



AN EQUAL OPPORTUNITY EMPLOYER

112 W 2<sup>nd</sup> Street • Phoenix, OR 97535

(541) 535-1955 • FAX (541) 535-5769

**EMPLOYMENT APPLICATION**

**PERSONAL  
INFORMATION**

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	<b>Social Security Number</b>	
<b>Current Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Mailing Address (if different)</b>		<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Are you 18 years of older? Yes _____ No _____</b>		<b>Home Phone</b>		<b>Cell Phone</b>

**POSITION YOU ARE  
APPLYING FOR**

<b>Position</b>	<b>Date you can start</b>	<b>Salary Desired</b>
<b>Are you employed now? Yes _____ No _____</b>	<b>If so, may we contact your present employer? Yes _____ No _____</b>	
<b>Are you a previous City of Phoenix employee? Yes _____ No _____</b>	<b>Dates employed</b>	
<b>Reason for Leaving</b>		
<b>How did you learn about this job opening?</b>	<b>Newspaper _____ Oregon Employment Dept. _____ Other</b>	

**EDUCATION**

<b>School Level</b>	<b>Name &amp; Location</b>	<b>No. of years attended</b>	<b>Graduate? Yes / No</b>	<b>Subjects Studied</b>
Grammar School				
High School				
College				
Trade, Business or Correspondence				

**GENERAL**

<b>Subjects of Special Study or Research Work</b>
<b>Special Training</b>
<b>Special Skills</b>

Starting with most recent employer, list last three employers

**PREVIOUS  
EMPLOYMENT**

<b>Name of present or last employer</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Starting Date</b>	<b>Leaving Date</b>	<b>Job Title</b>	
<b>Starting Salary</b>	<b>Final Salary</b>	<b>May we contact your supervisor? Yes No</b>	
<b>Name of Supervisor</b>	<b>Title</b>	<b>Phone</b>	
<b>Description of Work</b>			
<b>Reason for Leaving</b>			

**PREVIOUS  
EMPLOYMENT**

<b>Name of Previous Employer</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Starting Date</b>	<b>Leaving Date</b>	<b>Job Title</b>	
<b>Starting Salary</b>	<b>Final Salary</b>	<b>May we contact your supervisor? Yes No</b>	
<b>Name of Supervisor</b>	<b>Title</b>	<b>Phone</b>	
<b>Description of Work</b>			
<b>Reason for Leaving</b>			

**PREVIOUS  
EMPLOYMENT**

<b>Name of Previous Employer</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Starting Date</b>	<b>Leaving Date</b>	<b>Job Title</b>	
<b>Starting Salary</b>	<b>Final Salary</b>	<b>May we contact your supervisor? Yes No</b>	
<b>Name of Supervisor</b>	<b>Title</b>	<b>Phone</b>	
<b>Description of Work</b>			
<b>Reason for Leaving</b>			

**REFERENCES**

Name	Address	Phone	Years Acquainted

**SERVICE RECORD**

Branch of Service	Discharge Date	Rank

Have you been convicted of a felony within the last 5 years? (Circle one)	Yes	No
If yes, explain		

**AUTHORIZATION**

“I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized city representative.”

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**FOR INTERVIEWER'S USE ONLY**

<b>Interviewed by</b>	<b>Date</b>
<b>Comments</b>	

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<b>Comments</b>	

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<b>Comments</b>	

<b>Hire Date</b>	<b>For Position</b>	
<b>Salary Wages</b>	<b>Will Report</b>	
<b>APPROVED</b>	<b>Personnel Manager</b>	<b>Date</b>
<b>APPROVED</b>	<b>Department Manager</b>	<b>Date</b>
<b>APPROVED</b>	<b>City Recorder</b>	<b>Date</b>