

Position Vacancy

Police Chief

The City of Powers is seeking a highly motivated individual to join our team!

“One of the pleasant things about small town life is that everyone, whether rich or poor, liked or disliked, has some kind of a role and place in the community.” –Edward Abbey

Our Community

Powers offers a unique quality of life with a temperate climate, progressive schools, and abundant recreational opportunities. Recent investments in the community include plans for a new wastewater treatment facility, master plans for future growth at the water treatment facility, and involvement in the economic development of the town to facilitate growth and jobs. We offer a great place to raise a family, start or relocate a business, work comfortably toward retirement, and a supportive environment to foster personal and professional growth.

City & Department

Powers is nestled in a beautiful valley along the idyllic South Fork of the Coquille River as the “Gateway to the Siskiyou”. The City has a small workforce of talented and dedicated employees who serve its 695 residents as a full-service city complete with police, fire, ambulance, library, planning, parks, streets, water, sewer, municipal court, cemetery, museum management, and information services.

The Police Chief supervises and performs the day to day operation and administration of the Police Department to ensure comprehensive law enforcement services to our rural community. The Police Chief works highly independently to exercise prudent judgment and equitable treatment to citizens. The Department is typically staffed as a single-person department with the potential for volunteer reserves. Like many small departments, operations run the gamut of patrol, investigations, and evidence management. Dispatch services are contracted with the Coos County Sheriff’s office. The department works collaboratively with Coos County Sheriffs and Oregon State Police to maximize effective operations.

The Position

The City of Powers is seeking a visible, accessible, and responsive Police Chief. The position is expected to carry out the duties of the department in a manner that inspires trust and confidence among our citizens and staff. The successful candidate will embrace the challenges of working in a small department and small town with limited resources by leveraging existing assets in the organization and initiating partnerships within the community to provide a superior level of public safety service. The successful candidate will possess the ability to balance administrative duties with the rigors of everyday department operations and patrol duties.

The successful candidate must be able to work collaboratively with the City Council, staff, and citizens to establish and maintain positive and cooperative working relationships. The candidate must be knowledgeable of general law enforcement administration and the laws outlined in the Oregon Revised Statutes. Excellent written and verbal communication skills are essential. This position may be filled through a regular hire or an employment contract depending upon the needs of the City.

Classification:

- Full-time 40-hours per week;
- Hourly position eligible for overtime;
- Wage range: \$21.00-\$30.00 per hour;

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Coos County, Oregon

- 1-year probationary period.

Minimum Requirements:

- 90 college credits or a degree in Criminal Justice; and
- Possession of Oregon DPSST Basic Certificate; and
- Possession of Oregon DPSST Supervisory Certificate; and
- Possession of Oregon DPSST Management Certificate (within 2 years of date of hire); and
- Seven (7) years of progressively greater responsibility in law enforcement; and
- At least two (2) years of direct supervision of law enforcement officers; and
- Valid Oregon driver's license; and
- Basic CPR/First Aid certification.
- In the event Oregon Department of Public Safety Standards and Training (DPSST) rules require a more stringent set of education or certification, that requirement shall prevail.
- Ability to meet required physical and cognitive functions of the position.

Benefits:

- Employee-only health, dental, vision, and basic life insurance;
- Optional additional coverages;
- Employee assistance program;
- Participation in PERS retirement plan;
- Educational and professional development incentives;
- Department-issued cell phone;
- Take-home vehicle for emergency response;
- Paid vacation, sick leave, and holidays.

Job Offer Contingent Upon:

- Criminal background check;
- Driving history/record for previous 3 years;
- Physical assessment;
- Psychological assessment;
- Drug test (including marijuana/cannabis products).

Applications & Position Description:

- In person at City Hall, 275 Fir Street, Powers, OR 97466; or
- Via email at admin@cityofpowers.com.
- A résumé is not required but is encouraged.
- If applying for Veterans Preference, include a copy of your DD214 with the completed application.
- The City of Powers is an Equal Opportunity Employer.

Posting Date: December 23, 2019

First Closing Date: January 30, 2019

Position Description

Position Title: Police Chief

Wage Range: \$21.00 - \$30.00 per hour

Supervision: Works under the general supervision of the City Council.

General Description: Supervises and performs the day to day operation and administration of the Police Department, which includes but is not limited to law enforcement management services, field operations, and criminal investigations within and about the City of Powers. Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

Essential Management Functions:

- ✓ Provides direct supervision to department employees and volunteers (if applicable), including planning and scheduling of work operations and assignments. Disciplinary action, promotion, title changes, hiring, establishment of reserves, and other personnel matters are recommended to the Council for action.
- ✓ Ensures adherence to quality standards, laws, policies, and protocols.
- ✓ Ensures that state and local laws, ordinances, and codes are enforced and ensures that public peace and safety is maintained.
- ✓ Establishes comprehensive law enforcement programming based on analysis of the community's growth, crime patterns, work load, staffing levels, and related economic and legislative influences to provide appropriate and effective law enforcement services to the community.
- ✓ Establishes and maintains effective working relationships with other public safety agencies, internal City departments, local organizations, and the general public.
- ✓ Assists in the development of department policies and procedures.
- ✓ Communicates annual budget needs and proposals to the City Recorder. Manages and accounts for departmental budgets and supervises department expenditures.
- ✓ Administers effective and efficient use of personnel, funds, materials, facilities, equipment, and time to best serve the needs of the City.
- ✓ Supervises, directs, and plans for the acquisition, maintenance, and disposition of department resources, equipment, technology, and services using established policies for procurement and spending.
- ✓ Supervises and oversees departmental training programs to ensure adequate certifications are maintained. Forwards such training records to the City Recorder for filing.
- ✓ Occasionally attends professional meetings and workshops as needed.
- ✓ Ensures department compliance with state and federal regulations.
- ✓ Responsible for administering department safety programs to ensure a safe working environment for staff members.
- ✓ Submits monthly summary departmental report and agenda item requests to City Recorder one week in advance of Council meetings.
- ✓ Other duties as directed by City Council.

Essential Operational Functions:

- ✓ Supervises and assists in major incidents, crimes, or accidents and ensures City officials are properly informed of activities on a real time basis.
- ✓ Maintains ability to handle and process evidence and to provide testimony in a court of law without being subject to impeachment due to his/her honesty or veracity, or due to prior felony conviction.
- ✓ Collects and presents physical evidence, sworn statements, and visual aids.
- ✓ Coordinates emergency communication services for City departments with Coos County.
- ✓ Responds as needed to documented citizen inquiries, requests, or emergencies and works closely with staff to identify hazards and solutions.
- ✓ Performs regular patrols and related duties to ensure adequate police protection that is responsive to the needs of the community.
- ✓ Performs, monitors, evaluates, analyzes, and supervises the reporting of all statistical data to federal, state, and local agencies.
- ✓ Supervises and performs routine cleaning and maintenance on equipment and vehicles to ensure longevity and reliability.
- ✓ Safe operation of City vehicles and equipment to complete tasks.
- ✓ Maintains ability to operate a vehicle in Oregon by maintaining a driver's license in good standing.
- ✓ Maintains firearms and other equipment qualifications required for carrying out law enforcement duties.
- ✓ Maintaining the physical, medical, mental, and psychological ability to protect the general safety of the public at all times.
- ✓ Maintaining the confidence and trust of the members of the department, City Council, and community.
- ✓ Proficiency in the use of computers and other related office equipment.
- ✓ Other duties as directed by City Council.

Work Environment & Physical Assessment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. The position requires mobility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ✓ Frequently works indoors or inside a vehicle.
- ✓ May have contact with individuals who may become violent, combative, under the influence of intoxicants, or who have communicable diseases.
- ✓ May have contact with animals at large who may become aggressive or are unsanitary.
- ✓ Equipment worn on the body typically weighs up to or in excess of 25 pounds.
- ✓ Occasional exposure to wet and/or humid conditions. (Safety equipment is provided.)
- ✓ Occasional exposure to outdoor weather conditions.
- ✓ Occasional prolonged sitting and/or standing.
- ✓ Occasional bending down and/or squatting..
- ✓ Repetitive motions, including but not limited to use of computer keyboard, mouse, office equipment.
- ✓ Occasional lifting, moving, or transferring up to 10 pounds.

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- ✓ Occasional lifting and transferring of boxes/parcels/bags/other evidence types up to 25 pounds.
- ✓ Noise levels in the work environment vary, but may occasionally be moderately noisy.

Cognitive Assessment:

Work is performed highly independently with general direction by the City Council. Policies and procedures have been developed. An employee in this classification will have the ability to exercise prudent independent judgment in the performance of duties and regularly engage with Department Liaisons, City Recorder, and City Council to accomplish objectives.

Required Qualifications:

- ✓ 90 college credits or a degree in Criminal Justice; and
- ✓ Possession of Oregon DPSST Basic Certificate; and
- ✓ Possession of Oregon DPSST Supervisory Certificate; and
- ✓ Possession of Oregon DPSST Management Certificate (within 2 years of date of hire); and
- ✓ Seven (7) years of progressively greater responsibility in Law Enforcement; and
- ✓ At least two (2) years of direct supervision of law enforcement officers; and
- ✓ Valid Oregon driver's license; and
- ✓ Basic CPR/First Aid certification.
- ✓ In the event Oregon Department of Public Safety Standards and Training (DPSST) rules require a more stringent set of education or certification, that requirement shall prevail.

Additional Desired Qualifications:

- ✓ Previous experience with an Oregon municipality in a similar capacity;
- ✓ DPSST Executive Certificate;
- ✓ DPSST Advanced Certificate;
- ✓ Bachelor or Master degree in management/administrative field;
- ✓ OSHA/OR-OSHA certifications/training courses within previous 5 years;
- ✓ FBI National Academy or equivalent advanced training.

Adoption:

This description was duly adopted by the City Council on December 18, 2019.

City of Powers Employment Application



About Us

Powers is small rural community nestled in a gorgeous valley just north of the Siskiyou National Forest. The South Fork of the Coquille River winds through the town, traveling north toward Myrtle Point and Coquille. Powers is home to a long tradition of preserving history and looking forward into the future to provide stability and longevity to its citizens. Outdoor recreation is the primary faire in this little town and many travelers come from miles away to take part in what Powers has to offer.

The City of Powers is a municipal corporation that appoints personnel in various public service departments both as employees and as volunteers. The City of Powers is governed by a city council, which consists of seven total members of the community who serve on the council as elected or appointed volunteers. The council members also serve as liaisons to several departments such as public safety, parks and cemetery, utilities, and others.

The city operates numerous departments, each having employees, volunteers, or a combination of both that all contribute to each department's operation, maintenance, and administration. The city operates a Public Works Department, which oversees the administration of the water and sewer utilities, street maintenance, and parks maintenance. The city also operates a Police Department, a Volunteer Fire Department, and a contracted-service Ambulance Department which all contribute to public safety. Powers City Hall houses the offices of the City Recorder, who is the ex-officio clerk to the city council, and the Utility Clerk, who is responsible for handling utility customer accounts. The city also works in conjunction with Coos County offices to operate the Hazel M. Lewis Library.

Revised 10/6/17 Pay Equity Act 2017

Application Instructions

1. Review the recruitment announcement or job posting and the position description.
2. Complete a separate application for each job you apply for unless the announcement gives different instructions. Legible photocopies are acceptable.
3. Type or print clearly in black or blue ink. Be sure to sign where indicated.
4. Ensure that your application is complete and legible. Incomplete or illegible applications will not be accepted. The City of Powers is not responsible for applications that are misdirected, lost in the mail, or lost as a result of transmitting by email.
5. If you request Veterans Preference, you must submit the documents required with your application.
6. Submit only the application and your résumé unless the announcement requests additional documents. Cover letters are acceptable but not required.
7. Keep a copy of your application for your records.

Work History Instructions

The information you provide in the Work History section will be used to evaluate whether you meet the qualifications of the job. Begin with your most recent job, and list all jobs held either as an employee or volunteer **for at least the last 10 years**. You may also include qualifying experience gained more than 10 years ago if you wish. A résumé or related document will not be accepted as a substitute for completion of the Work History section.

1. If you held more than one position with the same company, list each position as a separate job. Provide your duties, beginning and ending dates, and hours worked per week for each position.
2. Clearly describe your duties. These may help to define your position when considering minimum qualifications.
3. If you need additional space to list more jobs or experience, please copy the Work History page and number the sections accordingly.

Veterans Preference

The City of Powers provides qualifying veterans and disabled veterans with preference in employment in accordance with ORS 408.225, 408.230, 408.235, and with OAR 105-040-0010 and 105-040-0015. The Oregon Bureau of Labor and Industries enforces public employer compliance with veterans preference requirements. For more information on veterans preference eligibility, please contact the Oregon Department of Veterans' Affairs at 1-800-692-9666.

Obtaining Preference

Qualifying veterans and disabled veterans may obtain preference by submitting a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215), or a letter from the US Department of Veterans' Affairs indicating receipt of a non-service connected pension to your application. Either of these may serve as verification of eligibility. Disabled veterans must also submit a copy of their veterans disability preference letter from the Department of Veterans' Affairs, unless the information is included in the DD Form 214 or 215. There is no limit to the number of times you may request or use veterans preference in employment.

Qualifying for Preference

Veterans (5-points)

In order to receive preference as a 5-points veteran, you must have served on active duty in the United States Armed Forces:

- for more than 90 consecutive days beginning on or before January 31, 1955; or
- for more than 178 consecutive days; or
- for 178 days or less and have a disability rating from the US Department of Veterans' Affairs; or
- for at least one day in a combat zone; or
- received a combat or campaign ribbon, or an expeditionary medal for service in the Armed Forces.

AND

- You must have been discharged or released under honorable conditions; or
- You must be receiving a non-service connected pension from the US Department of Veterans' Affairs.

Disabled Veterans (10-points)

In order to receive preference as a 10-points disabled veteran, you must be:

- A person whose discharge or release from active duty in the United States Armed Forces was for a disability incurred or aggravated in the line of duty; or
- Entitled to disability compensation under laws administered by the US Department of Veterans' Affairs; or
- Awarded the Purple Heart for wounds received in combat.

Applications

Scored Applications: After an initial review of all applications received, the City of Powers may choose to score applications based on certain criteria. If a scored application is used to determine which applicants to further consider for a position, the City of Powers will add (based on a 100-point scale) five preference points to a veteran's application score, or add ten preference points to a disabled veteran's application score.

Un-Scored Applications: After an initial review of all applications received, the City of Powers may choose to further sort applications into levels based on desired attributes or other criteria to determine which applicants to further consider for a position. If an un-scored application is used to determine which applicants to further consider for a position, the City of Powers will advance a veteran's application by one level within a sorting process, or advance a disabled veteran's application by two levels within a sorting process.

Interviews

When a veteran submits an application for employment and wishes to obtain veterans preference, he or she may be selected for an interview. Interviews are conducted with the City Council and other designated staff, and may be scored or un-scored.

Scored Interviews: A veteran or disabled veteran is provided preference in a scored interview process. The City of Powers will add (based on a 100-point scale) five preference points to a veteran's interview score, or add ten preference points to a disabled veteran's interview score.

Un-Scored Interviews: A veteran or disabled veteran is provided preference in an un-scored interview process. This is achieved through an assessment by the City Council of the veteran's merits. A veteran or disabled veteran who meets all or substantially all of the City of Powers' requirements of filling the position will continue to be considered for appointment.

Selection

When a veteran or disabled veteran has been determined to be equal to the top applicant(s) for a position upon completion of the application and interview process, the veteran shall be ranked more highly than the non-veteran applicants, and the disabled veteran shall be ranked more highly than both veteran and non-veteran applicants. After such ranking, the applicant shall be appointed to the position according to ORS 408.230.

Application for Employment

The City of Powers is an Equal Employment Opportunity employer. It is the policy of the Council of the City of Powers to comply with all applicable state and federal regulations that prohibit discrimination. The City of Powers will not engage in discrimination against any individual with respect to employment, recruitment, or provision of services based upon that individual's race, color, religion, sex, national origin, age, sexual orientation, gender, political affiliation, marital status, physical or mental disability, familial status, or other protected class status.

RECRUITMENT INFORMATION

<i>Position Applied For</i>	<i>Date of Application</i>
<i>How did you learn of the position?</i> Newspaper Employment Agency Current Employee (Please List) _____ Other _____	

APPLICANT INFORMATION

<i>Name (Last, First, MI)</i>	<i>Phone Number(s)</i> <i>home</i> <i>cell</i>
<i>Physical Address (Street)</i> _____ <i>(City)</i> _____ <i>(State)</i> _____ <i>(ZIP)</i> _____	
<i>Mailing Address</i> _____ <i>(City)</i> _____ <i>(State)</i> _____ <i>(ZIP)</i> _____	
<i>Email Address</i>	<i>Driver's License Number</i>

VETERANS PREFERENCE

To request veterans preference, attach a copy of your DD214 or DD215. See instructions.			
<i>Points (circle)</i> 5 10	<i>Date of Entry (M/D/Y)</i>	<i>Date of Discharge (M/D/Y)</i>	<i>Branch of Service</i>

WORK AVAILABILITY

<input type="checkbox"/> <i>Full Time 35-40</i>	<input type="checkbox"/> <i>Days</i>	<i>Days Unavailable</i>	<i>Date You Can Report to Work</i>
<input type="checkbox"/> <i>Part Time 20-34</i>	<input type="checkbox"/> <i>Afternoons</i>		
<input type="checkbox"/> <i>Half Time 1-19</i>	<input type="checkbox"/> <i>Graveyard</i>		
<input type="checkbox"/> <i>Volunteer</i>	<input type="checkbox"/> <i>Weekends</i>		

WORK ELIGIBILITY

- Are you at least 18 years of age? _____
- Have you filed an application with us before? When? _____
- Are any or your family members or members of your household employees or volunteers of the City of Powers? Please list, if applicable:

- Certain positions may require employees to reside within a reasonable response time from the job location. If applying for such a position, are you willing to relocate if you are outside the reasonable response area? _____

CITY of POWERS
275 Fir Street
PO Box 250
Powers, OR 97466-0250

Phone: 541.439.3331
Email: admin@cityofpowers.com

WORK HISTORY & EXPERIENCE

List all work you have performed either as an employee or volunteer for at least the last 10 years. You may include work performed longer than 10 years ago if you would like that experience to be considered during the application process.		
Job #1 (Current or Most Recent Position)		
<i>Employer Name</i>		<i>Address</i>
<i>Type of Business</i>		<i>Business Phone Number</i>
<i>Your Job Title</i>		<i>Supervisor Name</i>
<i>Employed From (M/Y)</i>	<i>End Date (M/Y)</i>	<i>Contact Email Address</i>
<i>Hours Per Week (Avg.)</i>	<i>Shifts (AM/PM/GRAVEYARD)</i>	<i>Supervision (Circle areas you were responsible for.)</i> <i>Assigning/Reviewing Work</i> <i>Handling Disciplinary Issues</i> <i>Rating Work Performance</i> <i>Responding to Grievances</i> <i>Hiring or Recommending Hiring</i> <i>Revising Job Descriptions</i> <i>Employee Orientations</i> <i>OSHA/Safety Compliance</i> <i>If you circled any of the above, please list the number of employees responsible for.</i>
<i>Reason for Leaving</i>		
<i>List all duties you performed. (Do not leave blank.)</i>		

Job #2		
<i>Employer Name</i>		<i>Address</i>
<i>Type of Business</i>		<i>Business Phone Number</i>
<i>Your Job Title</i>		<i>Supervisor Name</i>
<i>Employed From (M/Y)</i>	<i>End Date (M/Y)</i>	<i>Contact Email Address</i>
<i>Hours Per Week (Avg.)</i>	<i>Shifts (AM/PM/GRAVEYARD)</i>	<i>Supervision (Circle areas you were responsible for.)</i> <i>Assigning/Reviewing Work</i> <i>Handling Disciplinary Issues</i> <i>Rating Work Performance</i> <i>Responding to Grievances</i> <i>Hiring or Recommending Hiring</i> <i>Revising Job Descriptions</i> <i>Employee Orientations</i> <i>OSHA/Safety Compliance</i> <i>If you circled any of the above, please list the number of employees responsible for.</i>
<i>Reason for Leaving</i>		
<i>List all duties you performed. (Do not leave blank.)</i>		

CONTINUE WORK HISTORY ON NEXT PAGES

WORK HISTORY & EXPERIENCE CONTINUED

Job #3		
<i>Employer Name</i>		<i>Address</i>
<i>Type of Business</i>		<i>Business Phone Number</i>
<i>Your Job Title</i>		<i>Supervisor Name</i>
<i>Employed From (M/Y)</i>	<i>End Date (M/Y)</i>	<i>Contact Email Address</i>
<i>Hours Per Week (Avg.)</i>	<i>Shifts (AM/PM/GRAVEYARD)</i>	<i>Supervision (Circle areas you were responsible for.)</i> <i>Assigning/Reviewing Work</i> <i>Handling Disciplinary Issues</i> <i>Rating Work Performance</i> <i>Responding to Grievances</i> <i>Hiring or Recommending Hiring</i> <i>Revising Job Descriptions</i> <i>Employee Orientations</i> <i>OSHA/Safety Compliance</i> <i>If you circled any of the above, please list the number of employees responsible for.</i> _____
<i>Reason for Leaving</i>		
<i>List all duties you performed. (Do not leave blank.)</i>		

Job #4		
<i>Employer Name</i>		<i>Address</i>
<i>Type of Business</i>		<i>Business Phone Number</i>
<i>Your Job Title</i>		<i>Supervisor Name</i>
<i>Employed From (M/Y)</i>	<i>End Date (M/Y)</i>	<i>Contact Email Address</i>
<i>Hours Per Week (Avg.)</i>	<i>Shifts (AM/PM/GRAVEYARD)</i>	<i>Supervision (Circle areas you were responsible for.)</i> <i>Assigning/Reviewing Work</i> <i>Handling Disciplinary Issues</i> <i>Rating Work Performance</i> <i>Responding to Grievances</i> <i>Hiring or Recommending Hiring</i> <i>Revising Job Descriptions</i> <i>Employee Orientations</i> <i>OSHA/Safety Compliance</i> <i>If you circled any of the above, please list the number of employees responsible for.</i> _____
<i>Reason for Leaving</i>		
<i>List all duties you performed. (Do not leave blank.)</i>		

CONTINUE WORK HISTORY ON NEXT PAGES

WORK HISTORY & EXPERIENCE CONTINUED

Job #5		
<i>Employer Name</i>		<i>Address</i>
<i>Type of Business</i>		<i>Business Phone Number</i>
<i>Your Job Title</i>		<i>Supervisor Name</i>
<i>Employed From (M/Y)</i>	<i>End Date (M/Y)</i>	<i>Contact Email Address</i>
<i>Hours Per Week (Avg.)</i>	<i>Shifts (AM/PM/GRAVEYARD)</i>	<i>Supervision (Circle areas you were responsible for.)</i> <i>Assigning/Reviewing Work</i> <i>Handling Disciplinary Issues</i> <i>Rating Work Performance</i> <i>Responding to Grievances</i> <i>Hiring or Recommending Hiring</i> <i>Revising Job Descriptions</i> <i>Employee Orientations</i> <i>OSHA/Safety Compliance</i> If you circled any of the above, please list the number of employees responsible for. _____
<i>Reason for Leaving</i>		
<i>List all duties you performed. (Do not leave blank.)</i>		

Job #6		
<i>Employer Name</i>		<i>Address</i>
<i>Type of Business</i>		<i>Business Phone Number</i>
<i>Your Job Title</i>		<i>Supervisor Name</i>
<i>Employed From (M/Y)</i>	<i>End Date (M/Y)</i>	<i>Contact Email Address</i>
<i>Hours Per Week (Avg.)</i>	<i>Shifts (AM/PM/GRAVEYARD)</i>	<i>Supervision (Circle areas you were responsible for.)</i> <i>Assigning/Reviewing Work</i> <i>Handling Disciplinary Issues</i> <i>Rating Work Performance</i> <i>Responding to Grievances</i> <i>Hiring or Recommending Hiring</i> <i>Revising Job Descriptions</i> <i>Employee Orientations</i> <i>OSHA/Safety Compliance</i> If you circled any of the above, please list the number of employees responsible for. _____
<i>Reason for Leaving</i>		
<i>List all duties you performed. (Do not leave blank.)</i>		

TO INCLUDE ADDITIONAL WORK HISTORY, PLEASE COPY AND FILL IN AS NEEDED.

CERTIFICATION & SIGNATURE

- ✓ I understand this application does not represent a contract for employment. I understand that an acceptance of an offer for employment does not create a contractual obligation upon the City of Powers to continue to employ me for any period of time in the future. I understand that no representative from the City has any authority to enter into any agreement with me regarding length, term, or benefits of employment.
- ✓ I hereby certify that the information furnished in and attached to this application to be true, complete, and correct. I understand that incorrect, false, or misleading statements/answers/information furnished by me either verbally or in writing will subject my application to disqualification from further consideration, or if already employed by the City I will be subject to discipline up to and including discharge.
- ✓ In the event that I am employed by the City, I agree to comply with all its orders, rules, regulations, safety policies, and performance standards. **Within three (3) days of employment I will provide proof as required on the Federal I-9 Form that I am legally eligible for employment in the United States.** If I cannot provide such proof in accordance with Federal Law I understand that I may be terminated.
- ✓ I understand that the City will conduct a general background check as part of the applicant screening process and I authorize such check to be completed by my signature below. I understand that the City may also require a pre-employment/post-offer physical exam and psychological exam. I understand that the City may also require a pre-employment/post-offer drug screening if I have applied for a “safety sensitive” position. I authorize the City to schedule the physical exam, psychological exam, and drug screening by my signature below. I understand that the City may conduct a criminal background check if I have applied for a law enforcement position or a volunteer position, and an additional authorization form will be provided to me for signature.
- ✓ I have read and understand all of the provisions of this acknowledgment. By signing this application, I hold the City of Powers harmless for any result of the reference check. I hereby authorize and release from liability all former employers, educational institutions, law enforcement agencies, and/or other government agencies to provide/release to the City of Powers and/or its agents information, to the fullest extent permitted by law, regarding my employment, education, criminal conviction record, driver’s license violations, and motor vehicle records that may be in their possession. An offer of employment is conditioned upon satisfactorily passing all criteria required by the position. Depending on the position, these criteria may include laboratory test(s)(including drug testing) and/or a background check.

Signature

Date

FOR PERSONNEL DEPARTMENT USE

Received By

Date

Interview Date/Result

Comments:

BACKGROUND RELEASE FORM
PLEASE READ CAREFULLY

BY MY SIGNATURE BELOW I AUTHORIZE:

The City of Powers to complete a background check. This authorization is valid for purposes of verifying information given pursuant to employment.

By my signature, I authorize all corporations, current employers, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county, and federal courts and agencies, military services and persons to release all information they may have about activities I may have been involved in.

This authorization shall be valid in original or copy form. This authorization is valid until 6/30/20.

Specifically, I authorize the City Recorder of the City of Powers to check my:

- ✓ Driving Record (if required by my position) for the state(s) of _____
- ✓ Criminal Background

Maiden names or other names by which I have been known: _____

Social Security Number: _____ Date of Birth _____

Current Address: _____

Driver's License # _____ State _____ Expiration Date _____

If you have lived outside the state of Oregon as an adult please list the states and/or countries you have lived in and the approximate dates for those durations:

Applicant's Full Legal Name (Please Print): _____

Applicant's Signature: _____

Date: _____

Office Receipt: _____
Return to: City Recorder, 275 Fir Street, PO Box 250, Powers OR 97466
Questions? Contact us at (541) 439-3331 or admin@cityofpowers.com