



TILLAMOOK PEOPLE'S UTILITY DISTRICT

Application for Employment

High School Student Position

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.

- **Student must be a senior in the 2020/2021 school year.**
- **Please include one letter of recommendation.**
- **Complete separate applications if applying for more than one position.**
- **Applications that are incomplete or unsigned will not be considered.**
- **The fillable application form is available online at <https://www.tpud.org/about-us/job-openings>**

Office

Warehouse

Mechanic - Shop Helper

Date of Application	Date Available to Work		
Last Name	First Name	Middle Name	
Mailing Address	City	State	Zip
Phone Number	Phone Number	Email Address	
Current High School	Expected Graduation Date		

Are you 18 years of age or older?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
May we contact your current employer (if applicable)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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	<input type="checkbox"/>	No	<input type="checkbox"/>

IMPORTANT: Applicants with disabilities may request any reasonable accommodation necessary to complete this application, or to take any test for the position for which the applicant has applied, by making a request at the time of application or testing.

QUALIFICATIONS

Please list any education, training, and/or specialized experience (such as specific classes, offices, volunteer groups, hobbies, etc.) you feel would help you perform the work for which you are applying.

Relevant Education or Training

Where Did You Acquire It?

(Name of school, program or volunteer organization)

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List Three References (name, address, phone number)

How Did You Learn About This Position?

Specialized Skills: *(Please check and/or list all that apply.)*

<input type="checkbox"/> Computer	<input type="checkbox"/> Microsoft Word	Other:
<input type="checkbox"/> Calculator	<input type="checkbox"/> Excel	
<input type="checkbox"/> Keyboarding	<input type="checkbox"/> Access	
Speed _____ WPM	<input type="checkbox"/> PowerPoint	

EMPLOYMENT AND VOLUNTEER EXPERIENCE

Start with your present position and work back in time. If you are currently unemployed, write "unemployed" in the section directly below. Include volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disability, or other protected status.

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 which 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, Human Resources Department
P.O. Box 433, Tillamook, OR 97141
E-Mail: jobs@tpud.org
Fax: 503-815-6000
In Person: 1115 Pacific Avenue, Tillamook, OR

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