



# Baker County Sheriff's Office

3410 K. Street  
Baker City, OR 97814  
(541) 523-6415

*An Equal Opportunity Employer  
Application for Employment*

(Please Print or Type)

Name: Please PRINT or TYPE Last Name, First Name and Middle Initial

Address (street, city, state, ZIP code) Telephone Number

Permanent Forwarding Address (if different from above) Message Phone Number

Have you previously worked for the County? Yes No If yes, when (From-To)

Are you currently a PERS\* member? Yes No

(\* Oregon Public Employee Retirement System)

Do you have a valid Oregon Driver's License? Yes No If yes, provide License #

Relatives employed at Baker County (if any)

Position Applied For Date You Could Report for Work Expected Salary

Check last education level completed

HIGH SCHOOL TRADE SCHOOL COLLEGE POST GRADUATE

If you attended school using a different name, list it here:

High School/Trade School	Location	Major/Focus	Grade Point	Degree/Units
College/Trade School	Location	Major/Focus	Grade Point	Degree/Units

Vocational and/or professional information (i.e. research projects, thesis subject, publications, patents, seminars, job related hobbies, volunteer work, business or civic activities, and offices held). NOTE: Do not list courses taken towards a degree or diploma

You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, disability or any other protected class.

Office/ Computer Skills: Please select one for each category

Microsoft Word Experience	No Experience	Beginner	Intermediate	Advanced
Microsoft Excel Experience	No Experience	Beginner	Intermediate	Advanced
Microsoft Access Experience	No Experience	Beginner	Intermediate	Advanced
Typing	Estimated Words per Minute:			

Please list all other job related tools, machines, equipment and computer experience here:

<b>List work experience, beginning with present or last position (attach additional sheet if necessary)</b>		
<b>Company Name</b> (most recent or present employer)	<b>Telephone</b>	<b>Employment Dates</b>
		From:                      To:
<b>Address</b> (street, city, state, ZIP code)		
<b>Your Job Title</b>	<b>Supervisor: Name</b>	<b>Supervisor: Title</b>
<b>Reason for leaving</b>		
<b>May we contact your present employer?</b> (Only if hired)		
<b>Your responsibilities/accomplishments</b>		

<b>List work experience, beginning with present or last position (attach additional sheet if necessary)</b>		
<b>Company Name</b> (most recent or present employer)	<b>Telephone</b>	<b>Employment Dates</b>
		From:                      To:
<b>Address</b> (street, city, state, ZIP code)		
<b>Your Job Title</b>	<b>Supervisor: Name</b>	<b>Supervisor: Title</b>
<b>Reason for leaving</b>		
<b>Your responsibilities/accomplishments</b>		

<b>List work experience, beginning with present or last position (attach additional sheet if necessary)</b>		
<b>Company Name</b> (most recent or present employer)	<b>Telephone</b>	<b>Employment Dates</b>
		From:                      To:
<b>Address</b> (street, city, state, ZIP code)		
<b>Your Job Title</b>	<b>Supervisor: Name</b>	<b>Supervisor: Title</b>
<b>Reason for leaving</b>		
<b>Your responsibilities/accomplishments</b>		

<b>List work experience, beginning with present or last position (attach additional sheet if necessary)</b>			
<b>Company Name</b> (most recent or present employer)		<b>Telephone</b>	<b>Employment Dates</b>
			From:                      To:
<b>Address</b> (street, city, state, ZIP code)			
<b>Your Job Title</b>	<b>Supervisor: Name</b>	<b>Supervisor: Title</b>	
<b>Reason for leaving</b>			
<b>Your responsibilities/accomplishments</b>			
<b>List work experience, beginning with present or last position (attach additional sheet if necessary)</b>			
<b>Company Name</b> (most recent or present employer)		<b>Telephone</b>	<b>Employment Dates</b>
			From:                      To:
<b>Address</b> (street, city, state, ZIP code)			
<b>Your Job Title</b>	<b>Supervisor: Name</b>	<b>Supervisor: Title</b>	
<b>Reason for leaving</b>			
<b>Your responsibilities/accomplishments</b>			
Please list 3 persons (not including relatives or supervisors already listed) best able to comment on your work experience.			
<b>Name</b>	<b>Title</b>	<b>Company</b>	<b>Telephone</b>

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED.**

1. I understand that any misrepresentation or omission, as well as any misleading statements or omissions of application information, attachments, or supporting documents may result in denial of employment or if already hired, then termination. And, I understand that I may be required to verify any and all information submitted.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that as allowed by law, policy, and/or collective bargaining agreement, Baker County Sheriff's Office may check my criminal background information, DMV information, references, education, certification, and/or any other source of information that might provide information about my suitability and qualifications for employment with Baker County. I understand that as the recruitment progresses I may be required to provide additional information in order that a thorough background check can be completed.
4. As allowed by law, policy, and/or a collective bargaining agreement, I agree to undergo any drug and/or alcohol testing that Baker County Sheriff's Office may require.
5. I certify that I have fully, accurately, and completely answered all questions, and have given all information requested in the application materials. I certify that I have not withheld any information relative to my application for employment. I understand that any wrong or incomplete information in my application materials may disqualify me for further consideration of employment, or, if discovered after I am hired, may be grounds for my dismissal.
6. I understand that all application-related information is subject to verification by the County, and hereby give my consent to Baker County Sheriff's Office to investigate my background and qualifications using any means, sources, and outside investigators at its disposal.
7. I understand that submission of this application does not necessarily mean that I will be hired. I understand and agree that, with the exception of employees subject to a collective bargaining agreement, if hired, my employment relationship with Baker County Sheriff's Office will be "at-will". That means that either I or Baker County Sheriff's Office may terminate this relationship at any time, for any reason, with or without cause or notice.
8. I authorize any of the persons or organizations referenced in this application, otherwise provided by me, otherwise provided by any personas developed through my employers and/or references, or otherwise provided by any other source, to give you any and all information concerning my previous employment, education, character, or any other information they might have, personal or otherwise, with regards to any of the subjects covered in my application materials. I release all such parties from all liability from any damages which may result from furnishing such information.

I understand that this completed application, and any other materials submitted, are the property of [insert organization name] and will not be returned. I understand that I must notify the [insert organization name] of any changes to my contact information.

I have read and understand the above information.

<b>Signature</b>	<b>Date</b>
------------------	-------------

## VETERANS' PREFERENCE

**Under Oregon law, veterans who meet minimum qualifications for a position may be eligible for employment preference. If you think you may qualify, please read the following checklist carefully. This section must be completed and any required documentation must be submitted at the time you submit your application.**

- A. You may claim veterans' preference if you check at least one of the boxes below and provide proof of eligibility by submitting a copy of your DD-214 or 215 in addition to any forms or letters as indicated below.
- I served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning on or before January 31, 1955 or for more than 178 consecutive days thereafter, and was discharged or released from service under honorable conditions.
  - I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability or I have a disability rating from the VA.
    - My honorable discharge was due to a disability incurred or aggravated in the line of duty; or
    - I am entitled to disability compensation under laws administered by the US Dept. of VA; or
    - I was awarded the Purple Heart for wounds received in combat
- \*Applicant must submit a copy of their Veteran's disability preference letter from the VA unless information is included in your DD-214 or 215.
- I served at least one day in a combat zone and was discharged or released from active duty under honorable conditions.
  - I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions.
  - I am receiving a nonservice-connected pension from the VA. \*Applicant must submit a letter from the VA indicating receipt of a non-service connected pension.

\*Preference letters from the VA may be obtained by contacting the United States Department of Veterans Affairs at 1-800-827-1000.

"Active Duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

I hereby claim veteran's preference and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification or dismissal, regardless of when it was discovered. Per ORS 408.225-230, I understand that preference will not be given without submitting a copy of my DD-214 or 215 and any other required documentation.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## AUTHORIZATION TO RELEASE INFORMATION

I understand that this document, signed by me, authorizes Baker County Sheriff's Office, or its representative, to investigate my background information, employment records, and any other records necessary to determine job-related qualifications for a position within Baker County Sheriff's Office.

I hereby release all parties and persons from all liability and/or claims, now or in the future, arising from the furnishing of any information concerning my employment history, work performance, background information, character, education, training and any other employment investigation information, including good faith expressions of opinion, to Baker County Sheriff's Office, or its representative, as requested.

I further agree not to sue Baker County Sheriff's Office, or any and all other persons providing information for my suitability to perform the job I have applied for, as a result of the furnishing of any information, including good faith expressions of opinion, to Baker County Sheriff's Office.

I understand and agree that any information released to Baker County Sheriff's Office is done so in strictest confidence and shall not be released to me, unless required by law to do so, even if I am rejected for employment.

\_\_\_\_\_  
Applicant's Name (PRINT)

\_\_\_\_\_  
Driver's License # \_\_\_\_\_ State \_\_\_\_\_

\_\_\_\_\_  
Other Last Names Used

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## VOLUNTARY SURVEY

### AFFIRMATIVE ACTION – NON DISCRIMINATION

Periodically we may be required to file reports on the sex, ethnicity, disability, veteran and other protected status of employees.

This data is collected to enable us to comply with Affirmative Action responsibilities and other legal requirements.

**YOUR PARTICIPATION IN THIS SURVEY IS STRICTLY VOLUNTARY.**

<b>Name</b>		<b>Social Security Number</b>	
<b>Check One</b>		<b>Check one</b>	
Male	Female	White	Black
		Hispanic	American Indian/Alaskan Native
		Asian/Pacific Islander	Other

## PRIVACY ACT STATEMENT

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

### **Applicant Notification and FBI Record Access and Amendment**

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34. You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>

---

Printed Name

---

Signature

---

Date