



APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer, the City of Dallas does not discriminate in employment with regard to race, color, sex, marital status, age, religion, national origin, or mental or physical disability.

City of Dallas
City Manager's Office
187 SE Court Street
Dallas, Oregon 97338
503-623-2338

DIRECTIONS: Answer each question as completely as possible. If a question is not applicable to you, write NA (not applicable). Resumes may be attached to the application form, but please be sure that all requested information is provided. If additional space is needed, attach a supplemental sheet.

Position Applied for: _____

Continue to Attached Application...

APPLICANT INFORMATION

NAME (LAST, FIRST, MIDDLE)

ADDRESS (STREET, CITY, STATE, ZIP)

DATE APPLICATION COMPLETED	DATE AVAILABLE	SOCIAL SECURITY NUMBER
----------------------------	----------------	------------------------

STATE OF BIRTH

TELEPHONE NUMBER	MESSAGE NUMBER	DRIVERS LICENSE NUMBER	STATE
------------------	----------------	------------------------	-------

CAN YOU PERFORM THE TASKS OF THIS POSITION WITH OR WITHOUT AN ACCOMMODATION? PLEASE EXPLAIN:

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES NO

IF YES, PLEASE EXPLAIN FULLY BELOW: (EXCLUDE THOSE CASES PROCESSED IN JUVENILE COURT AND MINOR TRAFFIC VIOLATIONS). CONVICTION DOES NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT.

SALARY EXPECTED:

EDUCATION

Describe your education or training related to the position for which you are applying, including colleges, business, technical, trade, military, or other schools attended. If you are now in school, include present term.

NAME AND LOCATION OF HIGH SCHOOL:

DID YOU GRADUATE? YES NO

IF YOU DID NOT GRADUATE, DO YOU HAVE A CERTIFICATE OF EQUIVALENCE (GED)? YES NO

SCHOOLS ATTENDED AFTER HIGH SCHOOL FOR SPECIAL TRAINING:

SCHOOL NAME AND LOCATION	DATES ATTENDED	HOURS COMPLETED	MAJOR COURSE	DEGREE OR CERTIFICATION
	FROM TO	SEM QTR	OF STUDY	RECEIVED

IF APPLICABLE, WHAT IS YOUR TYPING SPEED?

IF APPLICABLE, WHAT IS YOUR SHORTHAND SPEED?

EMPLOYMENT HISTORY

Beginning with your present or most recent job, list all jobs separately, including on-the-job training, volunteer work, and military experience. Please be sure you describe completely in the section below, the duties you performed which demonstrate that you have the knowledge and skills to perform the duties of the job for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Supplemental pages listing additional work experience may be attached if allotted space is not adequate.

EMPLOYER:

ADDRESS:

YOUR TITLE:

SUPERVISOR'S NAME:

DATES EMPLOYED - FROM:

TO:

FULL TIME

PART TIME

HOURS PER WEEK:

STARTING SALARY:

ENDING SALARY:

DUTIES (PLEASE BE SPECIFIC):

REASON FOR LEAVING:

EMPLOYER:

ADDRESS:

YOUR TITLE:

SUPERVISOR'S NAME:

DATES EMPLOYED - FROM:

TO:

FULL TIME PART TIME

HOURS PER WEEK:

STARTING SALARY:

ENDING SALARY:



DUTIES (PLEASE BE SPECIFIC):

REASON FOR LEAVING:

EMPLOYER:

ADDRESS:

YOUR TITLE:

SUPERVISOR'S NAME:

DATES EMPLOYED - FROM:

TO:

FULL TIME PART TIME

HOURS PER WEEK:

STARTING SALARY:

ENDING SALARY:



DUTIES (PLEASE BE SPECIFIC):

REASON FOR LEAVING:

EMPLOYER:			
ADDRESS:			
YOUR TITLE:		SUPERVISOR'S NAME:	
DATES EMPLOYED - FROM:	TO:	FULL TIME	PART TIME
HOURS PER WEEK:	STARTING SALARY:	ENDING SALARY:	
DUTIES (PLEASE BE SPECIFIC):			
REASON FOR LEAVING:			



EMPLOYER:			
ADDRESS:			
YOUR TITLE:		SUPERVISOR'S NAME:	
DATES EMPLOYED - FROM:	TO:	FULL TIME	PART TIME
HOURS PER WEEK:	STARTING SALARY:	ENDING SALARY:	
DUTIES (PLEASE BE SPECIFIC):			
REASON FOR LEAVING:			

REFERENCES

List the names of three people other than former supervisors or relatives having knowledge of your character, experience, or ability:

NAME	BUSINESS	ADDRESS	TELEPHONE NUMBER
------	----------	---------	------------------

LIST ANY SKILLS YOU HAVE WHICH ARE PERTINENT TO THE JOB FOR WHICH YOU ARE APPLYING. USE THE SPACE BELOW TO PROVIDE ADDITIONAL DETAILS OR CLARIFICATION OF ANY PORTION OF THE APPLICATION FORM:

I hereby certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. I authorize the City of Dallas to take any necessary and appropriate investigations to verify the information I provide in my employment application and to investigate my personal and professional background, including any criminal records and past employment records. I also release the City of Dallas and any persons, companies, or corporations supplying the above information from all liability pertaining to information concerning my background.

You have the right to make a written request, within a reasonable period of time after receiving this notice, for additional disclosures as to the nature and scope of any consumer report(s) we obtain. You are also entitled to receive a copy of the Federal Trade Commission's publication, "A Summary of Your Rights Under the Fair Credit Reporting Act" which is provided to you with this application. You may have additional rights under state law.

SIGNATURE:

DATE:

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- You can dispute inaccurate items with the source of the information. If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.

- Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

END