



TILLAMOOK PEOPLE'S UTILITY DISTRICT

Application for Employment

College Work Program

EQUAL EMPLOYMENT OPPORTUNITY: It is our policy to seek and employ the best qualified personnel and to provide equal employment opportunity for the advancement of employees and to administer all of our personnel policies in a manner that will not discriminate against any person because of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all program), or any other legally protected characteristic or status unless it is a bona fide occupational requirement reasonably necessary to the operation of the District.

The following is a list of required documents. Applicants who do not complete and submit the entire application packet by the deadline will not be considered.

- College Work Program Employment Application
 - The fillable application form is also available online at <https://www.tpud.org/about-us/job-openings>
- Essay (300-400 words)
 - Explain why you selected your field of study
 - Share your thoughts about working for Tillamook PUD
 - Indicate your commitment to employment during your breaks at college or vocational school
- Three (3) Letters of Recommendations
 - School Counselor or Administrator
 - Employer, Coach or Teacher
 - Personal Reference (excluding school officials or family members)
- High School Transcript (*official*)

Date of Application

Email Address

First Name

Middle Name

Last Name

Mailing Address

State

Zip

Phone Number

Anticipated Degree

Current High School

University/College You Will be Attending in the Fall

If you are hired, are you prepared to present evidence within three days of beginning work showing that you are legally authorized to work in the United States?

Yes

No

EMPLOYMENT EXPERIENCE

Start with your present position and work back in time. If you are currently unemployed, write "unemployed" in the section directly below.

Employer:
City/State:
Position Held:
Supervisor/Telephone Number:
Reason for Leaving:

Dates Employed	
From:	To:
Work Performed:	

Employer:
City/State:
Position Held:
Supervisor/Telephone Number:
Reason for Leaving:

Dates Employed	
From:	To:
Work Performed:	

Employer:
City/State:
Position Held:
Supervisor/Telephone Number:
Reason for Leaving:

Dates Employed	
From:	To:
Work Performed:	

If you need additional space, please continue on a separate sheet of paper.

VERIFICATION AND SIGNATURE

1. I authorize the investigation of all matters, which the PUD deems relevant to my qualifications for employment, including all information given in this application and in any attachments, supporting documents or interviews. I authorize you to request and receive such information and I release from all liability any persons (such as current or former supervisors, coworkers, etc.), employers, or other entities (schools, etc.) supplying it. I also release you from all liability that may result from making the investigation.
2. I certify that all of the information given in this application and in any attachments, supporting documents or interviews is (or will be) true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statements or omissions, generally will result in denial of employment, withdrawal of any offer of employment, or immediate termination, regardless of when and how discovered.
3. I understand that I may be required to submit to pre- or post-employment physical and other professional examinations. I agree to such examinations or inquiries at the PUD's expense. I authorize the release of the results to the PUD and their use to evaluate my suitability for employment. I also release the PUD from all liability arising out of or connected with any examinations or inquiries.
4. I understand that I may resign or be terminated, without cause or notice, at any time, unless otherwise stated in a collective bargaining agreement or a written employment contract. I also understand that the PUD Board of Directors is the only body that will ever have the authority to agree to any other terms and/or to enter into such agreements or contracts and that all such agreements (collective bargaining agreements or agreements for other terms of employment) or contracts must be in writing and signed by both parties. I also understand that unless otherwise stated in a collective bargaining agreement or a written employment contract, the PUD may change, withdraw, and interpret other policies (including wages, hours, and working conditions) as it deems appropriate.
5. This application will only be considered active for the duration of the recruitment and selection period for the position I am applying for. I understand that I must complete and submit a new employment application if I want to be considered for another opening.
6. I understand and agree that if I am hired, the statements in these paragraphs will become a binding part of my employment relationship. I have also reviewed all of the information provided in this application and in any attachments or supporting documents.

Yes No

Signature: _____ Date: _____

Applications May Be Submitted By:

Mail: Tillamook People's Utility District,
 Attn: Marissa Durrer College Work Program Coordinator
 P.O. Box 433, Tillamook, OR 97141
 In Person: 1115 Pacific Avenue, Tillamook, OR

Tillamook People's Utility District is an equal opportunity provider and employer.

M:\Administrative\HR\Forms\Applications\College Work Program Application\Feb 2020