City of Eugene
Application for Temporary Employment

RETURN TO:
Human Resource & Risk Services
777 Pearl St., Rm. 101, Eugene OR 97401
(541) 682-5061 (541) 682-6831 Fax

The City of Eugene is an Equal Opportunity Employer.

PLEASE PRINT OR TYPE

Position applying for _____ FY# _____

What date can you begin? _____

Home phone _____

Name _____
Last First MI

Message phone _____

Address _____
Street

Work phone _____

_____
City State ZIP

May we contact you at work? ☐ Yes ☐ No

What is the best time to call: At work: _____ ?

Driver's License number _____
(If required for position) State

At home: _____ ?

Have you ever been convicted of a criminal act?

Email address _____

☐ Yes ☐ No A criminal conviction is a bar to employment **only** if it is related to the job for which applied.

If yes, please explain: _____

Is your age under 18? ☐ Yes ☐ No

Have you ever been a member of State of Oregon Public Employees Retirement System (PERS)? ☐ Yes ☐ No

Are you now a City of Eugene employee? ☐ Yes ☐ No

☐ Regular ☐ Temporary

Have you ever been a City of Eugene employee? ☐ Yes ☐ No

When/What Dept? _____

Names of any City employees you are related to or with whom you live: _____ Relationship _____

List any other last name in which your educational or employment records are filed: _____

Are you available to work: Nights? ☐ Yes ☐ No Weekends? ☐ Yes ☐ No If no, please explain: _____

Are there any times during the day or evening you are not available to work? If yes, specify: _____

EDUCATION

Circle last grade completed 1 2 3 4 5 6 7 8 9 10 11 12 College 13 14 15 16 17 18 19 20 Other: number of years _____

Do you have a high school diploma or equivalency? ☐ Yes ☐ No School _____

List all schools attended beyond high school and their location	Credits Completed (List quarter or semester)	Type of degree earned	Course of study

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

_____

_____

_____

Do you speak a language other than English fluently? ☐ Yes ☐ No If yes, which language(s)? _____

Typing speed _____ WPM Can you operate a computer? ☐ Yes ☐ No

What computer programs can you operate? _____

EMPLOYMENT HISTORY

Please complete this section even if you attach a resume. List your work experience, including military and/or volunteer, most recent first.

Employer	Immediate Supervisor and Title	May we contact for reference? ☐ Yes ☐ No
Address		Phone
Job Title	From: Mo _____ Yr _____ Full-time ☐ Part-time ☐ To: Mo _____ Yr _____ If part-time, # of hrs/wk _____	Ending salary/hourly rate
Description of job duties:		
Reason for leaving:		

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Reason for leaving:		

APPLICANT STATEMENT - Must be signed

The information in my application was freely given and is, to the best of my knowledge, true and complete. I understand that any false statement, misleading answer, or any false information on this application or given during the selection process will be sufficient grounds for immediate elimination from consideration or immediate dismissal at any time. The City of Eugene is hereby authorized to contact my present and past employers as references and to receive from them any information about me contained in their personnel records and any evaluations of my job knowledge, skills, and performance. I hereby release the City as well as those contacted by the City from any liability or damage which may result from furnishing the information requested. The City of Eugene may make copies of this authorization available to those contacted.

Signature _____ **Date:** _____

NOTE: An application and/or resumes cannot be returned. The City of Eugene cannot make copies. Please make necessary copies before submitting. An application is required for each position for which you wish to be considered.

APPLICANT DATA RECORD

Applicants are considered for employment without regard to race, sex, color, national origin, age, religion, marital status, medical condition, or disabilities, or any other legally protected status. This information will also be used in accordance with Title I, Americans with Disabilities Act (ADA).

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 RECORD.** This data will be kept in a confidential file separate from your Application for Employment. **YOUR COOPERATION IS VOLUNTARY.**

Position applying for: _____ Position No: _____

Name: _____ Application date: _____

Please check applicable boxes: ☐ Female ☐ Male ☐ Under 21 ☐ Over 40

☐ Disabled: Upon your request, reasonable accommodations will be made during the selection process and at the worksite.

☐ White ☐ Black ☐ Hispanic ☐ Asian/Pacific Islander ☐ American Indian/Alaskan Native - Tribal Affiliation _____

PLEASE CHECK THE BOX AND SPECIFY EXACT SOURCE ON THE APPROPRIATE LINE.

How did you first learn of this vacancy?

☐ Newspaper (list)_____

☐ Publication or journal _____

☐ Organization _____

☐ Job posting _____

☐ Internet _____
Specify Website

☐ MetroVision (11)

☐ City's 24-hour Job Line (JL)

☐ Walk-In (WI)

☐ From a City employee (CE)

☐ Campus Recruitment (CR)

☐ Other _____

Please submit this application and completed supplemental questionnaire, if required, prior to 5:00 p.m. on the closing date.
Return to: Human Resource & Risk Services, 777 Pearl St., Rm. 101, Eugene OR 97401.

THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH THE CITY OF EUGENE.