



Benton County Employment Application

RETURN TO:
Human Resources
 408 SW Monroe Ave., Suite 103
 Corvallis, Oregon 97333
County website: www.co.benton.or.us

(541) 766-6755 Job Line
 (541) 766-6081 Office
 (541) 766-6752 Fax
 (800) 735-2900 TDD

Directions: Applications are accepted only for posted positions and must be received by Human Resources **no later than 5:00 pm** on the application deadline date printed on the recruitment announcement. Postmarks are not accepted. If you are applying for more than one position, complete a separate application (photocopy acceptable re-signed with current date) for each position. Please make copies of any application materials you wish to keep before you submit your application, as copies will not be provided.

POSITION TITLE _____ RECRUITMENT # _____

Name (Last, First, M.I.) _____ Home Phone _____

Street _____ Work Phone _____

City _____ State _____ Zip _____ May we call you at work? Yes No

If the position requires driving, fill in the driver's license information below; proof of a driving record may be required for some County positions.

Drivers License Yes No State of Issue _____

I qualify as a Veteran? Yes No I request Veteran's preference? Yes* No *please bring original DD214 or DD215 to interview

E-mail address _____ Date Available _____

EDUCATION

Do you have a high school diploma or a GED? Yes No School Name, City, and State _____

List all schools attended after high school (i.e. colleges, military, trade, business or other special training received)

School Name (Include City and State)	Course of Study/Title of Special Courses	Certificates or Degree Received	Credit Hours Completed

LICENSE/REGISTRATION/CERTIFICATION

List any required professional licenses, registrations, or certificates that are applicable to job for which you are applying

No.	Issuing State	Expiration Date

Use the space below to list any special skills, training, or other knowledge that is applicable to the position.

SKILLS AND ABILITIES

Bilingual Ability - List below any languages (other than English) in which you are fluent and check applicable skill(s).

_____ Read Write Speak _____ Read Write Speak

COMPUTER SOFTWARE If computer experience is required, list specific programs you have used	TYPE OF SOFTWARE (i.e. graphic design, accounting)	PROFICIENCY LEVEL Beginner/Intermediate/Advanced

EMPLOYMENT HISTORY: To receive full consideration, please fill out the employment history section completely and legibly. Beginning with your current or most recent employment, list employment history and/or volunteer work in chronological order, and be sure to describe enough relevant work experience to meet the "Minimum Qualifications" section of the recruitment announcement. If additional space is needed, you may copy this form. Resumés may be attached, but are **NOT** accepted as a substitute for completing this application.

May we contact your present employer at this time? Yes No Later

Employer _____ Phone _____

Address _____

Job Title _____ Supervisor _____

In this job have you supervised any employees? Yes No If yes, how many employees? _____

Check areas of responsibility Hiring/Recommending Hiring Assigning & Reviewing Work Handling Disciplinary Action

Dates Employed (Mo./Yr.) From _____ To _____ If part-time, number of hours worked per week: _____

Describe your duties

Reason for Leaving _____

Employer _____ Phone _____

Address _____

Job Title _____ Supervisor _____

In this job have you supervised any employees? Yes No If yes, how many employees? _____

Check areas of responsibility Hiring/Recommending Hiring Assigning & Reviewing Work Handling Disciplinary Action

Dates Employed (Mo./Yr.) From _____ To _____ If part-time, number of hours worked per week: _____

Describe your duties

Reason for Leaving _____

Employer _____ Phone _____

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Employer _____ Phone _____

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Check areas of responsibility Hiring/Recommending Hiring Assigning & Reviewing Work Handling Disciplinary Action

Dates Employed (Mo./Yr.) From _____ To _____ If part-time, number of hours worked per week: _____

Describe your duties _____

Reason for Leaving _____

APPLICANT DATA INFORMATION

To help us comply with government record-keeping and reporting, and to evaluate the effectiveness of our recruitment efforts, please fill out the applicant data information below. Although providing this information is voluntary, your cooperation is appreciated. Supplying this information will not adversely affect your opportunities for employment. Place an "X" in the appropriate boxes.

HOW DID YOU LEARN ABOUT THIS POSITION?

- Newspaper (Name) _____
- Job Announcement
- Direct Mail
- Benton County job line
- Publication or Journal (Name) _____
- Benton County web site _____
- State Employment Office
- From a County Employee
- Other website _____

SEX:

RACE/ETHNIC GROUP:

- Female Male
- American Indian/Alaskan Native Asian Two or more Races
- Native Hawaiian or other Pacific Islander Black Hispanic/Latino White

PLEASE READ THE FOLLOWING BEFORE SIGNING THIS APPLICATION

I understand that not every candidate who applies for this position will be offered an interview. I certify that my application (and resume or other supplemental materials) contain no misrepresentations, falsifications, or omissions. I understand that misrepresentations, falsifications, or omissions shall be cause for cancellation of this application and/or dismissal from subsequent employment. I authorize and release Benton County to make any necessary and appropriate inquiry or investigation to verify information contained in this application.

Applicant's Signature _____ Date _____

Benton County values diversity in its workforce and is an Equal Opportunity Employer. Please notify the Human Resources Office if you need any accommodation or assistance with any part of our application process.

BENTON COUNTY GOVERNMENT

Benton County is one of eight Oregon counties that is governed by a home rule charter for the purpose of providing local authority over local matters. Benton County has three full-time elected Commissioners, nine department heads, consisting of two elected officials (District Attorney and Sheriff) and seven department heads appointed by the Board of Commissioners.

THE COMMUNITY

Benton County encompasses 679 square miles in the heart of the Willamette Valley and includes the cities and incorporated areas of Adair Village, Ales, Corvallis, Monroe, North Albany, and Philomath with a population of over 78,000 citizens. Benton County's seat is located in the City of Corvallis with a population of over 50,000 citizens.

GENERAL EMPLOYMENT INFORMATION

Benton County is in full compliance with the ADA, and is an Equal Employment Opportunity Employer that values diversity in its workforce and encourages all qualified women, minorities and persons with disabilities to apply.

Benton County offers many employment opportunities in a variety of occupational areas including Law Enforcement, Nursing, Information Technology, Accounting, Maintenance, Counseling, Land Use Planning, Legal Counsel, Engineering, Healthcare, Property Assessment, and Office/Administrative Support. Positions may be available on a full-time or part-time basis. Seasonal, on-call, limited duration, and temporary employment may also be available.

HOW EMPLOYMENT OPPORTUNITIES ARE ANNOUNCED

For all vacancies a recruitment announcement is created containing a statement about the job duties and minimum qualifications necessary for the position, the salary range, and the closing date for all applications. County positions are commonly advertised in local newspapers, listed with the State Employment Office, on our website, www.co.benton.or.us/admin/hr/jobs.php and recorded on our job line at **(541) 766-6755**. The Benton County website allows you to apply online using the online application form. You may pick up copies of our application at the Human Resources office located at 408 SW Monroe Avenue, Suite 103, in downtown Corvallis.

WHAT HAPPENS AFTER AN APPLICATION IS RECEIVED?

Once the position deadline has past, the applications are screened according to the requirements listed on the recruitment announcement. The applications that meet the minimum qualifications are forwarded to the hiring department for review. The hiring department will contact candidates selected for an interview. Competition for county positions is great and there are a limited number of employment opportunities. Unfortunately every applicant that meets the minimum qualifications may not proceed to the interview phase. The screening and interview process can take approximately two to four weeks after the position closing date. Every applicant for a Benton County position is notified of the status of their application.

PAY AND BENEFITS

New employees are normally hired at the first step in the salary schedule for the position. Benton County offers its regular full and part-time employees benefits. Benefits include medical and dental plans; life insurance and disability benefits; vacation, sick, and holiday pay; and retirement benefits. Other benefits include employee assistance programs, flexible spending account, supplement life and insurance plans, and deferred compensation participation.