



Important: Please read entirely before applying.

- ! Announcements and applications are available at the Jackson County Courthouse and on our website at www.jacksoncounty.org
- ! Applications are only accepted for open positions.
- ! A separate application is required for each announcement.
- ! Resume's are NOT accepted in lieu of completed applications.
- ! "See Resume" is not acceptable on your application. However, you may attach sheets to show additional work history if needed.
- ! Please read the position requirements. These are minimum requirements. If your application does not show the skill level and experience required on the announcement, or if you do not attach college transcripts (if applicable), it will not be considered. There are no exceptions.
- ! Applications may be submitted on-line or in the drop box located at the second floor information desk at the Old Courthouse; or mailed to Jackson County, 10 S Oakdale - Room 208, Medford, OR 97501; or faxed to (541)774-6455.
- ! Any hard-copy applications must be received by Jackson County by 5:00 p.m. on the closing date listed on the announcement. On-line applications must be submitted by midnight of the closing date. All others will not be considered.
- ! Anonymous & Voluntary Demographic Information will be processed & kept separately from all applications and will not be used to determine eligibility for any position.
- ! **Due to the large volume of applications received, you will NOT be notified of the results of the recruitment, unless you are selected for an interview. We are unable to give you a status report of your application once it is submitted.**



**ANONYMOUS AND VOLUNTARY
APPLICANT DEMOGRAPHIC INFORMATION**

**JACKSON COUNTY, OREGON
10 South Oakdale, Room 208 - Medford, OR 97501**

The following information is used by Jackson County for compliance and monitoring purposes and to evaluate its hiring practices. Providing this information is strictly voluntary and it will not be used in determining your qualifications for employment. This information is processed and maintained separately from the application.

Announcement Number: _____ **Gender:** Female Male **Age:** _____

Ethnicity:

- American Indian or Alaskan Native - All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- Asian or Pacific Islander - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.
- Black (not of Hispanic origin) - All persons having origins in any of the black racial groups of Africa.
- Hispanic - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- White (not of Hispanic origin) - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Jackson County is an Equal Opportunity Employer.

EMPLOYMENT HISTORY - List below all of your work experience, paid or unpaid (volunteer work), beginning with your most recent job - going back at least 10 years if you have worked that long. Give special attention to experience relating to the job for which you are applying. Incomplete descriptions may result in a low rating or your application not being considered.

CURRENT OR LAST EMPLOYER (include reason for wanting to leave)

DATES MONTH/YEAR		NAME AND ADDRESS OF EMPLOYER	RATE OF PAY		SUPERVISOR	REASON FOR LEAVING
FROM	TO		START	FINISH	NAME & TITLE	
			Monthly Rates Please			Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
TOTAL TIME					Phone Number	
yrs	mos.					
Your Title: _____ Duties: (Be specific) _____						

May we contact this employer?						

DATES MONTH/YEAR		NAME AND ADDRESS OF EMPLOYER	RATE OF PAY		SUPERVISOR	REASON FOR LEAVING
FROM	TO		START	FINISH	NAME & TITLE	
			Monthly Rates Please			Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
TOTAL TIME					Phone Number	
yrs	mos.					
Your Title: _____ Duties: (be specific) _____						

May we contact this employer?						

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FROM	TO		START	FINISH	NAME & TITLE	
			Monthly Rates Please			Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
TOTAL TIME					Phone Number	
yrs	mos.					
Your Title: _____ Duties: (be specific) _____						

May we contact this employer?						

