

	<p style="text-align: center;">Employment Application</p> <p style="text-align: center;">Please email all application materials to: hr@mcminnvilleoregon.gov</p> <p style="text-align: center;">Applications may be submitted in hard copy at City Hall (230 NE 2nd St, McMinnville OR 97128), Monday – Friday between 8 am and 5 pm.</p> <p style="text-align: center;">Please call 503-434-2328 with any questions.</p>
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Job Applied for:	
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Name (Last, First, MI):	
Mailing Address:	
Telephone:	
Alternate Telephone:	
Email Address:	

Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any written statement that is false, fraudulent, or misleading in this application or attached materials, or made in the course of any related employment process may cause forfeiture of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must prove that I am authorized to work in the United States if I am hired.
- I authorize the City of McMinnville to verify the employment and education information I provided on this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and a criminal history background check, if applicable.

Signature:	Date:
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Education & Training History

Do you have a high school diploma or GED certificate? (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No				
List all high schools, colleges, military, trade, business, or other schools attended:				
<i>Name and Location of School</i>	<i>Course of Study</i>	<i>Credits Earned in Quarter or Semester Hours</i>	<i>Did you graduate?</i>	<i>Degree or certificate received</i>
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Licenses, Registrations, and Certificates

List any required professional license, registration, or certificate associated with the job such as an Oregon Commercial Driver's License (CDL), Oregon Driver's License, etc. Provide a description, issuing state or agency, number, and expiration date.			
Description	Issuing State/Agency	Number	Expiration Date

Specialized Skills and Knowledge

<p>List any specialized skills or knowledge that demonstrate your ability to perform the job for which you are applying. Include applicable software programs, fluency in multiple languages, typing speed, etc.</p>
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Work History

The information provided in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. List ONLY the jobs(s) (paid, military, or volunteer) where you obtained the experience that qualifies you for the job. Clearly describe your duties, starting with your most recent job. Resumes will be accepted only as required on the job announcement and will not be accepted in place of an application. If you need additional space, attach a separate sheet and duplicate the same format used on this application.

Job Title:		
Name of Employer:	Name of Supervisor:	Supervisor's Title:
Employer's Address:	City/State:	Phone Number:
Employed From:	To:	Avg Hrs Worked/Week:
Duties:		
Supervision/Lead Work (check all areas you were responsible for)		
<input type="checkbox"/> Assigning and reviewing work	<input type="checkbox"/> Handling disciplinary problems	<input type="checkbox"/> Hiring or recommending hiring
<input type="checkbox"/> Rating work performance	<input type="checkbox"/> Responding to grievances	<input type="checkbox"/> None of these
Number of employees supervised:		
Job titles of employees supervised:		

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Employed From:	To:	Avg Hrs Worked/Week:
Duties:		
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Confidential Applicant Information

The City of McMinnville is dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, national origin, age, disability, marital status, or any other non-merit factor. Reasonable accommodation will be made to enable successful applicant experiencing a disability to safely and properly perform the job for which they have applied.

The following information is necessary for the City of McMinnville to evaluate its hiring practices and to prepare reports required by law for the federal government. This information is voluntary and will be kept separate and confidential and has no bearing on the outcome of your application. Refusal to provide any information on this page will not subject you to adverse treatment in any aspect of employment with the City of McMinnville.

Name:		
Job Applied For:		
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth:	
Race/Ethnicity: we acknowledge this is an incomplete list and does not provide options for everyone. Please check all that apply.		
<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Black/African American	<input type="checkbox"/> Hispanic/Latino
<input type="checkbox"/> Native American or Alaskan Native	<input type="checkbox"/> White/Caucasian (also includes people who identify as Middle Eastern or North African)	

How did you hear about this opportunity?

<input type="checkbox"/> City of McMinnville's website	
<input type="checkbox"/> Newspaper	Specify Newspaper:
<input type="checkbox"/> Other website	Specify website:
<input type="checkbox"/> Social media	Specify channel:
<input type="checkbox"/> From an existing employee	Specify employee:
<input type="checkbox"/> Other	Specify:

City of McMinnville Veterans' Preference Form

Under Oregon law, veterans who meet minimum qualifications for a position may be eligible for employment preference. If you think you may qualify, please read the following checklist carefully. Check the box for each item that is appropriate. If you need further explanation or have special circumstances, please call Human Resources at (503) 434-2328.

This completed form and the required documentation must be submitted to The City of McMinnville Human Resources Department at the time you submit your application.

- A. QUALIFIED VETERAN QUESTIONS: You may claim veterans' preference if you check at least one of the boxes in the four sections below and provide proof of eligibility by submitting a copy of your DD-214 (or DD 215).**

ORS 408.225(d)

- ☐ *I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days and was discharged or released under honorable conditions; or*
- ☐ *I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability; or*
- ☐ *I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or*
- ☐ *I received a combat or campaign ribbon for service in the Armed Forces of the United States.*

"Active duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

- B. QUALIFIED DISABLED VETERAN QUESTIONS: You may claim additional employment preference if you can check at least one box in each of the three sections below and provide proof of eligibility by submitting both of the documents listed below:**

- 1. A copy of your DD-214 (or 215), Certificate of Release and Discharge, Copy 4, and**
- 2. A public employment preference letter from the United States Department of Veterans' Affairs. To order the letter, call 1-800-827-1000 and request a public employment preference letter.**

ORS 408.225(b)

- ☐ *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 points 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.

Print Name

XXX - XX
Social Security Number - last four

Signature of Applicant

Date

Position Applied for _____

ORS 408.225-230

Preference will not be awarded without the appropriate documentation. You must submit your DD-214 (or 215) in all cases. If you are claiming disabled veteran points, you must also submit the public employment preference letter from the Department of Veteran's Affairs. You will not receive preference without these accompanying documents.

CRITERIA FOR VETERANS' PREFERENCE POINTS

An applicant or an employee seeking a promotion (or other City employment opportunity) **must meet the following eligibility requirements to be awarded Veterans' Preference Points as provided in ORS 408.230 and 408.235. These criteria must be identifiable in a copy of DD Form 214 or DD for 215 (Correction to DD Form 214) and VA Form 802 (if disabled). These forms must be submitted by the closing date for applications. If the information on the applicant's DD Form 214 (or 215) and/or VA form does not support the criteria outlined on this form, preference points will be denied.**

Veteran Status (Must meet all of the following criteria):
[5 points for veteran, 10 points if disabled]

A. Time in Service:

- ☛ **Active Duty Service in armed forces (Army, Navy, Air Force, Marines, or Coast Guard including the reserve components thereof, including Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard of the United States and the Air National Guard of the United States) was more than 178 consecutive days and discharge was under honorable conditions; OR**
- ☛ **Service was for 178 days or less and discharge was under honorable conditions because of a service-connected disability; OR**
- ☛ **Served at least one day in a combat zone and discharge was under honorable conditions; OR**
- ☛ **Received a combat or campaign ribbon for service in the Armed Forces of the US.**

B. Dates of Service:

- ☛ **Applicant is eligible to use the preference provided in ORS 408.230 for a position for which application is made at any time after discharge or release from service in the Armed Forces. Date of discharge on Form DD 214 (or 215) is _____.**
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Disabled Veteran (Proof of Disability must be submitted).

- ☛ **Applicant is entitled to disability compensation from the USVA, or was discharged or released from active duty for a disability incurred or aggravated in the line of duty or was awarded the Purple Heart for wounds received in combat. [10 points for Disabled Veteran.]**
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Promotional Veteran Points: Veterans' points are provided to employees seeking other City positions based on the criteria set forth above for veteran or disabled veteran.

Use of Veterans' Points: There are currently no restrictions on amount of times Veterans' Preference may be used by an applicant or employee.



Pre-employment Investigation/Personal Profile
Police Department
City of McMinnville

Date:

Name:

The following questions are an addendum to the City of McMinnville Police Employment Application Personal History Statement for the position of police officer with McMinnville Police Department Please answer each of the questions by checking "Yes" or "No".

Any questions answered with "Yes" must be thoroughly explained. If necessary, please attach an explanation to this questionnaire.

If there are any willful misrepresentations, omissions, or falsifications of the following questions or explanations, your application will be rejected and you will be disqualified from applying for any future position with the McMinnville Police Department. If after your acceptance for employment, a subsequent investigation should disclose misrepresentation, falsification, or omission, it will be just cause for immediate dismissal.

General

Yes	No	1. Have you ever had any non-Oregon driver's license or identification card issued to you?
Yes	No	2. Have you ever been refused a non-Oregon driver's license?
Yes	No	3. Have you ever applied for a permit to carry a concealed weapon?
Yes	No	4. Have you ever been suspended, expelled, or put on probation from any junior high, high school, or college?
Yes	No	5. Have you ever had automobile insurance canceled or denied?
Yes	No	6. Have you ever been placed in a "high risk" automobile insurance category?
Yes	No	7. Have you ever been notified by the motor vehicles division that your driver's license was about to be suspended or revoked for any reason?
Yes	No	8. Have you ever been a habitual gambler?
Yes	No	9. Have you ever been publicly intoxicated?
Yes	No	10. Have you ever driven while under the influence of intoxicants?
Yes	No	11. Are you now or have you ever participated with an organization that advocates or supports the use of force or other unlawful means to deny anyone their rights under the Constitution of the United States?

Employment

Yes	No	12. Have you previously applied with the City of McMinnville Police Department?
Yes	No	13. Are you unwilling or unable to work rotating shifts, hours, or days off?
Yes	No	14. Would you be incapable of using deadly force, if necessary, in the line of duty?
Yes	No	15. Should this department employ you, do you anticipate any income other than your salary?
Yes	No	16. Do you presently have any income other than your salary?
Yes	No	17. Have you applied for employment with any criminal justice agency? (List agencies on a supplemental page)
Yes	No	18. Have you ever had another criminal justice agency begin or complete a background investigation on you? (List agencies on a supplemental page)
Yes	No	19. Have you ever been denied employment by another criminal justice agency?
Yes	No	20. Have you ever failed, dropped out, or resigned from a law enforcement academy?
Yes	No	21. Have you ever completed a law enforcement academy?
Yes	No	22. Have you ever been discharged from any position?
Yes	No	23. Have you ever been asked to resign from a job?
Yes	No	24. Have you ever resigned to avoid discharge, had a negotiated resignation, or resigned while under suspension or while dismissal proceedings were pending?
Yes	No	25. Have you ever had a probationary period extended for any reason?
Yes	No	26. Have you ever been the subject of a job-related investigation?
Yes	No	27. Have you ever been the subject of a sex or racial harassment complaint?
Yes	No	28. Have you ever had any complaint of unnecessary force or brutality filed against you?
Yes	No	29. Have you ever been demoted in a job?
Yes	No	30. Have you ever received penalty days off?
Yes	No	31. Have you ever had a pay raise delayed or withheld?
Yes	No	32. Have you ever left a job without giving proper notice?
Yes	No	33. Has an employer ever disciplined you?
Yes	No	34. Will any of your past or present employers give you an unfavorable recommendation?
Yes	No	35. Has a previous employer ever informed you that you were ineligible for rehire?
Yes	No	36. Have you ever been counseled or disciplined for sick leave abuse or tardiness?

Yes	No	37. Have you ever had your integrity questioned in an employment setting?
Yes	No	38. Have you ever raised your voice in anger to a co-worker or supervisor?
Yes	No	39. Have you ever been late to work more than four times a year?
Yes	No	40. Have you ever called in sick to work when you were not really sick?

Financial

Yes	No	41. Have you ever received unemployment compensation?
Yes	No	42. Have you ever sued anyone or been sued by anyone?
Yes	No	43. Have you ever had a judgment rendered against you?
Yes	No	44. Have you ever filed for bankruptcy or been declared bankrupt?
Yes	No	45. Have you ever had any of your property repossessed?
Yes	No	46. Have you ever had a debt turned over to a collection agency?
Yes	No	47. Have you ever had your wages garnished?
Yes	No	48. Have you ever been delinquent in paying your taxes?
Yes	No	49. Have you ever failed to file a federal income tax return?
Yes	No	50. Have you ever avoided paying any lawful debt by moving?
Yes	No	51. Have you ever failed to support any child of yours?
Yes	No	52. Have you ever failed to fully repay a student loan?
Yes	No	53. Are there any pending civil actions against you?
Yes	No	54. Have you ever filed a false insurance claim?
Yes	No	55. Have you ever settled a lawsuit out of court in which you received a cash payment?
Yes	No	56. Have you ever settled any civil suit out of court in which you, your insurance company, or anyone else was required to make a cash payment to another party?

Criminal

Yes	No	57. Have you ever been convicted of a crime or an offense?
Yes	No	58. Have you ever been given a trespass warning?
Yes	No	59. Have you ever been given an eviction notice?
Yes	No	60. Have you ever been asked to take a polygraph examination?
Yes	No	61. Have you ever failed a polygraph examination?
Yes	No	62. Have you ever filed a false police report?
Yes	No	63. Have you ever pointed a firearm at another person outside of work in law enforcement or in the military?
Yes	No	64. Have you ever discharged a firearm at another person?
Yes	No	65. Have you ever been arrested or detained for shoplifting?
Yes	No	66. Have you ever been in the presence of anyone using illegal drugs?
Yes	No	67. Have you ever knowingly allowed anyone to possess or use illegal drugs in your home or vehicle?

Yes	No	68. Have you ever struck or injured a person since you were 18 years old?
Yes	No	69. Have you ever disciplined a child and caused bruises or injury?
Yes	No	70. Have you ever furnished alcohol to a minor not in your custodial control?
Yes	No	71. Have you ever been the plaintiff or the defendant of a civil restraining order or stalking order?
Yes	No	72. Have you ever furnished illegal drugs to anyone?
Yes	No	73. Have you ever given or displayed pornographic material to anyone under the age of 18 years?
Yes	No	74. Have you ever been the suspect in any police investigation?
Yes	No	75. Have you ever been charged with a crime?
Yes	No	76. Have you ever had a warrant issued for your arrest?
Yes	No	77. Have you ever been detained, questioned, held on suspicion, fingerprinted or taken into custody by law enforcement officers for any reason other than minor traffic tickets?
Yes	No	78. Have you ever been placed into a diversion program as the result of an arrest?
Yes	No	79. Have you ever been or are you currently under investigation by any law enforcement agency concerning any alleged violation of the law?
Yes	No	80. Have you ever stolen anything worth more than \$50?
Yes	No	81. Have you ever stolen a motor vehicle?
Yes	No	82. Have you ever been the driver or passenger in a vehicle you were not authorized to use?
Yes	No	83. Have you ever been the subject of a federal or state civil rights violation investigation?
Yes	No	84. Have you ever committed any sexual crime?
Yes	No	85. Have you ever or are you now wanted for any reason by any law enforcement agency?
Yes	No	86. Have you ever sold, cultivated, manufactured, or transported any illegal drug?

Answer the following questions if you have ever been in the military or in government defense service.

Military

Yes	No	1. Do you currently hold a secret clearance issued by a federal agency?
Yes	No	2. Have you ever had any type of secret clearance denied or revoked?
Yes	No	3. Have you ever performed duties which required certification under a "Human Reliability" or "Personnel Reliability" (PRP) program?
Yes	No	4. Are you registered with the selective service?
Yes	No	5. Have you ever served in any branch of the armed services?

If you answered "no" to question 5 you do not need to answer questions 6-11.

Yes	No	While in the service were you ever court-martialed?
Yes	No	While in the service were you ever placed under military arrest?
Yes	No	While in the service did you ever receive any type of disciplinary action?
Yes	No	While in the service were you ever reduced in rank or grade?
Yes	No	While in the service were you ever AWOL or on unauthorized leave?
Yes	No	When you left the service could you have re-enlisted if you wanted?

Answer the following without written explanation except for a possible list in the first question.

Yes	No	Have you ever used illegal drugs to include marijuana? If "yes," list what drugs you have used.
Yes	No	Have you used illegal drugs in the last six months?

Signature:

Date: