



UMATILLA MORROW RADIO & DATA DISTRICT  
4700 NW PIONEER PLACE PENDLETON, OR 97801  
541-966-3774 SHAWN.HALSEY@UMRDD.ORG

## EMPLOYMENT APPLICATION

PLEASE PRINT IN INK OR TYPE THIS FORM

TODAY'S DATE: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

M.I. \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**FEDERAL REGULATION:** ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? YES NO

THE FEDERAL IMMIGRATION REFORM AND CONTROL ACT REQUIRES INDIVIDUALS TO PROVIDE TO AN EMPLOYER DOCUMENTED PROOF THAT THEY ARE AUTHORIZED TO WORK IN THE UNITED STATES. THIS PROOF MUST BE PROVIDED TO AND VERIFIED AT THE TIME OF HIRE OR NO LATER THAN THREE BUSINESS DAYS AFTER THE DATE OF HIRE

ARE YOU 18 OR OLDER? YES NO

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME? YES NO

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

NOTE-A PRIOR CONVICTION DOES NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT. AN INACCURATE ANSWER WILL.

**PERSONAL REFERENCES:** LIST THE NAME, ADDRESS, AND PHONE NUMBER OF THREE REFERENCES WHO ARE NOT RELATED TO YOU, AND WHO ARE NOT LISTED AS PREVIOUS EMPLOYERS.

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

**SPECIALIZED SKILLS AND KNOWLEDGE:** LIST THE SKILLS OR KNOWLEDGE THAT SHOW YOUR ABILITY TO PERFORM THE JOB FOR WHICH YOU ARE APPLYING (TYPING SPEED, COMPUTER KNOWLEDGE, SOFTWARE PROGRAMS, FOREIGN LANGUAGES, ETC.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION AND FORMAL TRAINING: DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED CERTIFICATE?**

LIST ENOUGH EDUCATION TO MEET THE REQUIREMENT SPECIFIED IN THE EMPLOYMENT POSTING. INCLUDE COLLEGES, MILITARY, TRADES, BUSINESS, AND OTHER SCHOOLS ATTENDED.

NAME AND LOCATION	MAJOR COURSE OF STUDY	MINOR COURSE OF STUDY	CREDITS EARNED			FULL OR PART TIME	GRAD YES / NO	DEGREE EARNED
			QTR HRS	SEM HRS	OTHER			

**WORK EXPERIENCE:** LIST YOUR CURRENT EMPLOYER FIRST, THEN DESCRIBE IN ENOUGH DETAIL, THE WORK EXPERIENCE TO SHOW THE ACTUAL EXPERIENCE TO MEET THE REQUIREMENTS SHOWN IN THE JOB DESCRIPTION. INCLUDE UNPAID AND VOLUNTEER WORK. PLEASE EXPLAIN ANY SIGNIFICANT GAPS IN YOUR EMPLOYMENT HISTORY. *RESUMES WILL NOT SUBSTITUTE FOR COMPLETING THIS SECTION.*

MOST RECENT EMPLOYER:	AVERAGE HOURS WORKED PER WEEK:	
EMPLOYER ADDRESS:		
SUPERVISOR'S NAME AND PHONE #:		
KIND OF BUSINESS:	POSITION TITLE:	
FROM:	TO:	TOTAL TIME (YEARS & MONTHS):
IF YOU SUPERVISED EMPLOYEES, INDICATE YOUR RESPONSIBILITY BY SELECTING THE APPROPRIATE OPTIONS: HIRED/RECOMMENDED HIRING      ASSIGNED/REVIEWED WORK      RATED PERFORMANCE      HANDLED DISCIPLINE PROBLEMS		
INDICATE THE NUMBER OF EMPLOYEES AND JOB TYPES YOU SUPERVISED:		
LIST DUTIES (BE SPECIFIC):		
REASON FOR LEAVING:	MAY WE CONTACT?	

PREVIOUS EMPLOYER:	AVERAGE HOURS WORKED PER WEEK:	
EMPLOYER ADDRESS:		
SUPERVISOR'S NAME AND PHONE #:		
KIND OF BUSINESS:	POSITION TITLE:	
FROM:	TO:	TOTAL TIME (YEARS & MONTHS):
IF YOU SUPERVISED EMPLOYEES, INDICATE YOUR RESPONSIBILITY BY SELECTING THE APPROPRIATE OPTIONS: HIRED/RECOMMENDED HIRING      ASSIGNED/REVIEWED WORK      RATED PERFORMANCE      HANDLED DISCIPLINE PROBLEMS		
INDICATE THE NUMBER OF EMPLOYEES AND JOB TYPES YOU SUPERVISED:		
LIST DUTIES (BE SPECIFIC):		
REASON FOR LEAVING:	MAY WE CONTACT?	

**WORK EXPERIENCE CONTINUED**

PREVIOUS EMPLOYER:	AVERAGE HOURS WORKED PER WEEK:	
EMPLOYER ADDRESS:		
SUPERVISOR'S NAME AND PHONE #:		
KIND OF BUSINESS:	POSITION TITLE:	
FROM:	TO:	TOTAL TIME (YEARS & MONTHS):
IF YOU SUPERVISED EMPLOYEES, INDICATE YOUR RESPONSIBILITY BY SELECTING THE APPROPRIATE OPTIONS: HIRED/RECOMMENDED HIRING      ASSIGNED/REVIEWED WORK      RATED PERFORMANCE      HANDLED DISCIPLINE PROBLEMS INDICATE THE NUMBER OF EMPLOYEES AND JOB TYPES YOU SUPERVISED:		
LIST DUTIES (BE SPECIFIC):		
REASON FOR LEAVING:	MAY WE CONTACT?	

PREVIOUS EMPLOYER:	AVERAGE HOURS WORKED PER WEEK:	
EMPLOYER ADDRESS:		
SUPERVISOR'S NAME AND PHONE #:		
KIND OF BUSINESS:	POSITION TITLE:	
FROM:	TO:	TOTAL TIME (YEARS & MONTHS):
IF YOU SUPERVISED EMPLOYEES, INDICATE YOUR RESPONSIBILITY BY SELECTING THE APPROPRIATE OPTIONS: HIRED/RECOMMENDED HIRING      ASSIGNED/REVIEWED WORK      RATED PERFORMANCE      HANDLED DISCIPLINE PROBLEMS INDICATE THE NUMBER OF EMPLOYEES AND JOB TYPES YOU SUPERVISED:		
LIST DUTIES (BE SPECIFIC):		
REASON FOR LEAVING:	MAY WE CONTACT?	

**NOTICE TO APPLICANT**

Umatilla Morrow Radio & Data District (UMRDD) does not improperly discriminate in recruiting, hiring, or conditions of employment on the basis of color, national origin, sex, religion, marital status, family relationship, disability, Veteran's status, age, nor any other prohibited reason or basis.

UMRDD is committed to providing an equal opportunity to all individuals who are seeking employment. The objective of UMRDD hiring procedures is to select the most qualified individual for the job. All applicants are encouraged to provide UMRDD with information that will demonstrate the applicant's qualifications to perform the duties of the specific job for which the applicant is applying

**INVITATION TO REQUEST ACCOMMODATION FOR APPLICANT WITH DISABILITY**

Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist him or her to demonstrate his or her qualifications to perform the essential functions of the job for which the applicant is applying should inform UMRDD's Administrator.

Interviews, when used, 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 of qualified applicants often reviewed, not everyone who may meet the requirements for the position and who applies for a vacant position necessarily will be interviewed. UMRDD reserves the right to cancel any announcement or to reject all applications and re-announce the position. This application is not a promise of employment, or if employed, a guarantee of employment of any duration. The terms of this application are not contractual. This application becomes void after the position applied for has been filled, although applications will be retained for three years. A new application must be submitted for each future position sought.

**TO BE ACCEPTED, APPLICATIONS MUST BE SIGNED AND DATED BELOW AND RECEIVED BY  
THE DISTRICT ADMINISTRATOR BY 5:00 P.M. OF THE CLOSING DATE.**

I hereby certify that the information provided on this application is accurate to the best of my knowledge and subject to verification by Umatilla Morrow Radio & Data District. I authorize the schools, persons, previous/present employers and other organizations named in this application to provide UMRDD (its authorized employees, agents or representatives) with any relevant information that may be required to arrive at an employment decision and hereby release any such schools, persons, employers and organizations from any and all liability which they might otherwise incur to me as a result. I also release UMRDD (its authorized employees, agents or representatives) from any and all liability which might result from gathering and considering this information in its hiring process.

I understand that the discovery of false, fraudulent, or misleading information on this application will result in rejection of my application, denial of employment or dismissal from UMRDD if discovered after employment. I consent to a Criminal History Records Check and have completed the attached Authorization Form.

I understand that if employed, I am required to abide by all Umatilla Morrow Radio & Data District Personnel Policies and Procedures. If the position for which I am hired is covered by a collective bargaining agreement; my wages, hours and working conditions in part will be determined by the terms and conditions of that agreement and I will be subject to fair share payroll deductions.

I understand that Umatilla Morrow Radio & Data District will require me to submit to a pre-employment drug test at UMRDD expense if I am selected for this position. Any job offer and resulting employment would be contingent upon successfully passing the pre-employment drug test/screening. I am also subject to post-employment drug testing in accordance with UMRDD's policy.

I am aware that Umatilla Morrow Radio & Data District promotes a smoke-free work environment and that smoking is generally prohibited at all times in all buildings, facilities, equipment and vehicles.

**SIGNATURE REQUIRED:**

**DATE:**

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## EMPLOYMENT OPPORTUNITY

AN EQUAL OPPORTUNITY EMPLOYER

YOU HAVE APPLIED FOR THE POSITION OF: \_\_\_\_\_  
EMPLOYMENT FOR THIS POSITION IS SUBJECT TO A CRIMINAL HISTORY RECORDS CHECK.

I, \_\_\_\_\_, HEREBY AUTHORIZE UMATILLA MORROW RADIO &  
(PLEASE PRINT FIRST NAME, MIDDLE NAME, AND LAST NAME)  
DATA DISTRICT TO CONDUCT A ROUTINE CRIMINAL HISTORY BACKGROUND CHECK IN CONNECTION WITH MY  
APPLICATION FOR THE ABOUT MENTIONED POSITION.

\_\_\_\_\_  
\*SIGNATURE

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
\*PREVIOUS NAMES

\_\_\_\_\_  
\*ETHNIC ORIGIN

\*FEMALE

\*MALE

\_\_\_\_\_  
\*DATE OF BIRTH

\_\_\_\_\_  
\*SOCIAL SECURITY #

\_\_\_\_\_  
\*DRIVER'S LICENSE # / STATE

\*INFORMATION NEEDED TO ENSURE ACCURATE IDENTIFICATION AND INFORMATION MATCH.

HAVE YOU EVER BEEN AN OREGON PUBLIC RETIREMENT SYTSEM (PERS) MEMBER? \_\_\_\_\_

HAVE YOU RETIRED FROM A PERS COVERED POSITION? \_\_\_\_\_