



**JACKSON
COUNTY**
Oregon

**APPLICATION
INSTRUCTIONS**

IMPORTANT: PLEASE READ ENTIRELY BEFORE APPLYING.

- Announcements and applications are available at the Jackson County Courthouse (10 S. Oakdale, Medford) and on our website at www.jacksoncounty.org
- Applications are only accepted for open positions.
- A separate and complete application is required for each announcement. A Resume' may supplement your application, but cannot replace it.
- "See Resume'" is not acceptable on your application, however, you may attach sheets to show additional work history if needed.
- Incomplete and/or illegible applications may result in disqualification of your application.
- Applications may be placed in the drop box located at the second floor information desk at the Jackson County Courthouse; or, mailed to Jackson County, 10 S Oakdale - Room 208, Medford, OR 97501; or faxed to (541)774-6455.
- Applications must be received by Jackson County by 5:00 p.m. on the closing date listed on the announcement. No others will be considered.
- Anonymous and Voluntary Demographic Information Sheet will be processed and 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.

EDUCATION AND FORMAL TRAINING

High School attended: _____ Location: _____

Graduated? Yes No If no, highest grade completed: _____ GED certificate? Yes No

SCHOOLS ATTENDED AFTER HIGH SCHOOL OR SPECIAL TRAINING RECEIVED

Business/Vocational Schools and/or College/University - Name and Location	From Mo/Year	To Mo/Yr	Major and Minor	Type of Degree or Certificate	Qtr Hrs Completed	Sem Hrs Completed

Other certificates or degrees granted or **applicable registration or license numbers:** _____

If you are applying for a classification requiring typing or shorthand you **must** complete this certification:
 I hereby certify that I can type or take shorthand at the following speed: Net typing speed _____ Net shorthand speed: _____

SKILLS

Please indicate briefly any **related** skills that would further qualify you for this position. They need not be a result of past employment.

If you are applying for a classification requiring bilingual abilities, please complete this section.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

EMPLOYMENT HISTORY - List below your work experience, paid or unpaid (volunteer work), beginning with your most recent job. Go 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.

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

DATES		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		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		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		NAME AND ADDRESS OF EMPLOYER	RATE OF PAY		SUPERVISOR	REASON FOR LEAVING
FROM	TO		START	FINISH	NAME & TITLE	
			Monthly Rates Please			
TOTAL TIME					Phone Number	
yrs	mos.					
Your Title: _____ Duties: (be specific) _____ _____ _____ _____ <p style="text-align: right;">May we contact this employer?</p>						

CERTIFICATE OF APPLICANT

- I hereby certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of fact in this application or in any other required documents, as well as any misleading statements or omissions, may be cause of denial of employment or immediate termination, regardless of how or when discovered.
- I understand that Jackson County may conduct a criminal background investigation, check my driving record, or contact my present or past employers.
- I authorize the investigation of all matters which Jackson County deems relevant to my qualifications for employment, including all statements contained in this application and employment history. I release Jackson County as well as any other agency, school, or company from any liability or damage which may result from obtaining the information requested.
- I have read and understand the above statements.

SIGNATURE _____ **DATE** _____

ADDRESS _____ **CITY** _____ **STATE** _____

PHONE _____ **MESSAGE PHONE** _____

E-MAIL ADDRESS: _____

We are an Equal Opportunity/Affirmative Action Employer.

4/03

DO NOT WRITE BELOW THIS LINE