



|                            |  |   |
|----------------------------|--|---|
| Employer                   | Immediate Supervisor and Title   | May we contact for reference?<br><input type="checkbox"/> yes <input type="checkbox"/> no |
| Address                    |  | Phone   |
| Job Title                  | From: Mo. ____ Yr. ____ Full-time Part-time (circle one)<br>To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____ | Starting pay<br>Ending pay  |
| Description of job duties: |  |   |
| Reason for leaving:        |  |   |
| Employer                   | Immediate Supervisor and Title   | May we contact for reference?<br><input type="checkbox"/> yes <input type="checkbox"/> no |
| Address                    |  | Phone   |
| Job Title                  | From: Mo. ____ Yr. ____ Full-time Part-time (circle one)<br>To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____ | Starting pay<br>Ending pay  |
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| Description of job duties: |  |   |
| Reason for leaving:        |  |   |

## REFERENCES

List the names of three persons other than former employers and relatives having knowledge of your character, experience, or ability.

| NAME | ADDRESS | RELATIONSHIP | PHONE |
|------|---------|--------------|-------|
|      |         |              |       |
|      |         |              |       |
|      |         |              |       |

Do you claim veteran's preference?                      Yes    No    (circle one)  
 (Copy of Federal DD 214 or 215 or a veteran's disability preference letter from the US Department of Veterans Affairs **must** be attached.)

Have you ever been convicted of a felony?    Yes    No    (circle one)  
 (Please exclude cases processed in the juvenile court or expunged convictions.)

**Conviction does not necessarily disqualify you from employment.**

## RELEASE OF INFORMATION

I understand that this application does not represent a contract of employment. I also understand that if I am employed by the City of Hillsboro, my employment can be terminated with or without cause during my probationary period or seasonal/temporary status of employment, and thereafter in accord with City policy which may be revised by the City periodically.

I affirm that each answer to the questions incorporated into this application and all other information otherwise furnished by me is and shall be true, complete, and correct. I understand that falsification, misrepresentation or omission of information on my application may result in disqualification of my application, or dismissal from employment if I am employed. I also understand that failure to sign the application form below may disqualify me from the employment selection process. Within not more than three (3) days of employment, I will provide proof as required on the US Government, I-9 Form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with federal Law, I understand that I will be terminated.

I understand that criminal and civil court/law enforcement records, motor vehicle driving records, education verification and reference checks will be conducted on final candidates prior to an offer of employment.

I have read and understand that by signing this application, I authorize the City of Hillsboro to conduct and hold the City of Hillsboro harmless from any result of the reference and background check that the City makes. I hereby authorize and release from all and any liability whatsoever all former employers and their employees, educational institutions, law enforcement agencies, and/or other government agencies, who I hereby request to provide/release information to and candidly respond to any inquiries of the City of Hillsboro and its agents regarding my employment, character, job performance, ability, education, criminal and civil court/law enforcement records, and motor vehicle records, that may be in their possession.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF HILLSBORO**  
**EQUAL OPPORTUNITY EMPLOYMENT INFORMATION**

The City of Hillsboro is subject to various state and federal rules and regulations requiring non-discrimination in employment. Pursuant to these rules and regulations, the City of Hillsboro hereby invites you to voluntarily provide information regarding your race/ethnic composition and gender.

The City of Hillsboro is an equal opportunity employer. All employment decisions are based on qualifications and are made without regard to race, religion, color, sex, sexual orientation, gender identity, marital status, familial status, domestic partnership, national origin, political affiliation, age, genetic information, mental or physical disability, credit history or source of income. As required by law, any information that you provide on this form will be treated as confidential and will be stored separate from all personnel information. This information will be used only to demonstrate compliance with applicable state and federal rules and regulations.

**YOUR COOPERATION IS STRICTLY VOLUNTARY.**

**POSITION APPLIED FOR:** \_\_\_\_\_.

**HOW DID YOU INITIALLY LEARN OF THIS JOB OPENING?:** (Check only one source)

*The Oregonian*    *The Argus*    Internet    City employee    City Website   Other: \_\_\_\_\_

**SEX:**  Male    Female

**RACE CATEGORY:**

- |   |   |
|---|---|
| <input type="checkbox"/> WHITE  | A person having origins in any of the original people of Europe, Northern Africa, or the Middle East.   |
| <input type="checkbox"/> BLACK OR AFRICAN AMERICAN                    | A person having origins in any of the black racial groups of Africa.  |
| <input type="checkbox"/> HISPANIC OR LATINO (All races)               | A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.  |
| <input type="checkbox"/> HISPANIC OR LATINO<br>(White race only)      | A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.   |
| <input type="checkbox"/> HISPANIC OR LATINO<br>(All other races)      | A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.  |
| <input type="checkbox"/> ASIAN  | A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| <input type="checkbox"/> AMERICAN INDIAN<br>OR ALASKAN NATIVE         | A person having origins in any of the original peoples of North American and South America (including Central America), and who maintains tribal affiliation or community attachment.   |
| <input type="checkbox"/> NATIVE HAWAIIAN OR<br>OTHER PACIFIC ISLANDER | A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  |

***An Equal Opportunity Employer***

*We are dedicated to a policy of non-discrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity, marital status, familial status, domestic partnership, national origin, political affiliation, age, genetic information, mental or physical disability credit history, or source of income.*

**THIS DATA WILL BE KEPT IN A SEPARATE CONFIDENTIAL FILE FROM YOUR  
EMPLOYMENT APPLICATION DURING THE SELECTION PROCESS.**