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Office Use Only - Date Received:

Oregon State Board of Examiners for Engineering and Land Surveying Employment Application

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 advance.

The Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) is not responsible for materials which are illegible or missing as a result of transmission by fax or which are lost through the mail.

Thank you for your interest in employment with the OSBEELS.

Job Applied For	Classification Number	Announcement Number
How did you learn about this position?		
Newspaper _____ (Please list which publication)	Employment Office	
State Jobs Page _____	OSBEELS Website	
Other Website _____ (Please list which website)	Employee/Friend Referral	
Other _____		

Applicant Information	Applicant Information:			
	First name	Middle name or initial	Last name	
	Job Applied For (as listed on the recruitment announcement)			
	Driver License Number/State	Classification Number	Announcement Number	
	Home address (include any apartment number)			Home/Cell phone #
	City	State or Province	Zip/Postal code	Email address
	State of Oregon Employment Status:			
	Are you a current employee of the state of Oregon (excludes temporary status)?			Yes No
Veterans' Preference (To receive credit you must attach a copy of your DD214/DD215):				
Points Claimed (check one)	Date of Entry (Mo/Day/Year)	Date of Discharge (Mo/Day/Year)	Branch of Service	
5 Veteran 10 Disabled Veteran None				



Availability

Work schedule availability:

Check all that apply

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Full Time Part Time Either

Date you can report for work:

.....

Are you also willing to work for OSBEELS in a temporary position? Yes No

Education/Training History

Summarize your education:

Do you have a high school diploma or GED certificate? Yes No

Name of University/Institution, Location	Attended (Mo/Yr to Mo/Yr)	Course of Study	Degree Received, Date/ Credit Hours Earned
.....
Name of University/Institution, Location	Attended (Mo/Yr to Mo/Yr)	Course of Study	Degree Received, Date/ Credits Earned
.....
Name of University/Institution, Location	Attended (Mo/Yr to Mo/Yr)	Course of Study	Degree Received, Date/ Credits Earned
.....

To receive credit you must attach transcripts for all required or related courses.

Licenses/Certifications

List any required professional licenses, registrations, certifications (i.e. - Notary, Commercial Driver License):

Description	State	Number	Expiration Date (Mo/Day/Year)
.....
Description	State	Number	Expiration Date (Mo/Day/Year)
.....
Description	State	Number	Expiration Date (Mo/Day/Year)
.....



Personal/Professional References

List your personal/professional references below:

Personal	Professional		
First name	Last name	Title	
Mailing address			Phone #
City	State or Province	Zip/Postal code	Email address

Personal	Professional		
First name	Last name	Title	
Mailing address			Phone #
City	State or Province	Zip/Postal code	Email address

Personal	Professional		
First name	Last name	Title	
Mailing address			Phone #
City	State or Province	Zip/Postal code	Email address

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Work History Instructions

Note: A résumé will not substitute for this portion

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 past 10 years. If you gained any of the qualifying experience more than 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 section.

Clearly describe all of 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. Example: Bookkeeping: 4 hours of a 40-hour week = 10% or 5 hours of a 20-hour week = 25%.

Credit for work that is less than full-time is prorated 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 varied, 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 résumé 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.

Work History	Employer/Company Name and Address	Job Title	Start Date	End Date
	Supervisor's Name and Phone Number	Hours worked per week	Reason for leaving	
	Duties (List all duties. Must be completed.)			
Supervision/Leadwork (Check all that apply)				
Assigning and reviewing work		Handling disciplinary problems		
Rating work performance		Responding to grievances		
Hiring		Recommending hiring		



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Supervisor's Name and Phone Number	Hours worked per week	Reason for leaving

Duties (List all duties. Must be completed.)

.....

.....

Supervision/Leadwork (Check all that apply)

.....

- | | |
|---|---|
| <input type="checkbox"/> Assigning and reviewing work | <input type="checkbox"/> Handling disciplinary problems |
| <input type="checkbox"/> Rating work performance | <input type="checkbox"/> Responding to grievances |
| <input type="checkbox"/> Hiring | <input type="checkbox"/> Recommending hiring |

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Supervisor's Name and Phone Number	Hours worked per week	Reason for leaving

Duties (List all duties. Must be completed.)

.....

.....

Supervision/Leadwork (Check all that apply)

.....

- | | |
|---|---|
| <input type="checkbox"/> Assigning and reviewing work | <input type="checkbox"/> Handling disciplinary problems |
| <input type="checkbox"/> Rating work performance | <input type="checkbox"/> Responding to grievances |
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Supervision/Leadwork (Check all that apply)

- | | |
|------------------------------|--------------------------------|
| Assigning and reviewing work | Handling disciplinary problems |
| Rating work performance | Responding to grievances |
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- | | |
|------------------------------|--------------------------------|
| Assigning and reviewing work | Handling disciplinary problems |
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Additional Work History

Employer/Company Name and Address	Job Title	Start Date	End Date

Supervisor's Name and Phone Number	Hours worked per week	Reason for leaving

Duties (List all duties. Must be completed.)

.....

Supervision/Leadwork (Check all that apply)

.....

Assigning and reviewing work

Handling disciplinary problems

Rating work performance

Responding to grievances

Hiring

Recommending hiring

Employer/Company Name and Address	Job Title	Start Date	End Date

Supervisor's Name and Phone Number	Hours worked per week	Reason for leaving

Duties (List all duties. Must be completed.)

.....

Supervision/Leadwork (Check all that apply)

.....

Assigning and reviewing work

Handling disciplinary problems

Rating work performance

Responding to grievances

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Additional Work History

Employer/Company Name and Address	Job Title	Start Date	End Date

Supervisor's Name and Phone Number	Hours worked per week	Reason for leaving

Duties (List all duties. Must be completed.)

.....

Supervision/Leadwork (Check all that apply)

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Supervisor's Name and Phone Number	Hours worked per week	Reason for leaving

Duties (List all duties. Must be completed.)

.....

Supervision/Leadwork (Check all that apply)

.....

- | | |
|------------------------------|--------------------------------|
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Certification and Signature

I understand any verbal or written statement that is false, fraudulent, or misleading 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.

I understand that, if hired, I must prove that I am legally authorized to work in the United States.

I authorize OSBEELS to check employment references and verify education information provided on this employment application and as disclosed in the interview process.

I authorize OSBEELS to check my driving record if the position for which I am applying requires driving.

I release OSBEELS and all providers of information from any liability as a result of furnishing and receiving any information related to OSBEELS' hiring process.

By submitting my application materials, I am agreeing to the conditions stated in this "Certification and Signature" section.

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

Date (Mo/Day/Yr)