



TILLAMOOK PEOPLE'S UTILITY DISTRICT

Application for Employment

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.

REASONABLE ACCOMMODATION: 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.

VETERANS PREFERENCE: As a public employer, Tillamook People's Utility District provides qualifying veterans and disabled veterans with preference in employment in accordance with Oregon law, ORS 408.225, 408.230, and 408.235; OAR 105-040-0010 and 105-040-0015. To receive the veteran's preference, qualifying veterans and disabled veterans must submit as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the U.S. Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's public employment preference letter from the U.S. Department of Veterans Affairs unless the information is included in the DD Form 214 or 215. This documentation must be included with a timely submitted job application.

POSITION APPLIED FOR (Position must be clearly indicated and open at the time of application. If applying for more than one position, a separate application must be submitted for each.)

Date of Application

Last Name

First Name

Middle Name

Mailing Address

City

State

Zip

Telephone Numbers (s)

Date Available to Work

E-Mail Address

Are you 18 years of age or older?

Yes No

Have you ever worked for Tillamook PUD?

Yes No

May we contact your current employer?

Yes No

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

Yes No

CRIMINAL HISTORY

A criminal history and background check may be completed as part of the hiring process.

QUALIFICATIONS

Please list any education, training, and/or specialized experience (such as schools; colleges; degrees; licenses; vocational, technical or military experience; hobbies; etc.) you feel would help you perform the work for which you are applying.

DEGREES, LICENSES, RELEVANT
EDUCATION OR TRAINING

WHERE DID YOU ACQUIRE IT?

(Name/address of school, program, military branch, and specialty, etc.)

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|-------|-------|
| _____ | _____ |
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KNOWLEDGE AND ABILITIES RELEVANT TO THE POSITION APPLIED FOR:

(Please Include Bi-Lingual Abilities):

DRIVING POSITIONS: (Answer only if driving is an essential part of the job.)

Do you have a Commercial Driver's License (CDL)?

Yes No

Class A _____ Class B _____

If no, is there any reason that would prevent you from obtaining one?

Yes No

SPECIALIZED SKILLS: (Please check and/or list all that apply.)

| | |
|--|---|
| <input type="checkbox"/> Computer | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Calculator/10-Key | <input type="checkbox"/> Excel |
| <input type="checkbox"/> Keyboarding | <input type="checkbox"/> Access |
| Speed _____ WPM | <input type="checkbox"/> PowerPoint |

Other:

EMPLOYMENT EXPERIENCE

Start with your present position and work back in time. If you are currently unemployed, write "unemployed" in the section directly below. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disability, or other protected status. Be sure to explain breaks in employment.

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

| Dates Employed | |
|-----------------|-----|
| From: | To: |
| Work Performed: | |

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|------------------------------|
| Employer: |
| City/State: |
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| Reason for Leaving: |

| Dates Employed | |
|-----------------|-----|
| From: | To: |
| Work Performed: | |

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

| Dates Employed | |
|-----------------|-----|
| From: | To: |
| Work Performed: | |

ADDITIONAL EMPLOYMENT EXPERIENCE

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

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

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| Dates Employed | |
| From: | To: |
| Work Performed: | |

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

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| Dates Employed | |
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| Supervisor/Telephone Number: |
| Reason for Leaving: |

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|-----------------|-----|
| Dates Employed | |
| From: | To: |
| Work Performed: | |

VERIFICATION AND SIGNATURE

1. I authorize the investigation of all matters that 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, 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.