

NORCOR Application For Employment

PLEASE PRINT CLEARLY IN DARK INK.

Please read each question carefully and have your signature notarized before returning them to our office. Submit a separate application (photocopy acceptable) for each recruitment announcement. If your application materials do not clearly show you meet the qualifications of the job for which you are applying, your application will not be accepted.

Full Name:

Position Applied For: Date:

Street Address:

City: State: Zip:

Mailing Address:

Home Phone: Mobile: Work:

Nick Name(s):

Maiden Name:

Other Names Used:

Drivers License #: State of Issue:

Are you able to work all shifts? Yes: No:

Please list all addresses where you have lived during the past ten (10) years, beginning with your current address. List date by month and year. Address including City & State.

From (date)	To (date)	Address	City	State	Zip code

The information you provide on the following pages will be used primarily to evaluate whether you meet the minimum qualifications listed in the “to qualify” section of the recruitment announcement. Starting with your current or most recent job, list all your jobs (paid or volunteer) for the last ten (10) years (or whatever period of time you’ve worked, if less than ten (10) years). If you gained any of the qualifying experience more than ten (10) years ago, be sure to include those jobs as well.

- If you held more than one position within the same company, list duties and time spent for each position as a separate job in the work history.
- Clearly describe all your duties.
- Indicate the percentage of time you spent doing the duties that qualify you for this job if they were not your main duties. (See “to qualify” section of the recruitment announcement.)

Examples: bookkeeping 4 hours out of 40 hour week = 10%; or 5 hours out of a 20 hour week = 25%.

- Credit for work that is less than full-time is pro-rated based on a 40-hour week. If you worked more than 40 hours a week, you will be given credit for 40 hours.
- If your hours vary, indicate the average number of hours worked per week. Do not give a range of time (i.e. 20-30 hours) or “varies.”
- Complete each box. A resume will not substitute for the completion of the work history section.
- If you do not provide all the information in the “work history” section, no credit will be given for that job.
- If you need additional space to list job duties, attach a separate sheet, clearly identifying the job number you are describing.
- Copy the “work history” page if you need to list more jobs. Be sure to identify additional jobs by numbering them 6, 7, 8, etc.
- Your application materials must be received at the address listed in the “how to apply” section of the recruitment announcement by the date and time stated or it may not be accepted.
- Keep a copy of your application materials for interview(s). COPIES WILL NOT BE PROVIDED.

EMPLOYMENT HISTORY

Present Employer: Previous Employer: May we contact?: Yes: No:

Name of Employer:

Employer Location:

Kind of Business:

Your Job Title:

From (month/year): To (month/year):

Total time in position/Average of hours worked per week:

Supervisor's Name & Phone Number:

If supervisory position, please check areas for which you were responsible:

- Assigning & Reviewing Work
- Handling Disciplinary Problems
- Rating Work Performance
- Responding To Grievances
- Hiring/Recommending Hiring

IF YOU CHECKED ANY OF THESE ITEMS, LIST THE NUMBER OF EMPLOYEES AND THEIR JOB TITLES

Number of Employees You Supervised:

Job Titles:

Duties: (please list all duties you performed. No credit will be given if this section is not complete):

Reason for leaving this position:

EMPLOYMENT HISTORY

Present Employer: Previous Employer: May we contact?: Yes: No:

Name of Employer:

Employer Location:

Kind of Business:

Your Job Title:

From (month/year): To (month/year):

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EDUCATION/TRAINING HISTORY

List colleges, military, trade, business or other schools attended.

Do you have a: High School Diploma: GED:

High School Attended:

City & State:

College Attended:

City & State: Year:

Quarter & Credits Completed: Major/Minor:

Degree Received & Date:

College Attended:

City & State: Year:

Quarter & Credits Completed: Major/Minor:

Degree Received & Date:

LICENSE/REGISTRATION/CERTIFICATES

List professional License, registration, certificate, Oregon Commercial Driver's License (CDL), etc.

Description	State	Number	Expiration
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SPECIALIZED SKILLS

List skills or knowledge that show your ability to perform the job for which you are applying (such as typing speed, computer languages or software programs, foreign languages, etc.)

Can you type? Yes: No: If yes, how many words per minute?:

Computer Skills? Yes: No:

If yes, software used:

List other schools attended (trade, vocational, business, etc.) Give name and address of schools, year attended, course of study, and any degree of certificate earned:

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Have you ever applied for employment with this or any other law enforcement agency? Yes: No:

If yes, give agency name, date(s), and known status of application:

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MEMBERSHIP IN ORGANIZATIONS: (PAST & PRESENT)

Name & Address	Type: Social, fraternal, professional, etc	Dates From:	Dates To:

FOREIGN LANGUAGES

Language	Reading	Speaking	Understanding	Writing

List any other special skills or qualifications you may possess which may better prepare you for this job:

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ARRESTS OR CONVICTIONS

Have you ever been arrested?: Yes: No:

If you answered yes above, explain each incident, include the nature of the incident (such as type of crime, citation, etc.) the date of occurrence, the police agency (city and state), and the reason or disposition of the case.

I, Date:

Do hereby authorize the Northern Oregon Regional Corrections Facility to conduct a full background investigation of my past activities. This investigation will include but not be limited to checking my fingerprints and any previous criminal records with the Federal Bureau of Investigation, Oregon State Police, and any other law enforcement agencies, my financial records, and medical records. I also authorize NORCOR to interview my family members including parents, spouse, former spouses, children, other relatives, as well as my associates, employers, former employers, acquaintances, neighbors, teachers or other officials of any educational institution I have attended. I specifically authorize any of these persons to allow NORCOR or his/her agents to inspect any and all records in their possession that pertain to my employment record and other records they may request including birth certificate, operator's license, diplomas, transcripts, or certificates that verify educational achievements, and any documents pertaining to dishonorable discharge from military service.

It is also understood and agreed that I completely release and absolve NORCOR and his/her agents of any liability which may arise from the conduct of this investigation. The determination of my suitability for employment will be at the discretion of NORCOR and will accept his/her decision without reservation and with the full knowledge that this is final.

I solemnly swear or affirm that all the information I have provided in this application/questionnaire is complete and true to the best of my knowledge and belief. I further understand that my providing any false, misleading or incorrect information will render this application/questionnaire void and may be cause for immediate dismissal and possible criminal charges under Oregon Revised Statute laws. I further understand that I waive my right or opportunity to read or review any background investigation report, or parts thereof, prepared by NORCOR or their designee. I also understand that I will be given NO FEEDBACK or results other than being notified of passing or not passing.

Print Name: _____

Signature: _____

CERTIFICATION AND SIGNATURE

I understand that any verbal or written statement that is false, fraudulent or misleading that is contained in this application or attached materials, or made in the course of any employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment, or dismissal from state service if discovered after employment, and under some circumstances, may result in prosecution for a crime.

- I certify that statements contained herein are true and complete whether made by me or others at my request.
- I understand that if hired, I must prove that I am legally authorized to work in the United States.
- I authorize NORCOR to check employment references and verify education information provided on this employment application and as disclosed in the interview process.
- I authorize NORCOR to check my driving record if the position for which I am applying requires driving.
- You may be asked to submit to a pre-employment drug test, a credit history check and / or criminal history background check as a condition of employment.
- I release NORCOR and all providers of information from any liability as a result of furnishing and receiving any information related to NORCOR'S hiring process.
- By electronically submitting my application materials, I agree to the conditions stated in this "Certification and Signature" section, and this section is enforceable as if I had signed below.
- I also understand that no representative of NORCOR has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current individual written agreement signed by the NORCOR administrator.

Signature (MUST BE IN INK):

Date:

KEEP A COPY OF YOUR APPLICATION FOR INTERVIEWS. COPIES WILL NOT BE PROVIDED.

YOUR APPLICATION MUST BE RECEIVED AT THE ADDRESS LISTED ON THE RECRUITMENT ANNOUNCEMENT BY THE CLOSING DATE.

This application is valid for only ninety (90) days from the date I signed. If I want to be considered for job openings more than ninety (90) days from date signed, I will submit a new application.

Thank you for your interest in jobs with NORCOR.