



Clear Form

Application for Employment

On-Call Seasonal Extra Help Workers – County Clerk’s Office
(Sept 2016)

Print Form

Elections – 275 W 10th Ave Eugene 97401 – 541-682-4234
Deeds & Records – 125 E 8th Ave Eugene 97401 – 541-682-3654

Name: _____ Daytime Phone: _____

Address: _____ City: _____ Zip: _____

Emergency Phone: _____ Referred by: _____

Email: _____

I am interested in working in the following areas (check all that apply):

- Elections Customer Service / Data Entry
- Elections Board Room Worker
- Elections General Office Help
- Elections Ballot Pick-Up
- Elections Ballot Counting Equipment Operator
- Elections Ballot Sorter Assistant
- Deeds and Records Clerk Assistant
- Board of Property Tax Appeals Clerk Assistant

1. If applying for an Elections Ballot Pick-Up position, do you have a valid Oregon Driver’s License?
 Yes No

2. Have you ever served in the United States Armed Forces? YES NO

3. Are you a member of PERS? YES NO
If YES: Active Retired What is your PERS number? _____

Refer to extra help job descriptions for specific details of jobs, qualifications, and pay. These descriptions are on our website at www.lanecounty.org.

I certify that the information on this application is true and complete to the best of my knowledge. I understand that false information may disqualify me from employment.

Signature

Date

OFFICE USE ONLY

Interview Date: _____
Typing Speed: _____
Registered Voter: _____

<input type="checkbox"/> County
<input type="checkbox"/> P.S.
Start Date: _____
Pay Rate: _____

EMPLOYMENT HISTORY

List your last two employers, beginning with your most recent work experience.

Employer Name and Address:	
Supervisor's Name, Title, and Phone:	
Position Held:	Dates Employed:
Description of Duties:	

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Supervisor's Name, Title, and Phone:	
Position Held:	Dates Employed:
Description of Duties:	

SUPPLEMENTAL QUESTIONS

1. Are you involved in any political group, running for elected office, or serving a term in an elected position YES NO If yes, please explain:

2. Describe your previous work experience that demonstrates your ability to understand and accurately carry out oral and written instructions. Include an example of when one of your primary responsibilities involved accuracy.

3. Describe your previous work experience which required you to work in a team to accomplish an assigned task.

4. Describe your computer experience including software programs you have used.

Please return this completed supplemental questionnaire with the attached application to either:

Lane County Elections
275 W 10th Ave
Eugene OR 97401

-OR-

Lane County Deeds & Records
125 E 8th Ave
Eugene OR 97401