



Application for Employment

222 NW Fifth Avenue, Portland, OR 97209-3859
Main Phone: 503-823-3200 TTY: 503-823-3366
Human Resources Fax: 503-823-3861
24-Hour Job Opportunity Line: 503-823-3463

Specific Position Applied for _____ Today's Date _____

APPLICANTS: In order to be considered for employment, this application must be completed entirely.
Please remember to print clearly and to read and sign the last page.

FULL NAME

HOME PHONE

ADDRESS

CITY

STATE

ZIP

DAYTIME OR MESSAGE PHONE

EMAIL ADDRESS

DRIVER'S LICENSE NUMBER & STATE OF ISSUE

(REQUIRED ONLY IF STATED IN JOB POSTING)

Are you over 18 years of age?

Yes

No

If you are under 18, you must have a valid work permit to be considered for employment.

If hired, you must be able to prove you are legally authorized to work in the United States within three (3) days of your date of hire.

FOR OFFICE USE ONLY

**PDC values diversity in its work force and is committed to
Equal Employment Opportunity and Affirmative Action.**

Certifications & Skills

Please list all certifications, professional memberships and affiliations that support your experience.

Please list applicable skills that you feel support your qualifications for this position.

Education

School/College/University (identify State or Country)	Yrs attended	Degree earned?	Degree	Focus of Study
		<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		

Employment History

This Section must be completed entirely. Do not substitute “see resume.” List all work experience, paid or unpaid, beginning with your current or most recent job. Include military experience as well as volunteer jobs that you wish to have considered as part of your qualifications for the position you are seeking.

Describe each job separately, emphasizing tasks and any supervisory, technical or other responsibilities. Explain all breaks in continuous employment. If more space is needed, additional pages can be added.

PRESENT OR LAST POSITION

<p>EMPLOYER _____</p> <p>ADDRESS _____</p> <p>YOUR TITLE _____</p> <p>SUPERVISOR'S NAME AND TELEPHONE _____</p> <p>DUTIES / RESPONSIBILITIES (BE SPECIFIC)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>REASON FOR LEAVING OR CONSIDERING A CHANGE</p> <p>_____</p> <p>_____</p>	<p>FROM _____ (MONTH) / (YEAR)</p> <p>TO _____ (MONTH) / (YEAR)</p> <p><input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time</p> <p>HRS. / WEEK (IF VARIED, INDICATE AVERAGE)</p> <p><input type="checkbox"/> Paid <input type="checkbox"/> Unpaid</p> <p>PER HOUR _____</p> <p>PER MONTH _____</p> <p>PER YEAR _____</p> <p>LAST YEARLY SALARY _____</p>
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EMPLOYER _____

ADDRESS _____

YOUR TITLE _____

SUPERVISOR'S NAME AND TELEPHONE _____

DUTIES / RESPONSIBILITIES (BE SPECIFIC)

REASON FOR LEAVING OR CONSIDERING A CHANGE

FROM _____ (MONTH) / (YEAR)

TO _____ (MONTH) / (YEAR)

Full-Time Part-Time

HRS. / WEEK (IF VARIED, INDICATE AVERAGE)

Paid Unpaid

PER HOUR _____

PER MONTH _____

PER YEAR _____

LAST YEARLY SALARY _____

EMPLOYER _____

ADDRESS _____

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EMPLOYER _____

ADDRESS _____

YOUR TITLE _____

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FROM _____ / _____ (MONTH) (YEAR)

TO _____ / _____ (MONTH) (YEAR)

Full-Time Part-Time

HRS. / WEEK (IF VARIED, INDICATE AVERAGE)

Paid Unpaid

PER HOUR _____

PER MONTH _____

PER YEAR _____

LAST YEARLY SALARY _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION

The Portland Development Commission is an equal opportunity employer and does not discriminate on the basis of sex, age, race and color, religion, sexual preference, marital status, national origin, disability or veteran status.

Interviews are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Because of the large number of applications received, not everyone who applied for a vacant position will be interviewed.

I certify that I have answered truthfully and have not knowingly withheld any information relative to my application. I understand that any misrepresentation or material omission of the application will result in my being eliminated from further consideration. I further understand that, if accepted for employment, any misrepresentation or material omission which becomes known to the Portland Development Commission will result in immediate termination of my employment.

In submitting this application for employment, I authorize investigation of all matters which the Portland Development Commission deems relevant to my qualifications for employment, including all statements contained in this application, and I release from all liability any persons or employers supplying such information, and I also release the Portland Development Commission from all liability which might result from making the investigation.

I understand that, if selected, I will be required to provide proof of my identity and my legal right to work in the United States within three days of the date of hire by the Portland Development Commission.

SIGNED

DATE

All facilities are accessible to persons in wheelchairs; other kinds of accommodations for disabled applicants can be made with prior arrangements.



Applicant Survey

Name _____ Date _____

Position Applied For: _____

Department _____

The Commission is an Equal Opportunity Employer, and is required by Federal guidelines to keep records regarding ethnic background and gender of job applicants.

Although providing this information is voluntary, your cooperation is appreciated.

Gender

Female

Male

Ethnic Background

White

Black

Hispanic

Asian or Pacific Islander

American Indian

Military Veteran

Yes

**Portland Development Commission
RECRUITMENT SOURCE SURVEY**

NAME: _____

POSITION: _____

DATE: _____

Where did you **originally** hear about this position?

Newspaper

Asian Reporter

El Hispanic

Oregonian

Portland Observer

The Skanner

Other :

Internet

PDC website
www.pdc.us/jobs

Break The Glass Ceiling
www.breaktheglassceiling.com

Cascade Link
www.cascadelink.org/job

Craig's List
www.craigslist.org

Oregon Employment
www.workinginoregon.com (or)
www.emp.state.or.us/

Oregonian
www.oregonlive.com

Other :

Misc.

24-Hour Employment
Opportunity Line

City of Portland

College

Community College

Employee Referral

Oregon Employment Office

Walk-In

Other :

We appreciate your help in tracking the effectiveness of our advertising. This survey is for statistical tracking purposes only and will not be used in the employment evaluation process. This voluntary survey will be detached from your application. Thank you.

✓ Are supplemental questions required?
(see job description)

✓ Be sure to sign your application.