



METRO

PEOPLE PLACES ♦ OPEN SPACES

Metro/MERC Application for Employment

Metro is an equal opportunity employer

Applicant education and work history

(For office use Only)
Date Received:

()

Please fill in your phone number

PLEASE PRINT OR TYPE

Position applying for: _____ Recruitment #: _____

As an adult, are you awaiting prosecution, and/or have you ever been convicted of a criminal offense other than a minor traffic violation? Yes No

If yes, please explain

_____ (A criminal conviction will not necessarily disqualify you from consideration for employment.)

Have you ever been a Metro or MERC employee? Yes No When? _____ What dept.? _____

Give names of any relatives employed by Metro/MERC _____ Relationship _____

VETERAN'S PREFERENCE

Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro/MERC positions. Are you a veteran, and would you like to be considered for a veterans' preference? Yes No

If yes, please complete and submit the Metro Veterans' Preference Form with your application materials (found on page 4 of this application).

EDUCATION

Do you have a high school diploma or equivalency? Yes No School _____

List all schools attended beyond high school and their location	Credits completed	Type of degree earned	Course of study

List any training, specialized skills, licenses and/or certifications that may be relevant to your suitability for this position.

Typing speed _____ WPM Do you operate a computer? Yes No

What computer programs can you operate? _____

EMPLOYMENT HISTORY

You must complete this section. List your most recent work experience first or any other relevant experience (i.e., volunteer, internship, etc.) You may add additional pages if necessary, however, you must use the exact format as used on this page. Please do not attach a resume.

Current or Last Employer	Immediate Supervisor & Title	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> Yes, but notify me first <input type="checkbox"/> No
Address		Phone ()
Job Title	From: Mo. ____ Yr. ____ Full time <input type="checkbox"/> Part-time <input type="checkbox"/> To: Mo. ____ Yr. ____ If part-time, hrs/wk. ____	Current/last salary/hourly rate
Description of job duties		
Reason for leaving:		
Current or Last Employer	Immediate Supervisor & Title	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> Yes, but notify me first <input type="checkbox"/> No
Address		Phone ()
Job Title	From: Mo. ____ Yr. ____ Full time <input type="checkbox"/> Part-time <input type="checkbox"/> To: Mo. ____ Yr. ____ If part-time, hrs/wk. ____	Current/last salary/hourly rate
Description of job duties		
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Current or Last Employer	Immediate Supervisor & Title	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> Yes, but notify me first <input type="checkbox"/> No
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Address		Phone ()
Job Title	From: Mo. ____ Yr. ____ Full time <input type="checkbox"/> Part-time <input type="checkbox"/> To: Mo. ____ Yr. ____ If part-time, hrs/wk. ____	Current/last salary/hourly rate
Description of job duties		
Reason for leaving:		

APPLICANT CONTACT INFORMATION

PLEASE PRINT OR TYPE

Name: _____ Phone #: () _____

Address: _____ Position applying for: _____

City/state/
zip code: _____ Recruitment #: _____

**SECTION II - VOLUNTARY
AA/EEO DATA RECORD**

Applicants are considered for employment without regard to sex, race, age, national origin, disability, marital or veteran status, or sexual orientation. Federal guidelines for Equal Employment Opportunity and Metro/MetroERC Affirmative Action Program require that job applicant records be kept on ethnic background and gender. In accordance with these requirements, and to evaluate the effectiveness of our recruitment efforts, we request that you complete this form. Your cooperation is appreciated.

Please check the applicable box for both race and gender:

- Female Male
- BLACK (not of Hispanic origin):
All persons having origins in any of the black racial groups of Africa.
- WHITE (not of Hispanic origin):
All persons having origins in any of the original people of Europe, North Africa or the Middle East.
- HISPANIC:
All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin, regardless of race.
- ASIAN or PACIFIC ISLANDER:
All persons having origins in any of the original peoples of the Far East, Southwest Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- 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.
- Unknown/Do Not Wish to Disclose

APPLICANT STATEMENT/RELEASE - MUST BE SIGNED

I certify that the information I have provided in my application or resume is given freely and is, to the best of my knowledge, true and complete. I understand that any false or misleading answer or statement will result in my being eliminated from further consideration or will be sufficient grounds for immediate dismissal at any time. Metro/MetroERC is given authority to contact present or previous employers and/or academic institutions; I request and authorize you to disclose to Metro/MetroERC any documents or information that may be requested. I also authorize you to respond to any inquiry concerning my background in connection with an application for employment. I agree to hold you and your agents and employees harmless from all liability, which could relate in any way to the disclosure of information or an assessment or opinion of my suitability for employment, which may be provided. I hereby release Metro/MetroERC as well as those contacted by Metro/MetroERC from any liability or damage, which may result from furnishing the information requested. I understand that if I am hired as a temporary employee I cannot expect continued employment in a temporary position or to automatically become a regular employee. As a temporary employee I may be disciplined or discharged from employment for any lawful reason. I understand that, if selected, I will be required to provide proof of my age, identity and my legal right to work in the United States prior to actual employment with Metro/MetroERC.

Applicant signature: _____

Date: _____



VETERANS' PREFERENCE FORM

Pursuant to applicable laws regarding Veterans' Preference for public employment, applicants for Metro/MERC positions may be eligible for veterans' preference under the following conditions:

Veteran:

To qualify as a veteran eligible to receive preference you must have served in the Armed Forces of the United States, been discharged under honorable conditions, and:

1. Served for more than 178 consecutive days;

OR

2. Served for at least one day in a combat zone [408.225(1)];

OR

3. Received a qualifying military decoration for service in the Armed Forces.

Disabled Veteran:

To qualify as a disabled veteran eligible to receive preference, you must have served in the Armed Forces of the United States and meet one of these criteria:

1. Served for 178 days or less and were discharged under honorable conditions because of a service-connected disability;

OR

2. Entitled to disability compensation under laws administered by the United States Department of Veterans Affairs;

OR

3. Awarded the Purple Heart for wounds received in combat.

Once you have used preference to attain regular employment status with Metro, you may not use the preference again. This limitation does not apply to certain disabled veterans.

By signing below, I certify that I qualify for veterans' preference under the above-listed the criteria, and wish to be given veterans' preference in employment for the position for which I'm submitting this form.

Veterans:

I understand I must provide proof of eligibility by submitting a copy of my **DD-214 or DD-215** indicating my discharge status, e.g., honorable discharge (or other than dishonorable discharge). In addition, disabled veterans must supply a public employment preference letter from the US Department of Veterans' Affairs.

Print Name: _____ Phone: _____

Signature of Applicant: _____ Date: _____

Note: In order to be considered for Veterans' Preference, this completed form and the required documentation must be submitted to the Metro Human Resources Department at the time you submit your application and no later than 5:00 p.m. on the deadline (closing) date of the recruitment. Applications received without the required documentation will not be given veterans' preference.

This form only applies to the position for which you are submitting the form. If you apply for more than one position with Metro/MERC, you are required to submit a signed form for each position.

For additional information on Veterans' Preference eligibility, including definition of the terms "veteran" and "disabled veteran," contact the Oregon Department of Veterans' Affairs at 1-800-692-9666.