



CROOK COUNTY FIRE & RESCUE

Est. 1884

EMPLOYMENT APPLICATION ADMINISTRATIVE ASSISTANT

Crook County Fire & Rescue is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, marital status or military service or any other status or activity protected by applicable law. No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties. ***If you require an accommodation to participate in the application process, please contact Paula Landrus 541-447-5011.***

Instructions: Provide accurate, complete information and your initials or signature where requested. Do not attach a resume or reference one. **Email to plandrus@ccf-r.com or hand-deliver** your completed application to CCF&R, 500 NE Belknap St., Prineville, OR 97754.

CONFIDENTIAL

Last name	First name	Middle initial
Street address	Mailing address	City/State/Zip Code
Home/cell phone number	Alternate phone number	E-mail address

Education level	School name	City and state	Last year Completed	Did you graduate?
High school			___ 9 ___10 ___ 11 ___12	___ Yes ___ No
College/University/Vocational, Technical, or Other Education or Training			Credits earned	Degree/Course of Study

Special skills

List and summarize any special certifications, skills and qualifications, volunteer activities, military training or experience, or other training or other activities related to the job you are seeking. *For military veterans, please include information on any transferrable skills obtained through military education or experience that relate, directly or indirectly, to the position for which you are applying:*

EMPLOYMENT RECORD

List your most recent jobs first. Include military service as part of your employment record. **Duplicate as many copies of this page as you need to document your employment history.**

Employer	Address
Telephone number	Supervisor's name
Job title	Dates of employment (month and year)
Were you discharged? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, Reason for leaving	Essential job duties

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GENERAL INFORMATION	
May we contact your present employer?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do you have the legal right to work or volunteer in the United States? If hired, you will be required to provide identification to prove eligibility for employment.	<input type="checkbox"/> yes <input type="checkbox"/> no
Have you been employed or attended school using any other name? If yes, what name/(s) have you previously used?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do you have any employment restrictions resulting from a non-compete or confidentiality agreement? If yes, please explain.	<input type="checkbox"/> yes <input type="checkbox"/> no

VETERANS' PREFERENCE POINTS

Consistent with Oregon law, CCF&R grants a preference to veterans and disabled veterans in its hiring and promotion processes.

Are you a veteran requesting veterans' preference points?

yes no

If yes, please review and complete the attached Veteran's Preference Form and provide the applicable required documentation.

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

_____ I certify that all answers and statements I have made on this application (and other
initial supplementary materials provided) are true and complete without omissions.
I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions of the application information, attachments, and supporting documents generally will result in the denial of employment or immediate termination, if discovered after hire.

_____ I authorize Crook County Fire & Rescue to thoroughly investigate my references, work record,
initial education and other matters related to my suitability for employment, and further authorize the references I have listed to disclose to CCF&R any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. I agree to sign an authorization releasing these prior employers and persons of liability for providing such information.

_____ I authorize Crook County Fire & Rescue to investigate whether I have a criminal record of
initial convictions, and if so, the nature of such convictions and all the surrounding circumstances of the conviction. I understand that I will be required to pass such a criminal history check as a condition of being hired.

_____ I understand that if I am hired, I will be responsible for complying with all policies and rules of
initial CCFR as they presently exist or are later modified. I also understand that, except as otherwise provided in an applicable collective bargaining agreement, civil service rules, or other written employment agreement signed by the Fire Chief, my employment with CCFR will be terminable at-will for any reason and at any time without notice, at the option of the employer or myself, except as prohibited by applicable law. I understand no representative of CCFR has any authority to change my at-will employment status or to otherwise 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 written agreement signed and dated by the Fire Chief.

_____ I understand and acknowledge that I may be required to submit to a physical examination,
initial including drug testing as a condition of being hired. Additionally, I hereby authorize the release of the results of such an examination to Crook County Fire & Rescue for their use in evaluation of my suitability for employment. Further, I release the examining facility and Crook County Fire & Rescue from any and all liability, and from any damage that may result from the release of such information.

I have read, understand, and agree to the above statements.

_____ **Date**

_____ **Signature**

NOTE: Completed applications must be received by the personnel office no later than 5:00pm on the closing date.

**Crook County Fire & Rescue
Veteran's Preference Form**

Under Oregon law, veterans who meet minimum qualifications for a position may be eligible for employment preference. Please read the following checklist carefully, and check the box for each item that applies to you. If you need further explanation or have special circumstances, please call Paula Landrus or Russ Deboodt at 541-447-5011.

IN ORDER TO BE ELIGIBLE TO RECEIVE VETERAN'S PREFERENCE, THIS COMPLETED FORM AND THE REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT. PREFERENCE WILL NOT BE AWARDED WITHOUT THE APPROPRIATE DOCUMENTATION.

A. QUALIFIED VETERAN QUESTIONS: You may claim veteran's preference if you check at least one box below and provide proof of eligibility by submitting a copy of your form DD-214 or DD-215 that includes your discharge status.

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 and was discharged or released under honorable conditions, or
- For a period of more than 178 consecutive days beginning after January 31, 1955 and was discharged or released from active duty under honorable conditions, or
- For 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability, or
- For 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs, or
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions, **or**
- 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 activity duty under honorable conditions; **or**
- I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

Please see the next page for applicable definitions.

B. QUALIFIED DISABLED VETERAN QUESTIONS: You may claim additional employment preference if you can check at least one box below and provide proof of eligibility by submitting both of the documents listed below:

1. A copy of your DD-214 or DD-215, Certificate of Release or Discharge, Copy 4, and
2. A public employment veteran's disability preference letter from the United States Department of Veterans' Affairs (unless the information is included in the DD Form 214/215). To order the letter, call 1-800-827-1000 and request a public employment preference letter.

- I have a disability rating through the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim veteran's preference points 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 discovered.

_____	_____
Print Name	Service Number
_____	_____
Signature of Applicant	Date

Position Applied For	

DEFINITIONS

Armed Forces means the United States Army, Navy, Marine Corps, Air Force, and Coast Guard, including the reserve components thereof. (Title 38 USC Part I Chapter 1 Section 101). Reserve components mean:

- (a) The Army Reserve;
- (b) The Navy Reserve;
- (c) The Marine Corps Reserve;
- (d) The Air force Reserve;
- (e) The Coast Guard Reserve;
- (f) The Army National Guard of the United States; and
- (g) The Air National Guard of the United States.

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.

Combat zone means an area designated by the President of the United States by executive order in which, on the dates designated by executive order, the Armed Forces of the United States are or have engaged in combat.

Veteran means a person who:

- (a) Served on active duty with the Armed Forces of the United States:
 - (B) For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions;
 - (C) For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions;
 - (D) For 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability;
 - (E) For 178 days or less and was discharged or released from active duty under honorable conditions and has a disability rating from the United States Department of Veterans Affairs; or

(F) For at least one day in a combat zone and was discharged or released from active duty under honorable conditions;

(b) 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; or

(c) Is receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

Disabled veteran means a person who has a disability rating from the United States Department of Veterans Affairs, a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty or a person who was awarded the Purple Heart for wounds received in combat.

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