



Lane County Employment Application

Human Resources – 125 East 8th Avenue – Eugene, OR 97401-2922 – (541)682-3665 – www.lanecounty.org/jobs

Lane County is committed to Equal Employment Opportunity, Diversity, and compliance with the Americans with Disabilities Act. Our commitment includes providing a respectful working environment that is free from discrimination and harassment in the workplace. This commitment is made by Lane County in accordance with applicable Federal, State, and Local laws and regulations. Upon your request, Lane County will consider all requests for reasonable accommodations during the employment selection process.

A Supplemental Questionnaire is required for most Lane County Jobs. Please attach this application to the questionnaire if one is required.

Posting Number:	Position Applying For:	*Last 4 Digits of Social Security #:		For Human Resources Use Only
*Last Name:	*First Name:	Middle Name:		
*Mailing Address:	*City:	*State:	*Zip Code:	
Email Address (Optional):	*Main Phone: (include area code)	Alternate Phone: (include area code) Cell Other Work		
*Will you accept the salary range of the position for which you are applying? Yes No	*Are You At Least 18 Yrs of Age? Yes No	*Availability for Work: Immediately 2 Week Notice Negotiable		
*Are you now or have you ever been employed by Lane County: Yes No If yes, When?		*Do you want Full-Time or Part-Time Work? Full-Time Part-Time Either Minimum Hours Per Week:		*Are you Available to work: Days Yes No Evenings Yes No Nights Yes No Weekends Yes No Shiftwork Yes No

I am applying for employment with Lane County. I request that my employment application materials remain confidential and do not want any of my employment application materials released to the public unless Lane County is required to do so. **YES NO**

EDUCATION

*Do you have a High School Diploma or GED Certificate?		Yes	No		
*Do you have Post-high School Education?		Yes	No		
*Name of School, College or University:	*Course of Study (List Major, and Minor if Applicable)	*Credits Earned on a:	*Did you graduate? (If no, please enter the credit hours earned.)	Credit Hours Earned:	*Degree/Certificate (AA, BA, BS, MA, MS, PHD, NONE):
		Quarter Basis Semester Basis	Yes No		
		Quarter Basis Semester Basis	Yes No		
		Quarter Basis Semester Basis	Yes No		

*LICENSES, CERTIFICATIONS, CREDENTIALS

List Licenses, certifications, credentials, or other qualifications which have a bearing on your fitness for this position.

*SKILLS AND TRAININGS

List skills, school courses, or any additional training, scholastic honors, or other qualifications which have a bearing on your fitness for this position.

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Typing Speed: _____ (If you do not know it, please leave this field blank. If required for the job, Lane County may administer a typing test.)

We do not accept faxed applications and/or supplemental questionnaires.

EMPLOYMENT HISTORY

Beginning with the MOST RECENT, list the jobs you have held in the last 10 years. Include any other experience related to the position for which you are applying, and any volunteer work, even if that experience occurred longer than 10 years ago. If your work history began less than 10 years ago, please state so by writing NO PREVIOUS WORK HISTORY in the "employer" box following the last job you list. **DO NOT SUBSTITUTE A RESUME OR INDICATE "SEE RESUME" IN LIEU OF LISTING WORK EXPERIENCE.**

*Employer: Address: *City: *State: Zip Code:	*Supervisor's Name: *Supervisor's Title: Supervisor's Phone: (include area code)	*Dates Employed (MM/YYYY) (Enter numerical values for month and year i.e. 06/2006 for June 2006) From: To: Full-Time (Paid or Unpaid - 40 hrs/week) Part-Time (Paid or Unpaid) Hrs/Wk: Seasonal/Temporary If this job was seasonal/temporary, indicate the number of hours worked per week and total number of months worked in this job.
*Position Held:	*Reason for Leaving:	
*Describe in detail work performed, equipment operated, skills employed, supervision exercised:		

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*Position Held:	*Reason for Leaving:	
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*Describe in detail work performed, equipment operated, skills employed, supervision exercised:		

SIGNATURE AND RELEASE

I understand that Lane County may conduct a criminal background investigation, fingerprinting, check my driving record, or contact my present or past employers and other references mentioned herein if necessary. I authorize all present and past employers mentioned herein to release information requested about me. I hereby release Lane County as well as any other agency, school, or company contacted from any liability or damage which may result from obtaining the information requested. Lane County may make copies of my signed authorization available to those contacted. I understand that any false statements, answers, or any misleading information may be sufficient grounds for immediate employment disqualification or dismissal at any time. I understand that Lane County may thoroughly investigate my work and educational history and verify data provided on this application or given during the selection process. By submitting this application, I am certifying that the information provided is freely given, true, complete and correct.

Signature: _____ **Date:** _____

APPLICANT DATA RECORD

Lane County is an Equal Opportunity Employer. Although the information you are asked to provide on this page is voluntary, it helps us comply with mandated federal and state reporting regulations. Providing this information will not adversely affect your opportunities for employment.

GENDER: Male Female

PROTECTED CLASS: Over 40

RACE or ETHNICITY:

Primary	All that apply
<i>The first category you select from the list will be designated as your primary race/ethnicity.</i> <i>If you choose more than one race/ethnicity, please change your primary, if needed.</i>	American Indian or Alaska Native (Not Hispanic or Latino)
	Asian (Not Hispanic or Latino)
	Black or African-American (Not Hispanic or Latino)
	Hispanic or Latino
	Native Hawaiian or other Pacific Islander (Not Hispanic or Latino)
	White (Not Hispanic or Latino)

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

If yes, you **MAY** be eligible for Veteran Preference points in the recruitment and selection process for this position. Lane County will **NOT** award preference points unless you request them and submit the necessary documentation.

PLEASE ASSIST US IN EVALUATING THE EFFECTIVENESS OF OUR ADVERTISING BY SELECTING THE FIRST SOURCE WHERE YOU LEARNED ABOUT THIS EMPLOYMENT OPPORTUNITY FROM THE BOX BELOW. THIS INFORMATION IS NOT PART OF THE APPLICANT EVALUATION PROCESS FOR THIS POSITION

I first learned about this opportunity via: (**choose only ONE**)

The Register Guard	The Asian Reporter	Lane County Website
The Oregonian	Idaho Statesman	Lane County Human Resources Office
Jobs Available	Roseburg News-Review	Lane County Job Line
El Hispanic News	La Grande Observer	Telephone Inquiry To Lane County
Statesman Journal	Indian Country Today	Oregon Employment Department
The Skanner	East Oregonian	Job/Career Fair
Bend Bulletin	The Siuslaw News	Mailer
Public Sector Job Bulletin	Sacramento Bee	Radio Ad
Arizona Republic	Gazette Times	MetroTV – Channel 21
El Latino de Hoy	Albany Democrat Herald	Other
Medford Mail Tribune	The Spokesman Review	Lane County Employee
		Who?