



NORCOR  
201 WEBBER ROAD  
THE DALLES, OR 97058  
PHONE 541-298-1576  
FAX 541-298-1082

TYPE/PRINT IN INK. Please complete the application by typing or clearly printing in dark ink. Submit a separate application (photocopy acceptable) for each recruitment announcement. **If your application materials do not clearly show you meet the qualifications of the job, for which you are applying, your application will not be accepted.**

**Application for employment**

Position applied for: \_\_\_\_\_ date: \_\_\_\_\_

Full time: \_\_\_\_\_ part time: \_\_\_\_\_ volunteer: \_\_\_\_\_

**Personal history information**

Name: \_\_\_\_\_

Last

first

middle

Address: \_\_\_\_\_

Number

street

City

state

zip code

Telephone: \_\_\_\_\_ mobile/other: \_\_\_\_\_ work: \_\_\_\_\_

Nick name(s): \_\_\_\_\_ maiden name: \_\_\_\_\_ other names used: \_\_\_\_\_

Social security #: \_\_\_\_\_ able to work all shifts: \_\_\_\_\_yes\_\_\_no

**Norcor is an equal opportunity employer**

**References:** List all address where you have lived during the past ten (10) years, beginning with your current address. List date by month and year. Attach extra page if necessary.

From	To	Address including city and state

The information you provide on the following pages will be used primarily to evaluate whether you meet the minimum qualifications listed in the “to qualify” section of the recruitment announcement. Starting with your current or most recent job, list all your jobs (paid or volunteer) for the last ten (10) years (or whatever period of time you’ve worked, if less than ten (10) years). If you gained any of the qualifying experience more than ten (10) years ago, be sure to include those jobs as well.

- ❖ If you held more than one position within the same company, list duties and time spent for each position as a separate job in the work history.
- ❖ Clearly describe all your duties. Indicate the percentage of time you spent doing the duties that qualify you for this job if they were not your main duties. (See “to qualify” section of the recruitment announcement.)  
Examples: bookkeeping 4 hours out of 40 hour week = 10%; or 5 hours out of a 20 hour week = 25%.
- ❖ Credit for work that is less than full-time is pro-rated based on a 40-hour week. If you worked more than 40 hours a week, you will be given credit for 40 hours.
- ❖ If your hours vary, indicate the average number of hours worked per week. Do not give a range of time (i.e. 20-30 hours) or “varies.”
- ❖ Complete each box. A resume will not substitute for the completion of the work history section. If you do not provide all the information in the “work history” section, no credit will be given for that job. If you need additional space to list job duties, attach a separate sheet, clearly identifying the job number you are describing.
- ❖ Copy the “work history” page if you need to list more jobs. Be sure to identify additional jobs by numbering them 6, 7, 8, etc.
- ❖ Your application materials must be received at the address listed in the “how to apply” section of the recruitment announcement by the date and time stated or it may not be accepted.
- ❖ Keep a copy of your application materials for interview(s).
- ❖ **COPIES WILL NOT BE PROVIDED.**

\_\_\_\_\_ Present or \_\_\_\_\_ Last employer (check one)  
 May we contact \_\_\_\_\_ yes \_\_\_\_\_ no  
 Name: \_\_\_\_\_  
 City and state: \_\_\_\_\_

**Work History**

NAME OF EMPLOYER:
EMPLOYER'S LOCATION (CITY AND STATE)
KIND OF BUSINESS:
YOUR JOB TITLE:
FROM (MONTH – YEAR)
TO (MONTH – YEAR)
TOTAL TIME IN CURRENT OR LAST POSITION: HOURS WORKED PER WEEK (AVERAGE)
SUPERVISOR'S NAME AND PHONE NUMBER:
SUPERVISION/LEADWORK CIRCLE THE AREAS FOR WHICH YOU WERE RESPONSIBLE: ASSIGNING AND REVIEWING WORK RATING WORK PERFORMANCE HIRING HANDLING DISCIPLINARY PROBLEMS RESPONDING TO GRIEVANCES RECOMMENDING HIRING
IF YOU CIRCLED ANY OF THESE ITEMS, LIST THE NUMBER OF EMPLOYEES AND THEIR JOB TITLES:

**Duties** (list all duties you performed. No credit will be given if this section is not complete):

Reason for leaving this position:









**Education / Training History**

List colleges, military, trade, business or other schools attended.

Do you have a high school diploma or a GED (circle one)

HIGH SCHOOL	CITY AND STATE

College attended: \_\_\_\_\_

City & state: \_\_\_\_\_ Year: \_\_\_\_\_

Quarter & Credits Completed: \_\_\_\_\_ major/minor: \_\_\_\_\_

Degree received & date: \_\_\_\_\_

College attended: \_\_\_\_\_

City & state: \_\_\_\_\_ Year: \_\_\_\_\_

Quarter & Credits Completed: \_\_\_\_\_ major/minor: \_\_\_\_\_

Degree received & date: \_\_\_\_\_

College attended: \_\_\_\_\_

City & state: \_\_\_\_\_ Year: \_\_\_\_\_

Quarter & Credits Completed: \_\_\_\_\_ major/minor: \_\_\_\_\_

Degree received & date: \_\_\_\_\_

**LICENSE / REGISTRATION / CERTIFICATE**

List professional license, registration, certificate, Oregon Commercial driver's license (CDL), etc.

Description	State	Number	Expiration

**Specialized skills and knowledge**

List skills or knowledge that show your ability to perform the job for which you are applying (such as typing speed, computer languages or software programs, foreign languages, etc.) Attach additional pages as needed.

Can you type?        \_\_\_\_\_        Yes        \_\_\_\_\_        no

If yes, how many words per minute?        \_\_\_\_\_

Computer skills:        \_\_\_\_\_        yes        \_\_\_\_\_        no

If yes, knowledge of software used:        \_\_\_\_\_

List other schools attended (trade, vocational, business, etc.) Give name and address of schools, year attended, course of study, and any degree or certificate earned.


Have you ever applied for employment with this or any other law enforcement agency?

Yes        \_\_\_\_\_        No        \_\_\_\_\_

If yes, give agency name, date (s), and known status of application:


**MEMBERSHIP IN ORGANIZATIONS: (PAST AND PRESENT)**

NAME AND ADDRESS	TYPE: SOCIAL, FRATERNAL PROFESSIONAL, ETC.	DATES FROM:	DATES TO:

**: FOREIGN LANGUAGE**

If you are fluent in a foreign language, indicate your degree of fluency (above average, below average) in each area:

LANGUAGE	READING	SPEAKING	UNDERSTANDING	WRITING

List any other special skills or qualifications you may possess which may better prepare you for this job:


**Arrest, convictions:**

Have you ever been arrested, or convicted of a crime? Yes \_\_\_\_\_ no \_\_\_\_\_

If you answered **Yes** above, explain each incident, to include the nature of the incident (such as type of crime, citation, etc.) the date of occurrence, the police agency and (city and state), and the reason or disposition of the case:


## CERTIFICATION AND SIGNATURE

I understand that any verbal or written statement that is false, fraudulent or misleading that is contained in this application or attached materials, or made in the course of any employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment, or dismissal from state service if discovered after employment, and under some circumstances, may result in prosecution for a crime.

- ❖ I certify that statements contained herein are true and complete whether made by me or others at my request.
- ❖ I understand that if hired, I must prove that I am legally authorized to work in the United States.
- ❖ I authorize NORCOR to check employment references and verify education information provided on this employment application and as disclosed in the interview process.
- ❖ I authorize NORCOR to check my driving record if the position for which I am applying requires driving.
- ❖ You may be asked to submit to a pre-employment drug test, a credit history check and / or criminal history background check as a condition of employment.
- ❖ I release NORCOR and all providers of information from any liability as a result of furnishing and receiving any information related to NORCOR'S hiring process.
- ❖ By electronically submitting my application materials, I agree to the conditions stated in this "Certification and Signature" section, and this section is enforceable as if I had signed below.
- ❖ I also understand that no representative of NORCOR has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current individual written agreement signed by the NORCOR administrator.

SIGNATURE (MUST BE IN INK):

DATE:

\_\_\_\_\_

\_\_\_\_\_

**KEEP A COPY OF YOUR APPLICATION FOR INTERVIEWS. COPIES WILL NOT BE PROVIDED**

***YOUR APPLICATION MUST BE RECEIVED AT THE ADDRESS LISTED ON THE RECRUITMENT ANNOUNCEMENT BY THE CLOSE DATE.***

This application is valid for only ninety (90) days from the date I signed. If I want to be considered for job openings more than ninety (90) days from date signed, I will submit a new application.

**THANK YOU FOR YOUR INTEREST IN JOBS WITH NORCOR**