



# City of Coburg

POST OFFICE BOX 8316 / COBURG / OREGON / 97408  
PHONE 682-7850 / FAX 485-0655  
www.coburgoregon.org

## APPLICATION FOR EMPLOYMENT

### PERSONAL DATA

PLEASE COMPLETE IN INK.

Social Security Number: \_\_\_\_\_

A. Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

B. Address: Street: \_\_\_\_\_ Apartment: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

C. Home: (\_\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

D. How did you learn of the position? Newspaper  TV  Internet  Other   
Other (Please Specify) \_\_\_\_\_

E. Have you ever applied with the City of Coburg before? Yes  No   
If yes, when? \_\_\_\_\_ What position? \_\_\_\_\_

F. Have you ever worked for the City of Coburg before? Yes  No   
If yes, when? \_\_\_\_\_ What position? \_\_\_\_\_

G. Do you have any relative(s) employed by the City of Coburg? Yes  No   
If yes, give: Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Department: \_\_\_\_\_

H. Have you ever been convicted of a crime (other than minor traffic violations)?\* Yes  No   
If yes, provide: Charge: \_\_\_\_\_ Place: \_\_\_\_\_  
Date: \_\_\_\_\_ Disposition: \_\_\_\_\_

I. Are there any charges/indictments now pending against you? \* Yes  No   
If yes, explain: \_\_\_\_\_

\*NOTE: A "YES" answer to the two questions above will not necessarily bar you from employment. The nature, severity and date of the offense in relation to the position for which you are applying are considered.

J. Do you have a valid driver's license? Yes  No  State: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

K. Do you have a valid commercial driver's license? Yes  No  State: \_\_\_\_\_ Number: \_\_\_\_\_

L. Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes  No   
If yes, provide details: \_\_\_\_\_

M. Has your license, permit or privilege ever been suspended or revoked? Yes  No   
If yes, provide details: \_\_\_\_\_

NAME:

POSITION:

DATE:

**EDUCATION**

	NAME	CITY/STATE	Choose Highest Year Completed	Did you Graduate?		DEGREE/MAJOR
				Yes	No	
HIGH SCHOOL				<input type="checkbox"/>	<input type="checkbox"/>	N/A
COLLEGE				<input type="checkbox"/>	<input type="checkbox"/>	
TECHNICAL				<input type="checkbox"/>	<input type="checkbox"/>	
OTHER				<input type="checkbox"/>	<input type="checkbox"/>	

**EMPLOYMENT DATA**

A. Position applying for: \_\_\_\_\_

B. Minimum Acceptable Salary: \$ \_\_\_\_\_

C. Would you accept: Full Time: Yes  No   
 Part Time: Yes  No   
 Temporary Yes  No

D. Please indicate days available for work:  
 Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

E. Do you have transportation to and from work? Yes  No

F. What hours are you available for work? From: \_\_\_\_\_ To: \_\_\_\_\_

G. If necessary, will you work overtime? Yes  No  Will you work shifts? Yes  No

H. Have you ever been denied bonding? Yes  No  If Yes, give details: \_\_\_\_\_

I. List any professional licenses you hold that are applicable to position applied for:  
 Type: \_\_\_\_\_ License No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

J. Skills: Typing: Yes  No  Other : \_\_\_\_\_  
 Microsoft Excel: Yes  No   
 Springbrook Software: Yes  No

Please list any other pertinent experience, skills, training or volunteer experience that you have which are related to the position for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

K. Date you are available to start: \_\_\_\_\_

**EMPLOYMENT HISTORY**

A. Are you presently employed? Yes  No  May we contact you at work? Yes  No

B. Have you ever been discharged or forced to resign from any position? Yes  No

If yes, please explain: \_\_\_\_\_

**C. INSTRUCTIONS:** READ CAREFULLY BEFORE COMPLETING THE REMAINDER OF THIS SECTION. IT IS IMPORTANT THAT THIS SECTION BE COMPLETED IN DETAIL IF YOUR EXPERIENCE IS TO BE FAIRLY EVALUATED.

1. Give specific information about the nature and responsibilities of each position you have held. Use a separate block for each position, even if it is with the same employer.
2. List all employment including military service, part-time and self-employment. Include all periods of unemployment except those during which you were a full-time student at an academic or technical institution.
3. **A RESUME MAY NOT BE SUBSTITUTED FOR THIS SECTION.** However, a resume may be attached upon full completion of this application.
4. Start with the most recent position and work back to first position you held.
5. If space is too limited for listing all your employment record, you may use an additional sheet of paper following the same format used on the next page. Sign/print your name and include with this application.

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Present or Most Recent Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Hours Per Week: \_\_\_\_\_ Salary: \_\_\_\_\_

Job Duties (please describe)

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Reason for Leaving: \_\_\_\_\_

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Next Most Recent Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Hours Per Week: \_\_\_\_\_ Salary: \_\_\_\_\_

Job Duties (please describe)

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Reason for Leaving: \_\_\_\_\_

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**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND SIGN**

- The City of Coburg is an **Equal Opportunity Employer** and as such will recruit and hire employees without regard to race, religion, color, national origin, sex, age, political affiliation or disability except when physical condition is a *bona fide* occupational qualification.
- This application must be filled out in detail. Failure to complete all sections, or to sign this form, may result in its being returned for completion, causing delay or possible disqualification.
- This application will remain active for six (6) months from the date submitted.
- I understand and agree that acceptance of this application in no way obligates the City of Coburg to employ me or that there are any positions available.
- As an applicant for employment with the City of Coburg, I have furnished information for use in determining my qualifications for employment. I hereby authorize the City of Coburg to conduct a thorough background investigation to further support the statements contained herein.
- I hereby release the City of Coburg, current and past employers and references named herein (or in accompanying resume), from liability or damage resulting from providing information requested.
- If I request herein that my present employer not be contacted, an offer of employment will be conditioned upon acceptable information and verification from such employer prior to beginning work.
- I agree to submit to a urine drug screen if required for the position. The results of such analysis may be grounds for disqualifying me or terminating my employment.
- I agree to have a physical examination (city paid) as required for my position and understand that any offer of employment is contingent upon my passing this physical examination.
- I understand and agree that if employed, I will be an employee “at will” and will have the right to terminate my employment at any time, with or without notice and with or without cause, and that the city shall have the same right.
- No supervisor or official is authorized to make an oral or written assurance or promise of continued employment.
- If employed, I agree to abide by all present and subsequently issued personnel policies and rules of the city.
- I understand that if hired, I must meet the eligibility verification requirements of the Federal Immigration and Naturalization Service and submit appropriate documentation to satisfy the requirements of completing INS Form I-9. (A list of acceptable documents is available through the Personnel Department. However, the most commonly used ID is (1) a Passport or (2) a Social Security Card and driver’s License.)
- I hereby affirm that all statements made herein are true and correct to the best of my knowledge and understand that any misrepresentation may result in my being disqualified from further consideration or being terminated should I already be employed by the City of Coburg.
- My signature conveys that I have read, understand and agree to all the statements listed above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

APPLICANT: Please complete this tab. (This tab is detached by the Human Resource Personnel Department before application is sent to hiring department.)

**EEO REPORTING AND PERSONNEL RESEARCH**

NOTE: The information requested in this section is not used to evaluate your application. This information is needed to satisfy Equal Employment Opportunity reporting and personnel research requirements.

<u>Last</u>	<u>First</u>	<u>Middle</u>	<u>Social Security Number</u>
Name:			
Date of Birth:		NOTE: The 1972 Human Affairs Law prohibits discrimination based on age.	
Race (check one):    White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/>			
<input type="checkbox"/> Male <input type="checkbox"/> Female		Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married	
POSITION APPLIED FOR:		Today's Date:	

# **COBURG POLICE DEPARTMENT**

## **POLICE RESERVES**

The requirements to become a Reserve Police Officer with the City of Coburg are basically the same as those for a full time police officer. The Reserve Unit will serve in a support function to a variety of police services. Examples of duties shall include, but are not limited to:

- Solo patrol duty and assignment to routine calls.
- Serve in a backup role as the second officer in a patrol vehicle, along with a regular police officer.
- Planning, directing, and participating in traffic control for parades, festivals, and other community events.
- Perform court bailiff duties.
- Prisoner transports to local correctional facilities.

### **Reserve Police Officer Basic Requirements**

- Minimum age of 21 years by time of appointment
- No conviction of a felony by any state or federal court, nor a conviction of a misdemeanor as indicated by the Department of Public Safety Standards and Training.
- Posses a high school diploma, GED, or high school equivalency certificate.
- Physical ability to perform essential functions of the job.
- Possess a valid Oregon driver's license, have demonstrated a satisfactory driving record.
- Have an accessible home telephone number.
- Live within a 20 minute response time to the City of Coburg.

### **Reserve Police Officer Selection Process**

Reserve applicants must complete the following selection process. Each step of the selection process is pass/fail. An applicant failing to pass a step in the process will be dropped from further consideration.

- Initial Application Screening
- Written Aptitude Test
- Video Observation/Writing Exercise
- Oral Interview Board
- Psychological Examination/Interview
- Extensive Background Investigation
- Medical Evaluation

**THE HIRE PROCESS**  
*Application to test for employment*

The first step you must take is to fill out an application to test for employment. As with any of the application process documents, the timeliness with which you submit the document may become one of the factors influencing a hiring decision. Be sure to fill out the application completely and legibly. All applications require a signature, therefore electronically submitted applications will not be considered. Your application must be hand delivered to the Coburg Police Department, or mailed to:

Coburg Police Department  
PO Box 8306  
Coburg, OR 97408  
1-541-682-7853

**Minimum Qualifications:**

Before you request an application be sent to you, review the basic requirements for employment. All applicants must meet these minimum qualifications. If you do not meet the minimum qualifications, your application will not be considered. If you meet the basic requirements, you may obtain and submit an application.

**THE HIRE PROCESS**  
*Written Test*

After your application is received, it will be reviewed. If you meet the basic requirements, and are eligible to take the written test, a date for that test will be scheduled, and you will be notified as to the date and location.

The Coburg Police Department has adopted The National Police Officer Selection Test as the standard written test for employment. No law enforcement background or knowledge of law enforcement procedures is needed to do well on this test. The test is designed to determine your level of general knowledge in math, spelling, grammar, punctuation, reading comprehension, and writing on a 12<sup>th</sup> grade level. Plan on the test taking about two hours to complete.

If you have passed this test with another agency, your scores are not transferable to the Coburg Police Department. The Coburg Police Department requires all persons who apply here to take the test here.

The test is divided into four sections. A minimum score of 70% is required in all four areas to proceed in the hire process.

The Coburg Police Department charges \$12.50 to take the written test. This charge is to offset the costs of the test booklets.

Tips for success:

- Dress Professionally
- Be honest/Be yourself

There are no right or wrong answers to Oral Board questions. The Board is simply trying to get a picture of who you are. Being open, honest, and forthright in all your answers portrays self-assuredness. Answering questions the way you think the Board wants to hear questions answered is frequently expressed as uncertainty, or inaccuracy. So be honest and be yourself.

### **THE HIRE PROCESS** ***Background Investigation***

Following the Oral Board interviews, the Chief of Police orders background investigations to be conducted.

The Coburg Police Department is interested in hiring only persons of the highest ethical caliber. The background investigation is one of the tools we use to ensure this happens. We need to learn about your values, your habits, and your history to make sure we hire only the best.

The duration of the background investigation is different in every circumstance. Like every other part of the hire process, the best thing you can do is be open, honest, and be yourself.

### **THE HIRE PROCESS** ***Medical/Psychological Screening***

A medical and psychological screening will be performed at the Police Department's expense if you are offered a conditional offer of employment. The purpose of this screening is to ensure that you do not have any pre-existing conditions which would preclude you from performing the necessary job task of the position for which you are applying. After successfully passing the medical and psychological screening, your first day of work is scheduled.