

PD634

STATE OF OREGON EMPLOYMENT APPLICATION FOR
2008 SEASONAL RANGER AIDE POSITIONS
OREGON PARKS AND RECREATION DEPARTMENT



NAME AND ADDRESS

Name (Last, First, M.I.): Social Security Number: Drivers License Number:
Mailing Address: Home Phone: Work Phone:
City, State, and Zip Code: Select one and enter below: Cell Message Other

VETERANS' POINTS: To Receive Credit Attach a Copy of Your DD214/215 or VA Disability Preference Letter and DD214/215

Points: 5 10 Date of Entry (M-D-Y): Date of Discharge (M-D-Y):

WORK SCHEDULE AVAILABILITY

CHECK ONE: FULL TIME (F) PART TIME (P) FULL OR PART TIME (E)

If you are not hired as a seasonal employee, are you willing to accept temporary work? Yes No

CIRCLE THE 3-LETTER CODE THAT INDICATES THE SKILLS YOU HAVE DESCRIBED ON YOUR PD634:

- (C/R) Work experience operating a cash register (GCT) Construction/Building Maintenance Experience
(GRD) Maintenance/Groundskeeping Experience (PEP) Explaining rules, regulations, policies and procedures (PIP) Answering routine inquiries for information about programs or services (RES) Reservations Computer System Experience
(ITD) Natural/Cultural Interpretive Program/Educational Experience (LNG) Bilingual (list language(s))

EDUCATION / TRAINING HISTORY

List colleges, military, trade, business or other schools attended. (LIST HOURS FOR FULL CREDIT)

Table with 5 columns: High School, College, or University Name and Location; Course of Study (List Major); Credits Earned (Check One / Indicate Hours for Full Credit); Did you Graduate? Yes / No; Degree or Certificate Received.

SPECIALIZED TRAINING/SKILLS/KNOWLEDGE

List training, skills, knowledge that show your ability to perform this job (CPR, First Aid, Computer, Plumbing, Carpentry, etc.)

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 related 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 all 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 the State of Oregon to check employment references and verify the education information provided on this employment application and as disclosed in the interview process.
I authorize the State of Oregon to check my driving record if the position I am applying requires driving.
You will be asked to submit a criminal history background form as a condition of employment.
I release the State of Oregon and all providers of information from any liability as a result of furnishing and receiving any information related to the State of Oregon'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.

SIGNATURE AGREEMENT: DATE:

DATE STAMP

OFFICE USE ONLY

ACCEPTED NOT ACCEPTED (Reason Code) V.P. FINAL
(REVIEWER'S INITIALS / DATE)

KEEP A COPY OF YOUR APPLICATION MATERIALS ♦ COPIES WILL NOT BE PROVIDED

## WORK HISTORY Paid or Unpaid (volunteer, internship, etc.)

**This section must be completed. Attach additional sheets if necessary (A Resume will not substitute in place of this section)**

### JOB NUMBER 1 (current or most recent position)

NAME OF EMPLOYER		EMPLOYER'S ADDRESS/SUPERVISOR'S NAME and PHONE NUMBER	
KIND OF BUSINESS YOUR JOB TITLE		LIST ANY TRAINING & SKILLS RELATED TO THIS POSITION	
FROM (MONTH - YEAR)	TO (MONTH - YEAR)	TOTAL TIME IN POSITION:	WEEKLY HOURS WORKED (Average)

DUTIES (List all duties you performed. No credit will be given if this section is not completed or accurately describes duties in detail):

Reason for Leaving Position:

### JOB NUMBER 2

NAME OF EMPLOYER		EMPLOYER'S ADDRESS/SUPERVISOR'S NAME and PHONE NUMBER	
KIND OF BUSINESS YOUR JOB TITLE		LIST ANY TRAINING & SKILLS RELATED TO THIS POSITION	
FROM (MONTH - YEAR)	TO (MONTH - YEAR)	TOTAL TIME IN POSITION:	WEEKLY HOURS WORKED (Average)

DUTIES (List all duties you performed. No credit will be given if this section is not completed or accurately describes duties in detail):

Reason for Leaving Position:

### JOB NUMBER 3

NAME OF EMPLOYER		EMPLOYER'S ADDRESS/SUPERVISOR'S NAME and PHONE NUMBER	
KIND OF BUSINESS YOUR JOB TITLE		LIST ANY TRAINING & SKILLS RELATED TO THIS POSITION	
FROM (MONTH - YEAR)	TO (MONTH - YEAR)	TOTAL TIME IN POSITION:	WEEKLY HOURS WORKED (Average)

DUTIES (List all duties you performed. No credit will be given if this section is not completed or accurately describes duties in detail):

Reason for Leaving Position:

**KEEP A COPY OF YOUR APPLICATION MATERIALS ♦ COPIES WILL NOT BE PROVIDED**

Application materials (PD 634, Geographic Selection Sheet, Criminal Record Disclosure & Request Authorization) must be received by the close date at the address listed on the recruitment announcement or it may not be accepted.

**Oregon Parks and Recreation is An Equal Opportunity Employer**

## OPRD GEOGRAPHIC SELECTION SHEET ATTACHMENT



CIRCLE **ONLY** THE GEOGRAPHIC CODE (S) listed below where you will accept work. In most instances on-site housing is NOT available, and in most cases in-person interviews will be required. Attach to PD634 Application along with Criminal Record Disclosure & Request Authorization.

<b>04C</b>	(Astoria / Hammond) –	Fort. Stevens State Park.
<b>29D</b> <b>26E</b> <b>29F</b> <b>05G</b>	(Nehalem) – (Cannon Beach) – (Tillamook) – (Pacific City) –	Nehalem Bay State Park, Oswald West State Park. Ecola State Park. Cape Lookout State Park. Bob Straub State Park.
<b>21A</b> <b>10B</b> <b>21B</b> <b>21E</b>	(Lincoln City) – (Depoe Bay) – (Newport) – (Waldport) –	Devil’s Lake State Park. Whale Watching Center. Beverly Beach State Park, South Beach State Park. Alsea Bay Historic Interpretive Center, Beachside State Recreation Site.
<b>20E</b> <b>06B</b> <b>06A</b> <b>10G</b>	(Florence) – (Coos Bay) – (Bandon) – (Reedsport / Winchester Bay) –	J.M. Honeyman State Park, Carl G Washburne Memorial State Park. Sunset Bay State Park, Shore Acres State Park, Cape Arago State Park, William M Tugman State Park. Bullards Beach State Park. Umpqua Lighthouse State Park.
<b>08C</b>	(Port Orford) –	Cape Blanco State Park, Humbug Mountain State Park, Port Orford Heads State Park.
<b>08A</b>	(Brookings) –	Harris Beach State Park, Alfred A Loeb State Park.
<b>03C</b> <b>26C</b>	(Estacada) – (Portland) –	Milo McIver State Park. Tryon Creek State Park.
<b>34A</b>	(Banks / Vernonia) –	Stub Stewart State Park.
<b>36G</b> <b>03B</b> <b>24M</b>	(Newberg) – (Canby) – (Salem/Keizer) –	Champoeg State Park. Mollala River State Park. Willamette Mission State Park, State Capital Mall Park.
<b>26F</b> <b>14B</b> <b>33G</b>	(Corbett) – (Hood River) – (The Dalles) –	Rooster Rock State Park, Guy W. Joseph State Park, Ainsworth State Park. Viento State Park. Memaloose State Park, Mayer State Park, Deschutes River State Park.
<b>24C</b> <b>18E</b> <b>24Q</b>	(Detroit) – (Cascadia) – (Sublimity) –	Detroit Lake State Park. Cascadia State Park. Silver Falls State Park.
<b>20D</b>	(Eugene/Cottage Grove) –	Southern Willamette, Lowell/Jasper State Recreation Area.

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<b>15G</b>	(Medford) –	Touvelle State Recreation Site.
<b>17B</b>	(Grants Pass) –	Valley of the Rogue State Park, Wolf Creek Inn State Heritage Area.
<b>23B</b>	(Trail / Prospect) –	Joseph H Stewart State Park.
<b>18B</b>	(Chiloquin) –	Collier Memorial State Park.

<b>19A</b>	(Lakeview) –	Goose Lake Recreation Area.
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<b>09B</b>	(Redmond / Terrebonne) –	Smith Rock State Park.
<b>07A</b>	(Prineville) –	Prineville Reservoir State Park.
<b>09A</b>	(Bend) –	Tumalo State Park.
<b>10K</b>	(LaPine) –	LaPine State Park.
<b>16A</b>	(Madras / Culver) –	The Cove Palisades State Park.

<b>30F</b>	(Hermiston/Umatilla) –	Hat Rock State Park.
<b>30H</b>	(Pendleton / Meacham) –	Emigrant Springs State Heritage Area.
<b>31E</b>	(LaGrande) –	Emigrant Springs State Heritage Area.
<b>23E</b>	(Ukiah) –	Ukiah-Dale State Park, Battle Mountain State Park.
<b>31H</b>	(Union) –	Catherine Creek State Park.

<b>12E</b>	(John Day) –	Clyde Holliday State Park, Kam Wah Chung State Heritage Site.
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<b>23D</b>	(Ontario) –	Lake Owyhee State Park
<b>32B</b>	(Joseph) –	Wallowa Lake State Park.

<b>01A</b>	(Huntington) –	Farewell Bend State Park.
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### How did you learn about his position?

- |  |   |
|--|---|
| <input type="checkbox"/> Newspaper (List): _____     | <input type="checkbox"/> State Jobs Page ( <a href="http://www.oregonjobs.org">www.oregonjobs.org</a> ) |
| <input type="checkbox"/> Employment Office           | <input type="checkbox"/> Jobline  |
| <input type="checkbox"/> Other Website (List): _____ | <input type="checkbox"/> Employee Referral  |
| <input type="checkbox"/> Other (List): _____         | <input type="checkbox"/> Parks and Recreation Website   |

**Voluntary Information: The information you provide below is voluntary and will only be used for statistical purposes.**

### Ethnic Background:

- |   |   |
|---|---|
| <input type="checkbox"/> (A) <b>Asian or Pacific Islander</b>         | <input type="checkbox"/> (B) <b>African American (not of Hispanic origin)</b> |
| <input type="checkbox"/> (H) <b>Hispanic</b>                          | <input type="checkbox"/> (W) <b>Caucasian (not of Hispanic origin)</b>        |
| <input type="checkbox"/> (I) <b>Native American or Alaskan Native</b> |   |

### Gender:

- Male     Female

### Disabled:

- Yes     No (Checking the "yes" box has no effect on an employer's obligation to provide reasonable accommodation Under state and federal disability laws).

OPRD HUMAN RESOURCES DIVISION

**EXPLANATION OF CRIMINAL RECORDS CHECK PROCESS  
AND INSTRUCTIONS FOR COMPLETING REQUIRED  
CRIMINAL RECORD DISCLOSURE & REQUEST AUTHORIZATION FORM**

**Authority:** Oregon Parks and Recreation Department (OPRD) is authorized by state law (ORS 390 and OAR 736-002) to complete criminal and other background checks on people who work or volunteer for the department.

**Sources Checked:** In doing this check OPRD may use any information provided by the Subject Individual, or received from Oregon State Police; Federal Bureau of Investigation; local, state and federal courts or other jurisdictions. OPRD may use information from other criminal justice, corrections or law enforcement agencies. Fingerprints may be requested by OPRD.

**Challenging State Information:** The subject individual may look at the criminal history information maintained by the Oregon State Police and may challenge information he/she believes is inaccurate, incomplete, or maintained in violation of any state or federal statute or regulation. To review your information, contact: Oregon State Police, Identification Services Section, 3772 Portland Road NE, Salem, Oregon 97303 (phone 503/373-1808).

**Challenging FBI Information:** The subject individual may obtain a copy of his/her FBI record from the FBI. He/she may challenge the accuracy and completeness of information in the FBI record if the subject individual believes it is incorrect. To obtain a copy and/or challenge the FBI record, write to "Federal Bureau of Investigation, Identification Division, Room 10104, Washington, DC 20537-9700.

**Civil Rights:** The subject individual may have rights under Title VII of the Civil Rights Act of 1964. Discrimination by an employer on the basis of arrests alone may violate federal civil rights law. Individuals wishing to obtain further information regarding their civil rights should contact the Oregon Bureau of Labor and Industries.

**Recheck:** A criminal records check may be repeated by the qualified entity at any time while the subject individual works or continues in the position requiring a criminal records check to qualify. The subject individual shall notify the department in writing, at the address on this form, if the subject individual is arrested or convicted for any crimes noted in OAR 736-002-0070 after this process is completed.

**Subject Individual:** You are a subject individual as defined in OAR 736-002-0030 and -0032 if you are being requested to complete the OPRD Criminal Record Disclosure & Request Authorization form, #63400-2053HR. You must complete boxes 1 through 16 on page 1, and boxes 17 through 22 on page 2 of the form.

**Disclose All Requested History:** Using this form, you must accurately and completely disclose all arrest history within the past five years and all conviction history regardless of the date of conviction. This includes all crimes noted in OAR 736-002-0070, including but not limited to felonies, misdemeanors, no contest plea, pending investigation or indictment, outstanding warrant, conditional discharge, deferred sentence, diversion programs, probation violations, juvenile adjudications, failures to appear. If you fail to list something, you may be disqualified. Serious traffic offenses identified as misdemeanors or felonies, such as "Reckless Driving," "Driving Under the Influence of Intoxicants" (DUII) and "Driving While Suspended" (DWS) **must** be listed. "Failure to Appear," even if for a minor traffic violation is a crime and **must** be listed. If you are not sure, you should list the offense. Be certain to list date (approximate if necessary) and location for each arrest and/or conviction listed.

**Continued on reverse –**

If you have a history that you believe should have been expunged or removed from your record, but you do not **know** if it was expunged or removed, you should list it. A crime is not removed from your record until you go through the legal process to have it removed.

**Arrests:** In most cases, arrests alone will not result in disqualification. If, however, you falsify or provide incomplete information, including failure to list any required arrests or convictions, you may be disqualified. You are required to list any arrests within the last five years.

**Convictions:** You are required to list any convictions for any crimes, regardless of the date of conviction.

**Federal Crimes:** If the Federal Bureau of Investigation was involved in your arrest, or you committed a federal crime, be certain to note that in box 20.

**Violations:** Traffic violations, such as parking tickets, speeding, failing to stop at a stop sign or red light, are not classified as crimes and thus not required to be listed. If you are unsure if your driving offense was a violation or a criminal misdemeanor or felony, list it, and it can be verified. If it turns out to be a criminal offense and you do not list it, you may be disqualified.

**Failure to Disclose:** If you fail to list any required information, you may be disqualified.

**Automatic File Closure:** If you do not cooperate with this process, do not provide requested information in a timely manner, do not provide fingerprints as requested, your application file will be automatically closed without further consideration. Providing any false information on the form will result in a determination of being unfit to work for or volunteer with Oregon Parks and Recreation Department.

**Information You Should Write in Box 20:**

- Describe the nature of any crime conviction and any circumstances of your arrest and conviction.
- What did you have to do because of the arrest or conviction? Serve probation? Pay restitution?
- List any treatment, counseling program, alcohol or drug rehabilitation, or other remediation program.
- List employment demonstrating responsible behavior.
- You may attach documentation to support any information provided.

**Sending Completed Form to OPRD:**

Place your completed Criminal Record Disclosure & Request Authorization form In a **SEALED ENVELOPE** marked “**CONFIDENTIAL**” and mail or deliver to: OPRD, Human Resources Division, 725 Summer St NE, Ste C, Salem, OR 97301;

Or you can FAX to OPRD Human Resources Division at this confidential FAX number: 503-986-0795.

**If you need this form or these instructions in larger print or in a different format, call the OPRD Human Resources Division at 503-986-0656 to make that request.**



