

City of Sumpter, OR

P.O. Box 68

Sumpter Oregon 97877

541-894-2314

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Website: [cityofsumptor.com](http://cityofsumptor.com)

**APPLICANT'S INFORMATION**

Position Title Applying For:

Date of Application:

Do you qualify for Veteran's preference (POLICE AND FIRE  
POSITIONS ONLY)

Yes  No

First Name:

Last Name:

Address:

City:

State:

Zip Code:

Email Address:

Home Phone:

Daytime Phone:

Other names known by:

## EMPLOYMENT HISTORY

- Be sure to describe in this section the duties you have performed which demonstrate that you have and skills to perform the duties of the job for which you are applying. You may include on-the-job training, internship, volunteer activity, self-employment, and military experience.
- Begin with your most recent job or assignment first and list each job separately, extending for a period of 10 years.
- Additional pages of work history may be attached if necessary.
- A resume, while strongly encouraged, is not a substitute for this application unless otherwise noted in the job announcement.

Current or Most Recent Job Title:	Start Date:	End Date:
Employer:	Phone:	
Employer Address:		
If this is your current employer, may we contact them if you become a finalist for this position? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Supervisor:	Number of people you supervised in this position:	
Starting Salary:	Ending Salary:	
Reason for Leaving:		
Duties and Responsibilities:		

Job Title:	Start Date:	End Date:
Employer:	Phone:	
Employer Address:		
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Supervisor:	Number of people you supervised in this position:	
Starting Salary:	Ending Salary:	
Reason for Leaving:		
Duties and Responsibilities:		

Job Title:	Start Date:	End Date:
Employer:	Phone:	
Employer Address:		
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Supervisor:	Number of people you supervised in this position:	
Starting Salary:	Ending Salary:	
Reason for Leaving:		
Duties and Responsibilities:		

Job Title:	Start Date:	End Date:
Employer:	Phone:	
Employer Address:		
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Supervisor:	Number of people you supervised in this position:	
Starting Salary:	Ending Salary:	
Reason for Leaving:		
Duties and Responsibilities:		

Job Title:	Start Date:	End Date:
Employer:	Phone:	
Employer Address:		
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Supervisor:	Number of people you supervised in this position:	
Starting Salary:	Ending Salary:	
Reason for Leaving:		
Duties and Responsibilities:		

Do you expect  to be  engaged in any other business or employment while working for the City of Sumpter?  
 Yes No Please explain:

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**EDUCATION, TRAINING, CERTIFICATES & LICENSES**

Do you have a high school diploma, GED or equivalent? Yes  No

Colleges, Universities, Military, Trade, Business or other schools attended					
Name of School	Location of School	Major Subject	Credits Completed		Specify Degree or Certificate Earned
			Semester hours	Quarter hours	

Note: A valid driver's license is required for positions where vehicle or equipment operation is an essential job function.

List driver's license or other certificates required for this position			
Title of License or Certificate	Number	Issuing Agency	Date Issued/ Date of Expiration

If a driver's license is required for this position, have you received any tickets in the last three years for moving violations? Please provide three non-related professional references we may contact.

**PERSONAL REFERENCES**

Name	Address and Phone Number	Relationship and Years Acquainted

## General Information

- Are you now, or have you ever been employed/ a volunteer at the City of Sumpter? Yes  No   
If yes, please select the appropriate employment status: Regular  Temporary  Seasonal   
College Intern  Volunteer

Please give job title, department, and dates worked: \_\_\_\_\_

- Do you have relatives employed by the City? Yes  No   
If yes, please give name, relationship and department: \_\_\_\_\_
- Are you at least 18 years old? Yes  No   
Note: Due to occupational safety guidelines, some positions may have a minimum age requirement, which is noted on the job announcement if applicable.
- Are you able to safely perform the essential job functions of this position, as noted on the job announcement, with or without reasonable accommodation? Yes  No
- Are you U.S. citizen, resident alien or do you have a Visa permitting you to work in the United States? Yes  No  (Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted).
- Documentation in accordance with Federal law proof of identity and proof of authorization to work in the United States is required upon employment. This may also include individuals who have the right to work under an employment visa or similar document.
- Have you been convicted of a crime or served time in prison during the last 10 years? Yes  No   
If yes, attach additional page with explanation of conviction(s) to this application. Please include the date, exact charge, jurisdiction and disposition. Note: A conviction is not an automatic bar to employment. Each case is considered separately based upon its relation to the duties of the position.

## CERTIFICATION OF INFORMATION, AUTHORIZATION & RELEASE

BY MY SIGNATURE BELOW, I:

- Understand that as required by the Health Insurance Portability and Accountability Act of 1996, the City may not use or disclose my health information, except as provided in the City's Notice of Privacy Practices, without my authorization. My signature on this form indicates that I am giving permission for the uses and disclosures of protected health information as described in the City's published Notice. I may revoke this authorization at any time by contacting the City Recorder;
- Certify that all information I provide as part of this application process is true and complete to the best of my knowledge and that I understand that any misstatement of fact may result in my disqualification from consideration for City employment or in the termination of my City employment;

- Agree that I will be responsible for familiarizing myself with all rules and regulations of the Employer as they presently exist or are later modified;
- Understand that if I apply for a safety sensitive position, a conditional job offer will be contingent upon successful completion of a drug screening and I could be subject to random testing after hire;
- Authorize the City of Sumpter to contact my prior employers, educational institutions, references, and any institution or organization with whom I have been associated to give the City of Sumpter any pertinent information about my employability;
- Release the individual, company, institution or organization and all individuals connected therewith from all liability whatsoever incurred in giving such information; and further release the City of Sumpter from all liability whatsoever incurred in obtaining and/or using such information;
- Release the City of Sumpter, its employees, and agents from all liability and/or claims whatsoever related to obtaining and/or using such information.
- I understand that if I receive a Conditional Offer of Employment for a position where I will have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Sumpter is required to complete a thorough background check as required by the Child/-Adult Abuse Information Act.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

AN ORIGINAL SIGNATURE IS REQUIRED

## OPTIONAL APPLICANT SURVEY

**THIS INFORMATION IS VOLUNTARY AND WILL BE KEPT SEPARATE AND CONFIDENTIAL.**

Position Title Applying For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

### RECRUITMENT

The City of Sumpter is continually evaluating our recruitment efforts. We are therefore requesting your assistance in completing the following survey so we may improve our recruiting efforts. Please specifically indicate how you learned of this position.

The Baker County Press  Baker City Herald  The Record Courier

Other advertisement or publication (specify): \_\_\_\_\_

Organization, School or Group. If so, please provide agency name: \_\_\_\_\_

Referred by current City employee. If so, who? \_\_\_\_\_

City's Human Resources Department

### EQUAL EMPLOYMENT OPPORTUNITY

The City of Sumpter is an equal opportunity employer. To assist in our record keeping, reporting, and other legal requirements, please complete the following survey.

#### Race

African-American (not of Hispanic origin) - All persons having origins in any of the African-American racial groups.

Hispanic — All persons of Cuban, Mexican, Puerto Rican, Central or South American or other Spanish culture or origin regardless of race.

White (Not of Hispanic origin) - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

American Indian or Alaskan Native - All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander - All persons having origins in any of the original peoples of the Far East, Southeast Asia, Indian Subcontinent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Islands, Samoa and India.

Gender Male  Female  Date of Birth \_\_\_\_\_

Disability - Are you an individual with a disability? Yes  No