# VILLAGE OF GRESHAM

Employment Application | Equal Employment Opportunity Employer

## APPLICANT INFORMATION

The Village of Gresham assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to any status protected by applicable state or federal law.

### POSITION INFORMATION

Position Applied For

Position Announcement Number (if applicable)

Type of Work Desired (check all that apply) ☐ Full-Time ☐ Part-Time ☐ Regular ☐ Temporary

Date Available for Work

Desired Salary or Hourly Wage (optional)

### PERSONAL AND CONTACT INFORMATION

Last Name

First Name

Middle Initial

Street Address

City

State

ZIP Code

Home Telephone

Work/Cell Telephone

Email Address

Preferred Contact Method ☐ Phone ☐ Email ☐ Mail ☐ Text

How did you learn about this position?

Have you ever been employed by the Village? ☐ Yes ☐ No If yes, date

Have you filed an application here before? ☐ Yes ☐ No If yes, date

# ELIGIBILITY, LICENSES, AND ATTACHMENTS

## EMPLOYMENT ELIGIBILITY

Are you legally authorized to work in the United States? ☐ Yes ☐ No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with federal law.

Are you eligible for and requesting veteran preference? ☐ Yes ☐ No

A veteran or qualifying spouse requesting preference must provide the documentation required by law with this application.

## DRIVER LICENSE AND COMMERCIAL DRIVING

State | Class (A, B, C, etc.) | CDL Endorsements (if applicable)

## APPLICATION ATTACHMENTS

Resume Attached? ☐ Yes ☐ No

Cover Letter Attached? ☐ Yes ☐ No

## EQUIPMENT EXPERIENCE - FOR UTILITY / EQUIPMENT POSITIONS

☐ Skid Steer ☐ Tractor ☐ Backhoe ☐ Snowplow

☐ Chainsaw ☐ Mowers

Other equipment experience

## WATER / WASTEWATER CERTIFICATIONS

List current certifications, license numbers, issuing agencies, and expiration dates

## EMPLOYMENT RECORD

List positions beginning with your present or most recent employment. Volunteer, military, or unpaid experience may be included. Employment history may be verified.

### EMPLOYER 1

Employer

Position Title

Street Address / City / State

Telephone

Immediate Supervisor / Title

Dates of Employment (Month/Year)

Starting Pay

Final Pay

Status ☐ Full-Time ☐ Part-Time

Specific Duties

Reason for Leaving

### EMPLOYER 2

Employer

Position Title

Street Address / City / State

Telephone

Immediate Supervisor / Title

Dates of Employment (Month/Year)

Starting Pay

Final Pay

Status ☐ Full-Time ☐ Part-Time

Specific Duties

Reason for Leaving

## EMPLOYMENT RECORD AND EDUCATION

### EMPLOYER 3

Employer

Position Title

Street Address / City / State

Telephone

Immediate Supervisor / Title

Dates of Employment (Month/Year)

Starting Pay

Final Pay

Status ☐ Full-Time ☐ Part-Time

Specific Duties

Reason for Leaving

### EDUCATION AND SPECIALIZED EXPERIENCE

Highest Grade Completed

College Years Completed

Did You Graduate? ☐ Yes ☐ No

School / College / University

Major

Degree / Certificate

Relevant training, coursework, specialized experience, or skills

### OFFICE / TECHNICAL SKILLS

☐ Typing ☐ Word Processing ☐ Data Entry ☐ Computer / PC

☐ Dictation Equipment ☐ Shorthand / Speedwriting ☐ Calculator / Adding Machine

Other equipment, software, or skills

# LICENSES, CERTIFICATION, AND SIGNATURE

## OTHER LICENSES AND CERTIFICATES

Trade or Profession

License Number

Granted by City/State

Specialty

Valid From

Valid To

## APPLICANT STATEMENT

These answers are true and complete to the best of my knowledge. I understand that false, omitted, or misleading information may result in rejection of my application or termination of employment if hired. I authorize the Village to verify relevant employment, education, criminal history, job-related activities, and other background information, and I release persons and organizations providing such information from liability to the extent permitted by law. I understand that an offer of employment may be conditioned on job-related testing or evaluation consistent with Village policy and applicable law. I further understand that this application does not create a contract of employment and that any employment relationship may be terminated by either party, subject to applicable law and written Village policy.

## ELECTRONIC SIGNATURE CERTIFICATION

If this application is submitted electronically, I certify that my electronic signature is intended to authenticate this application and has the same force and effect as my handwritten signature. I agree that checking the certification box and typing my name constitutes my electronic signature.

☐ I agree and certify that my electronic signature is acceptable.

Applicant Signature / Typed Electronic Signature

Date

For printed applications, sign in ink. Unsigned applications may not be considered.

## VILLAGE USE ONLY

Date Received

Received By

Internal Notes