

I, the undersigned applicant for employment with Union County, Oregon, hereby authorize the release of both my individual and my employee driving record to Union County, Oregon. I have been informed that portions of this record are my confidential property and may not be obtained without my express consent and request. If I am hired by Union County, this release shall continue to be valid throughout the tenure of my employment with Union County. A photocopy may be accepted in lieu of the original.

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

REFERENCE CHECK PERMISSION/AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS

To be submitted with application

I, hereby authorize my past employers to release information to Union County, Oregon, regarding my employment. This release of information covers my employment record in general, including but not limited to information on the following questions:

1. Dates of employment;
2. Position(s) held;
3. The quality and quantity of my work;
4. My attendance habits (excluding workers' compensation, pregnancy, disability, FMLA and other protected absences;
5. My relationship with co-workers, supervisors and managers;
6. My attitude toward work (cooperative? Positive? etc.);
7. Reason for leaving and eligibility for rehire (would the employer rehire?);
8. Strong and weak points;
9. Willingness to comply with policies and standards;
10. Whether I have had outbursts of temper, threatened, provoked fights with or assaulted others, engaging in hostile or violent behavior;
11. Other relevant information regarding my performance, skills, ability, suitability for employment sought, etc.

I agree that all former employers who provide such information are indemnified and released from liability arising from such disclosures. I also understand that if I do not sign this Authorization, my application will be rejected. It is my intention that any copy of this authorization be as effective as the original.

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

EMAIL: _____



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AN EQUAL OPPORTUNITY EMPLOYER

CRIMINAL HISTORY AUTHORIZATION FORM

(NOTE: This form and the information in it are **NOT** part of your application and will **NOT** be provided to the hiring official).

You have applied for the position of _____

(List the position being applied for)

Employment for this position is subject to a **Criminal History Records Check**.

I, _____, hereby authorize Union County to conduct a routine Criminal

(Please Print Your Name)

History Background Check in connection with my application for the (above mentioned) position.

Signature

Date Signed

☐ FEMALE ☐ MALE

* Date of Birth

*Driver's License Number

State

* Social Security Number

MAILING ADDRESS

City/State/Zip

Physical Address *(if different from mailing)*



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ADDITIONAL INFORMATION

To be submitted with application

<i>The State of Oregon requests that we compile statistics on our applications. We would appreciate your help in completing the following statistical information. It is completely voluntary and will not be used in a discriminatory manner.</i> <i>Please check the groups with which you identify:</i>		How did you learn of the position for which you are applying? ☐ Newspaper advertisement Name of Paper: _____ ☐ Job announcement Where seen: _____ ☐ Walk-In ☐ Other _____
☐ Male ☐ Female ☐ Asian or Pacific Islander ☐ Native American/ Alaskan native	☐ White ☐ Black ☐ Hispanic ☐ Other (please specify)	

Social Security Number:	Date:
Position applied for:	
<i>Union County is mindful of its obligation to employ qualified persons, and of its entitlement under law to consider an applicant's conviction record as it relates to job performance. A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied. Union County will perform background checks with the Oregon State Police on all applicants for positions in which the incumbent would be working with minors or at-risk adults.</i> The following question MUST be answered by all applicants in order for this application to be considered complete. Have you been convicted of a felony or released from prison within the last seven (7) years, or been convicted of a misdemeanor within the past three (3) years? ☐ YES ☐ NO	
<i>If "YES," please explain:</i>	