



CITY OF LAKE OSWEGO

Parks & Recreation Department

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer
 Visit Parks & Rec at www.ci.oswego.or.us/parksrec

Employees of the City of Lake Oswego and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard for an individual's race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.

INSTRUCTIONS

1. Print in ink or type. Applications are also available on our web site located at www.ci.oswego.or.us/parksrec/jobs.htm in Word and PDF formats.
2. Fill out the application and any supplemental questionnaires completely. Incomplete applications will not be processed. Do not use "Refer to Resume".
3. Sign and date the application.
4. Mail or bring the application to the Parks & Recreation Dept. Our mailing address is P.O. Box 369, Lake Oswego, OR 97034. Our office is located at 1500 Greentree Road (do not mail here). Applications may also be faxed to 503-697-6579. Faxed applications must be followed by a signed copy in the mail.
5. Submit your application by the posted closing date. Applications submitted after the closing date will not be considered.
6. All applicants will be notified by letter of their status.

Position Applied for	Date
----------------------	------

PERSONAL INFORMATION

Name	(Last), (First) Middle			
Cell Phone	Home Phone		Other Phone	
E-Mail	Home Address (street)			
City	County			
State	Zip			
Are you legally authorized to work in the USA?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Drivers License No. & State	

MEMBERSHIPS, CERTIFICATIONS, SPECIAL SKILLS

Professional Memberships & Affiliations (List Below)	Computer Technical Skills (List Below)
Trade Licenses/Certifications (List Below)	Equipment Operation (List Below)
If applying for the position of police officer, are you a certified officer?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

Previous Employer

Employing Firm		Employment Dates	
Your Job Title		From	
Employer Address:	(Street)	To:	
	(City) (State) (Zip)		
Supervisor Name & Title		Full Time	<input type="checkbox"/>
Supervisor Telephone		Part Time	<input type="checkbox"/>
May we contact	<input type="checkbox"/> Yes <input type="checkbox"/> No	Volunteer	<input type="checkbox"/>
Reason for Leaving		Salary	
Your Specific Job Duties: <i>(Use additional paper if necessary)</i>			

SUPPLEMENTAL INFORMATION

Why are you interested in this particular position: <i>(Use additional paper if necessary)</i>

PERSONAL REFERENCES

(List the names of three persons other than former employers and relatives having knowledge of your character, experience, or ability)

Name	Address	Email (if known)	Occupation	Telephone

To the best of my knowledge all of the above information is accurate. I understand that misrepresentation or omission of facts called for is cause for disqualification or dismissal. Moreover, I authorize all schools which I attended and any former employers to give the City of Lake Oswego information relative to my academic and employment record and I release such person and organization from any legal liability in such statements.

Signature _____ Date: _____

<p><i>As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance in filing out this application may be obtained by calling Human Resources (503)635-0220.</i></p>
--

CITY OF LAKE OSWEGO

Recruitment Tracking Statistics

Please complete this form which is used for statistical purposes only. The form is voluntary and may be submitted along with your application. At the time of submittal, the form will be separated from your application and Information on it **will not** be used to make any employment decision and will be kept strictly confidential.

Position applied for:	
Birthdate:	Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male

How did you learn of this job? Please check all that apply:

<input type="checkbox"/> CascadeLink	<input type="checkbox"/> Oregon Live
<input type="checkbox"/> City's Website	<input type="checkbox"/> Personal Referral
<input type="checkbox"/> GovtJobs.Com	<input type="checkbox"/> Professional Website or Publication. Specify: _____
<input type="checkbox"/> Jobdango	<input type="checkbox"/> Other. Specify: _____
<input type="checkbox"/> Oregonian	

RACE CATEGORY

<input type="checkbox"/> White	(Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa, or Middle East.
<input type="checkbox"/> Black	(not of Hispanic origin). All persons having origins in any of the black racial groups.
<input type="checkbox"/> Hispanic	All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
<input type="checkbox"/> 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. This area includes, for example, China, Japan, Korea, the Philippines Islands, Samoa and India.
<input type="checkbox"/> American Indian or Alaskan Native	All persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.

HANDICAPPED

Do you consider yourself mentally or physically disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:

AN EQUAL OPPORTUNITY EMPLOYER

<i>Employees of the City of Lake Oswego and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard for an individual's race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.</i>
--

Parks & Recreation Supplemental Questionnaire

NAME: _____ DATE: _____

What activities and hobbies do you enjoy?

Why are you seeking this position with Parks & Recreation Department?

What skills and experiences do you offer the department?

If the position you are applying for involves working with youth, please respond to the following questions:

What is the youth age group you are most comfortable interacting with?

What makes you a good candidate for working with youth?

What would previous supervisors and colleagues say about your interactions with youth?