



City of Rufus
304 W. 2nd Street
PO Box 23 Rufus, OR 97050
(541)739-2321
rufusrecorder@Gmail.com
www.Rufuscityhall.com

The City of Rufus is an equal opportunity employer. The City of Rufus does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name _____ Date _____

Address _____

E-mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? ___Yes ___No

Are you at least 18 years of age? ___Yes ___No

Have you ever been terminated from employment or asked to resign by an employer? ___Yes ___No

If yes, please provide company names and details _____

Can you work any shift? ___Yes ___No If no, explain: _____

Can you work overtime, including weekends? ___Yes ___No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? ___Yes ___No

EMPLOYMENT DESIRED

Date you can start _____ Hourly rate/Salary desired _____

Position desired _____

Are you currently employed? ___ If so may we inquire of your present employer? _____

REFERRAL SOURCE

How did you hear about us? ___Walk In ___ Advertisement Referral Other

Have you ever worked for this company before? ___Yes ___No Explain _____

Do you know anyone who works for our company? Yes No If yes, who? _____

EDUCATION	Name and location of school	No. of yrs. Attended	Degree Received	Subjects studied/Major
High School				
College or University				
Trade, Business or Correspondence School				

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time.

From	To	Employer Name	Telephone
			()

Job Title	Address
Immediate supervisor and title	Summarize the nature of work performed and job responsibilities
Reason for leaving	

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Summarize the nature of work performed and job responsibilities

Reason for leaving

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

REFERENCES

Give the names of three persons not related to you, whom you have known at least three (3) years.

Name

Address, Phone, Email

Company

Years Acquainted

1

2

3

Please read carefully before signing

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for The City of Rufus to hire me. If I am hired, I understand that either The City of Rufus or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of The City of Rufus has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to The City of Rufus true and complete information on this application. No requested information has been concealed. I authorize The City of Rufus to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____