



**2543 Shasta Way, Klamath Falls, Oregon 97601**

*This District is an Equal Opportunity Provider*

Please complete application. Each section MUST be completed for consideration. An incomplete application will not be considered. Applicants are encouraged to attach resumes or other documentation for consideration.

Position Applying for: \_\_\_\_\_

Name(Last, First, MI): \_\_\_\_\_

Have you ever used another name?                 Yes                 No

If Yes, list any assumed name, nickname, maiden, or other married names: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long did you live at this address: \_\_\_\_\_ Years \_\_\_\_\_ Months

Telephone Number: \_\_\_\_\_ Alternative Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you ever applied or worked for this District before:   If Yes, when \_\_\_\_\_

Social Security Number \_\_\_\_\_ Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Have you ever been convicted of a crime:

If Yes, Please provide detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education & Training**

High School Name: \_\_\_\_\_

City and State: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_                         Diploma                         GED

College Name: \_\_\_\_\_

City and State: \_\_\_\_\_

Degree or Number of Credits: \_\_\_\_\_ Major: \_\_\_\_\_

Trade or Technical School Name \_\_\_\_\_

City and State: \_\_\_\_\_

Certification, Diploma: \_\_\_\_\_ Major Study Area: \_\_\_\_\_

## Employment History

List employment information beginning with your current or most recent employer first for a minimum period of the past 10 years. If applicable list temporary or volunteer positions. If Self Employed, list name of company and business references.

Attach separate sheet if necessary.

1. Most Recent or Current Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Position Held: \_\_\_\_\_

May we contact this employer?

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving (even if still employed, why are you seeking other employment)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Next Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Position Held: \_\_\_\_\_

May we contact this employer?

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving (even if still employed, why are you seeking other employment)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Next Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Position Held: \_\_\_\_\_

May we contact this employer?

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving (even if still employed, why are you seeking other employment)? \_\_\_\_\_

\_\_\_\_\_

4. Next Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Position Held: \_\_\_\_\_

May we contact this employer?

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving (even if still employed, why are you seeking other employment)? \_\_\_\_\_

\_\_\_\_\_

Have you ever been terminated or asked to resign from any job?

If yes, please explain circumstances: \_\_\_\_\_

\_\_\_\_\_

Fully explain any gaps in your employment history: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## References

List three references (not related):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Years known: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Years known: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Years known: \_\_\_\_\_

Email Address: \_\_\_\_\_

## THIS DISTRICT IS AN EQUAL OPPORTUNITY PROVIDER

Klamath 9-1-1 Communications District does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities.

### Veterans' Preference (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

## CERTIFICATION AND AGREEMENT

I certify all information given on this application and any supporting information is true and complete. I agree that if accepted for employment, I may be discharged if the District, at any time learns of any falsification or material omission in the information I have provided and if discovered prior to acceptance, I would be ineligible for consideration. I agree that, if accepted for employment, I will follow all District policies, rules, procedures, and all other directions. I understand that the District is committed to promoting safety and high professional standards of performance, productivity and reliability. In order to achieve this, all considered candidates must pass mandatory skills based tests and finalists may be subjected to a psychological testing, drug testing and physical testing prior to being hired to assure the applicant meets the mental stability and physical requirements and does not currently have narcotics, sedatives, stimulants, and other controlled substances in their body. I further understand that if I am selected as a finalist with the District, a thorough background investigation will be conducted.

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

**Veterans' Preference Form (ORS 408.230)**

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

**Qualified Veteran Questions:** *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

**ORS 408.225(f)** – I served on active duty with the Armed Forces of the United States:

For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions

For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions

For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service related disability

For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs

For at least one day in a combat zone and was discharged or released from active duty under honorable conditions

And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions

And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

**Qualified Disabled Veteran Questions:** Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)

I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or

I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or

I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

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

Position Applied for: \_\_\_\_\_

## Pre-Employment Background Check Authorization Form

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize Klamath 911 Emergency Communications District and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records.

I, \_\_\_\_\_, authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation or public agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish [Company Name] or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original. I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me.

Signature: \_\_\_\_\_

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

## SUPPLEMENTAL QUESTIONNAIRE

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

Please complete the following questionnaire and return it with your employment application.

1. Please indicate YES or NO on the appropriate line to indicate your response to each of the following statements or questions.
2. If you require reasonable accommodations to answer yes to any of the conditions below, please identify the item and explain the required accommodation on the back of this form.
3. The following conditions are a requirement of the position vacancy, and therefore MUST be met for consideration.

### WORKING ENVIRONMENT

How many words per minute can you keyboard? (Minimum requires 30 WPM): \_\_\_\_\_

Sit for long periods of time? (Normal shift is 8 hours, but can be 12 hours)

Wear a headset? (Continuously for the entire duty shift)

Work in a room with subdued lighting?

Have your work evaluated and constructively critiqued on a regular basis?

Work at a rapid pace over which you have little control?

Work rotating shifts as assigned? (Days of the week and hours of the day, including holidays)

Work mandatory overtime with minimal notice?

Working in emergency services structured breaks, including lunch, are only taken when the emergency call volume allows. Can you work your entire shift under those circumstances?

Deal courteously with irate callers, and not take it personally?

Be able to accept that your action or inaction could result in the loss of human life?

ACKNOWLEDGMENT: By my eSignatures on this document, I verify that I understand that electronic signatures are legally binding and have the same meaning as handwritten signatures. Pursuant to section 11.100 of the Title 21 of the Code of Federal Regulations, this is to certify that I confirm that these electronic signatures are to be the legally binding equivalent of my handwritten signature and that the data on this form is accurate to the best of my knowledge.

**ONCE YOU HAVE COMPLETED THE APPLICATION, YOU WILL NEED TO "SAVE AS" TO YOUR COMPUTER. YOU WILL THEN ATTACH THE SAVED FORM TO A NEW EMAIL ADDRESSED TO: JGIBSON@KC911.US**