

**EMPLOYMENT APPLICATION**



**BENTON COUNTY (OR)**  
 4077 SW Research Way  
 Corvallis, Oregon 97333  
 541-766-6081  
<http://www.co.benton.or.us/>

**Received:**  
**For Official Use Only:**  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
 Experience  
 Training  
 Other: \_\_\_\_\_

**PERSONAL INFORMATION**

<b>POSITION TITLE:</b>		<b>EXAM ID#:</b>
<b>NAME:</b> (Last, First, Middle)		<b>SOCIAL SECURITY NUMBER:</b>
<b>ADDRESS:</b> (Street, City, State, Zip Code)		
<b>HOME PHONE:</b>	<b>ALTERNATE PHONE:</b>	<b>EMAIL ADDRESS:</b>
<b>DRIVER'S LICENSE:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>DRIVER'S LICENSE:</b> State:      Number:	<b>LEGAL RIGHT TO WORK IN THE UNITED STATES?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**PREFERENCES**

<b>PREFERRED SALARY:</b>	<b>ARE YOU WILLING TO RELOCATE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
<b>WHAT TYPE OF JOB ARE YOU LOOKING FOR?</b>	
<b>TYPES OF WORK YOU WILL ACCEPT:</b>	
<b>SHIFTS YOU WILL ACCEPT:</b>	
<b>OBJECTIVE:</b>	

**EDUCATION**

<b>DATES:</b>	<b>SCHOOL NAME:</b>	
<b>LOCATION:</b> (City, State)	<b>DID YOU GRADUATE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b>

<b>WORK EXPERIENCE</b>		
<b>DATES:</b>	<b>EMPLOYER:</b>	<b>POSITION TITLE:</b>
<b>ADDRESS:</b> (Street, City, State, Zip Code)		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b>	<b>SALARY:</b>	<b># OF EMPLOYEES SUPERVISED:</b>
<b>DUTIES:</b>		
<b>REASON FOR LEAVING:</b>		
<b>DATES:</b>	<b>EMPLOYER:</b>	<b>POSITION TITLE:</b>
<b>ADDRESS:</b> (Street, City, State, Zip Code)		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>DUTIES:</b>		
<b>REASON FOR LEAVING:</b>		
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<b>ADDRESS:</b> (Street, City, State, Zip Code)		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b>	<b>SALARY:</b>	<b># OF EMPLOYEES SUPERVISED:</b>
<b>DUTIES:</b>		
<b>REASON FOR LEAVING:</b>		

<b>DATES:</b>	<b>EMPLOYER:</b>	<b>POSITION TITLE:</b>
<b>ADDRESS:</b> (Street, City, State, Zip Code)		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b>	<b>SALARY:</b>	<b># OF EMPLOYEES SUPERVISED:</b>
<b>DUTIES:</b>		
<b>REASON FOR LEAVING:</b>		
<b>CERTIFICATES AND LICENSES</b>		
<b>TYPE:</b>		
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b>	
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<b>TYPE:</b>		
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b>	
<b>SKILLS</b>		
<b>ADDITIONAL INFORMATION</b>		
<b>Additional Information</b>		
<b>REFERENCES</b>		

**Agency-Wide Questions**

To receive full consideration, the employment history section of your application must be filled out completely. Please be sure to clearly describe enough relevant work experience to meet the posted "Minimum Qualifications". Resumes and Cover Letters may be attached, but are NOT accepted as a substitute for filling out the work history section of your application. Is your application up to date and inclusive of all information that you would like applied toward the posted minimum qualifications?  
Yes No

1.

**Are you a Veteran of the United States Armed Forces?** If "Yes" and would like to receive Veteran's Preference: A copy of your DD214/DD215 must be received by the closing date. Please attach your DD214/DD215 to your application or fax it to 541-766-6752. Yes No

2.

3. **Are you a Disabled Veteran?** Yes No

4. **What is your highest level of education?**

5. **Gender:** Male Female

6. **Ethnicity:**

In the past 7 years have you been convicted or have you pleaded guilty to any crime or violation? Do not include minor traffic offenses resulting in fines of less than \$250. Please choose "Yes" or "No". Note: Answering "Yes" to this question may be a basis for further inquiry. A "Yes" response does not necessarily preclude you from being hired. Yes No

7.

8. **How did you learn about this position?**

9. **Please list the specific publication or website that directed you to this position.**

10. **Do you have any relatives working for Benton County?** Yes No

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The following terms were accepted by the applicant upon submitting the online application:

1. I hereby certify that the statements and information in this application form are true and correct to the best of my knowledge and belief, and I authorize Benton County to investigate all statements or other information contained in this application form and any attachments submitted with it.
2. I understand and agree that:
  - a. Any misrepresentation, falsification or material omission of information on this application may result in my failure to receive an offer, or, if I am hired, in my dismissal from employment.
  - b. All offers of employment are conditioned on the provision of satisfactory proof of an applicant's identity and legal authority to work in the U.S.
  - c. An investigation may be made during the processing of this application, and I authorize any of the persons or entities referred to in this application form to provide to Benton County any and all information concerning my previous employment(s) or the other statements I have made in connection with this application.
3. I release all parties and persons from any and all liability for any damages that may result from furnishing such information to Benton County as well as from the use or disclosure of such information by Benton County or any of its agents, employees or representatives.
4. By the action of clicking the Accept button below, you are certifying and agreeing to the above. This action takes the place of your signature.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Benton County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, [Company Name] complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

