



Clear Form

Print Form

Application for Employment
Extra Help Workers - County Clerk's Office
(August 2020)

Name: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_ Referred by \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Emergency Contact Phone \_\_\_\_\_

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

- Checkboxes for job areas: Elections Customer Service / Data Entry, Deeds and Records Clerk Assistant, Board of Property Tax Appeals Clerk Assistant, Elections Ballot Pick-Up, Elections Back Shop Worker, Elections Board Room Worker, Elections Ballot Counting Equipment Operator.

Descriptions of these jobs, including pay and qualifications, can be found at www.lanecounty.org/elections.

- 1. Do you have a valid Oregon Driver's License? YES NO
2. Have you served in the United States Armed Forces? YES NO
3. Are you a member of PERS? YES NO

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 \_\_\_\_\_

Interview Date: \_\_\_\_\_
Typing Speed: \_\_\_\_\_
Registered Voter: \_\_\_\_\_

OFFICE USE ONLY

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:

Employer Name and Address:

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
  
2. Describe your work experience that shows your ability to understand and accurately carry out oral and written instructions. Include an example where your primary responsibility involved accuracy.
  
  
  
  
  
  
  
  
  
3. Describe your work experience which required you to work as a member of a team to accomplish a task.
  
  
  
  
  
  
  
  
  
4. Describe your computer experience including software programs you have used.

Please return this completed application to either:

Lane County Elections  
275 W 10<sup>th</sup> Ave  
Eugene OR 97401  
541-682-4234

-OR-

Lane County Deeds & Records  
125 E 8<sup>th</sup> Ave  
Eugene OR 97401  
541-682-3654