

EMPLOYMENT POLICY AND PRACTICE #31

TO: Employment Manual Holders

FROM: Policy and Administration

DATE: May 28, 1996

SUBJECT: Employment of Temporary and Limited Term Employees

Departments may budget funds for temporary and limited term positions to assist with additional work load or seasonal projects. The Personnel Ordinance and individual collective bargaining agreements govern the employment of temporary and limited term employees. Any individual occupying a temporary or limited term position is exempt from the Personnel Ordinance.

Note: The Employee's Association and the County have a separate collective bargaining agreement governing employment of temporary employees. The general County policies outlined above may not be applicable for temporary appointments in departments represented by the Employee's Association.

DEFINITIONS

Temporary appointments are made to positions which are for an uncertain or limited duration. Temporary appointments are subject to general County policies and/or union contracts governing the length of appointments. The Personnel Ordinance limits the amount of time an employee can work in an equal to, or greater than half-time status to six (6) months in any 12 month period in any County department. An employee working less than half-time is not subject to a time limitation.

Temporary appointments of equal to, or greater than, half-time may be extended beyond six (6) months only if all the following are met: 1) extensions are allowed by the collective bargaining agreement applicable to the temporary position (Note: Employees Association does not allow extensions of temporary assignments); 2) approval is secured from the Director of Employee Services prior to expiration of the temporary appointment; 3) there is a signed letter of agreement between an authorized union representative and the County's collective bargaining representative.

Requests for any extension of temporary employment must be in written form and addressed to the Director of Employee Services. If deemed appropriate, the Director of Employee Services will develop a letter of agreement and request approval with the union and the County's Collective Bargaining Representative.

The maximum extension of a temporary appointment shall be limited to an additional 90 days, or not more than nine (9) months in any 12 month period.

Temporary positions do not have to be filled from an eligibility register, although use of an appropriate eligibility register is encouraged. No service accruals, time served in County employment or benefits, except those associated with PERS retirement contributions, are provided to temporary employees. Temporary employees do not receive preference toward regular positions. If a temporary employee gains employment to a regular status position the time employed as a temporary does not count toward waiting periods for fringe benefits or time in service for accruals such as vacation, sick leave and longevity.

Limited term appointments are made to positions which have been budgeted and allocated for a limited duration not to exceed two (2) years and are specified as limited term at the time of hire. Limited term positions are to be used for employees working half-time or greater. Less than half-time positions should be filled with a temporary appointment. Applicants for limited term assignments shall undergo a screening of qualifications by either the Department of Employee Services or the appointing authority prior to employment.

A limited term position is exempt from the Personnel Ordinance but may be included within a collective bargaining group. Limited term appointments should only be used for nonrepresented positions or bargaining unit positions where the union has entered into an agreement with the County regarding the use of these appointments. This agreement should indicate that limited term employees may not be employed beyond the term specified at time of hire and there are no layoff, re-employment or bumping rights over regular status employees. Limited term positions must have prior budget approval and an allocated position. Any personnel action for a limited term appointment must be accompanied by a written agreement with the employee specifying the position, pay rate and end date of the assignment, and written agreement with the union. The end date cannot exceed two (2) years from the date of appointment. Copies of the employment contract shall be forwarded to the Personnel Division, Benefits Division and Payroll.

PROCEDURES FOR FILLING TEMPORARY AND LIMITED TERM POSITIONS

1. Any proposed appointment shall be processed through a Personnel Action form and sent to the Personnel Division as close as possible to the actual employment date. Personnel shall determine if the position meets the criteria for temporary or limited term positions and would therefore be exempt from the Personnel Ordinance. A newly appointed temporary employee will be sent a letter from the Personnel Division explaining policies governing their temporary assignments. See Attachments 2 and 3.
2. Temporary appointments are not appropriate to perform work of a vacant, regular status position if the regular status position is to be refilled. If a regular position is being filled and no eligibility register exists, a provisional appointment should be made for up to 90 days and a recruitment conducted to refill the position (see #4).

3. A temporary position is by definition a position of a temporary nature which does not last longer than six (6) months. Personnel and County departments will both be responsible for monitoring employment of individuals so that no temporary employee works more than six (6) months at equal to or greater than half-time in any twelve (12) month period of time in the same department (under the same department director), or as otherwise required by the appropriate collective bargaining agreement. See Attachments 4 and 5 for notification of an employees maximum temporary employment.
4. When no eligibility register exists for classified positions, a provisional appointment may be made for up to three (3) months while a recruitment is conducted and an eligibility register is established. Provisional appointments may be renewed or extended by the Director of Employee Services if additional time is needed to complete recruitment processes. A provisional appointment is a temporary status which does not provide preference to regular status appointments nor does it provide service time or benefits associated with regular status employment.
5. Temporary employees working within an established classification shall be paid at a rate within the range established for that classification. Temporary positions outside of a current classification (special title) must be paid at temporary pay rates established by the department and approved by the Personnel Division.
6. Personnel Action forms on all temporary and limited term appointments must show the number of hours worked per week and the expected date of termination.
7. All temporary and limited term employees must be dismissed by a Personnel Action when their temporary assignment has ended due to lack of work or fulfillment of the six (6) month maximum length. (“Dismissal” on a Personnel Action form for these employees will not be construed negatively by this office when reporting employee information). “Resignation” on a Personnel Action is appropriate when a temporary employee voluntarily ends the employment relationship. A “layoff” is not appropriate for temporary or limited term employees, as layoff implies certain rights and privileges only afforded to regular employees.
8. Temporary employees are subject to State and Federal overtime regulations. Payment of overtime is required for hours worked in excess of 8 hours in a day or 40 in a week, or as otherwise provided by a collective bargaining agreement governing temporary employees. For those employees working a 4 day, 10 hour work schedule, overtime is required for work in excess of 10 hours in a day or 40 in a week.
9. Temporary and limited term employees are eligible for cash compensation for overtime. Compensatory time may be allowed when “budgeted funds” are not available.

Personnel will notify departments a month prior to an expiration of a temporary or limited term appointment time limit. If you have any questions regarding the employment of temporary and/or limited term employees, please contact Policy and Administration in the Personnel Division.

Attachment 1

JOB CODES, RANGES, AND RATES FOR TEMPORARY AND LIMITED TERM EMPLOYEES

Temporary Employees

Temporary employees working within an established classification shall be paid at a rate and/or step within the range established for that classification. Temporary positions outside of a current classification (special title) must be paid at the pay rates established by the department and approved by the Personnel Division.

The Job Code Report reflects job codes, pay ranges, and rates for all approved standard classifications and non-standard classification (special titles). The Job Code Report is sorted by union codes and then lists the classifications in alphabetical order. You may pay a temporary at any step listed on the Job Code Report. Temporaries who are covered by a collective bargaining contract may have additional requirements and restrictions.

Each union has at least two codes for distinguishing between less than and greater than half-time. Some unions have additional codes for positions that have bargained time parameters. The union code is used as the first two digits of the job code. The following is a list of union codes available for temporary employees.

45	Nonrepresented <1/2 Temporary	63	FOPPO <1/2 Temporary
46	Nonrepresented >1/2 Temporary	64	FOPPO >1/2 Temporary
50	DTD <1/2 Temporary	90	EA <1/2 Temporary
51	DTD >1/2 Temporary	91	EA >1/2 Temporary
52	DTD Seasonal (Feb - Oct)	92	EA-NCPRD <1/2 Temporary
54	Utilities <1/2 Temporary	93	EA-NCPRD >1/2 Temporary
55	Utilities >1/2 Temporary	94	EA-NCPRD SPECIAL TITLE/EXCEPTIONS
57	C-COM <1/2 Temporary	95	EA <1/2 Special Title
58	C-COM >1/2 Temporary	96	EA > 1/2 Special title
60	Sheriff's <1/2 Temporary		
61	Sheriff's >1/2 Temporary		

For example: A 37.5 hour a week temporary Office Specialist 1 at the Library being paid at step 4 would be coded as:

91631/91110/4/\$XX.XX



Limited Term Employee

When submitting a Personnel Action to appoint a person to a limited term position; use the same job code and union code as for a regular status position. However, it must be noted on the Personnel Action that this is a limited term appointment and the end date for the appointment. The Personnel Action appointing the employee to a limited term position must be accompanied by a signed agreement by the union representative that they acknowledge the limited term status and end date for the position.

If you have further questions, please feel free to contact the Personnel Division at x8459.

**ATTACHMENT 2
TEMPORARY APPOINTMENT LETTER
NON-EMPLOYEES' ASSOCIATION**

Date

Employee Name
Address Line 1
Address Line 2

Subject: **TEMPORARY EMPLOYMENT ASSIGNMENT**

Your Assignment Status:

<1/2 Temporary Employee >1/2 Temporary Employee Seasonal Temporary Employee-DTD

Welcome to your temporary assignment with Clackamas County! We are pleased to have you working with us and hope you will enjoy your employment opportunity. We would like to provide you with the following information as it applies to your employment with the County.

Type and Duration of Appointments

There are currently 3 different types of employment assignments available to temporary employees working for Department of Transportation and Development (DTD), Sheriff's Office, Department of Utilities, Community Corrections, and Central Communications. Temporary employees who are working in a confidential or management capacity may work in County departments other than these listed. Temporary employees are required to follow policy and procedures of the County and the department for which they are working.

>1/2 Time Temporary Employee

A temporary employee who is working greater than or equal to half-time (>1/2) is limited to a maximum six month assignment in any 12 month period of time. A temporary employee may work more than one job in which the combined total hours of all the jobs is equal to or greater than half-time or several short term assignments in the same department throughout the year, as long as the total time spent working greater or equal to half-time does not exceed six months in a twelve month period. At the end of the six month duration, a temporary employee may be terminated or be reduced to less than half-time (<1/2) status.

<1/2 Time Temporary Employee

A temporary employee who is working less than half-time (<1/2) is not subject to a time limit and the assignment may be ongoing for an indefinite duration. A temporary employee who is working more than one job in which the combined total hours of all the jobs is less than half-time is not subject to a time limit.

Seasonal Temporary Employee (DTD)

A temporary employee in DTD who is performing duties outdoors during the time of year in which we have favorable weather is considered a seasonal temporary employee and is not subject to a time or hours limit except as defined under Federal and State law. Seasonal temporary employees work only during the period of February 16th through October 15th of any calendar year.

Union Membership & Benefits

Temporary employees are not a part of a union and are not afforded union protection or privileges. Temporary employees do not receive fringe benefits such as health insurance, sick leave, vacation accrual, or holiday pay.

PERS Eligibility and Deductions

As a temporary employee you have the potential to be eligible for membership in the Public Employees Retirement System (PERS). There are different eligibility requirements depending on your situation. Please refer to one of the categories below that best fits your situation.

New PERS membership: If you have never been a member of the PERS and are working in a position requiring at least 600 hours per a 12 month period, you may become a PERS member after a six month waiting period. A six percent deduction will automatically be taken from your paycheck. If you are not qualified for PERS, the amount deducted will be refunded to you. Receipt of your refund would depend on your specific situation.

Previous PERS membership: If in your previous employment you were a member of the Public Employees Retirement System (PERS) you may be eligible to continue participating in PERS at the time of employment with Clackamas County. If you currently have an active account, work at least 600 hours, and are not receiving benefits, PERS will be contacted automatically by Payroll to notify PERS of your change of employers. A six percent deduction will automatically be taken from your paycheck.

Working concurrently for another PERS Employer: If you are working for another PERS employer while also working for Clackamas County and work 600 hours or more, you are eligible for PERS on the date of hire. PERS will be updated automatically by Payroll. A six percent deduction will automatically be taken from your paycheck.

Terminated PERS membership: If you have withdrawn your account balance and terminated your membership, in order to keep your refund, you must not be on the payroll of any PERS employer for the remainder of the month you terminated plus the full calendar month following. If your break in covered service is less than this time period, you must contact PERS to discuss repayment of moneys received. A PERS membership counselor can be reached at 229-5824. If you are working in a position requiring at least 600 hours per a 12 month period, you may renew your PERS membership after a six month waiting period. A six percent deduction will automatically be taken from your paycheck. If you are not qualified for PERS, the amount deducted will be refunded to you. Receipt of your refund would depend on your specific situation.

PERS Retired Members: If you are currently receiving benefits under PERS, you are limited to work 599 hours or the social security limit in a calendar year. If you exceed these limits, you can lose your retirement benefits. A PERS membership counselor can be reached at 229-5824 if you have any questions about your situation.

Regular Employment

If you are looking for regular employment with the County, we invite you to call our job hotline at 655-8894. This number is accessible 24 hours a day and provides a list of current County positions that are open for application. Temporary employees may apply for any position designated as open recruitment. If you do gain employment as a regular status employee, time employed as a temporary does not count toward waiting periods or service accruals. Any applicable benefits, service accruals, waiting periods, and seniority start on the date of hire to the regular status position.

Again, we would like to welcome you to the County. If you have any questions regarding temporary employment, please call the Personnel Division at x8459.

**ATTACHMENT 3
TEMPORARY APPOINTMENT LETTER
EMPLOYEES' ASSOCIATION UNION**

Date

TEMPORARY EMPLOYEE
ADDRESS LINE 1
ADDRESS LINE 2

Subject: Temporary Employment Assignment

Your Assignment Status:

- <1/2 Temporary Employee-EA Departments >1/2 Temporary Employee-EA Departments
 <1/2 Temporary Employee-NCPRD >1/2 Temporary Employee-NCPRD
 Continuing Temporary Employee-NCPRD

Welcome to your temporary assignment with Clackamas County! We are pleased to have you working with us and hope you will enjoy your employment opportunity. We would like to provide you with the following information as it applies to your employment with the County.

Type and Duration of Appointments

There are currently 3 different types of employment assignments available to temporary employees working for Assessment and Taxation, Board of County Commissioners, Community Corrections, County Clerk, County Surveyor, District Attorney, Employee Services, Family Court, Finance, Human Services (Mental Health, Public Health, Social Services, Children and Families, Employment Training and Business Service, Dog Control, and Community Development), Information Services, Juvenile, Library, North Clackamas Parks and Recreation District (NCPRD), Public and Government Relations, Treasurer, or Veterans. Temporary employees are required to follow policy and procedures of the County and the department for which they are working.

>1/2 Time Temporary Employee (EA Departments & NCPRD)

A temporary employee who is working greater than or equal to half-time (>1/2) is limited to a maximum six month continuous assignment in any 12 month period of time. A temporary employee who is working more than one job in which the combined total hours of all the jobs equal or are greater than half-time are limited to a maximum duration of six continuous months. At the end of the six month duration, a temporary employee must be terminated or be reduced to less than half-time (<1/2) status. A Temporary employee who has completed a six month >1/2 assignment is not eligible for another >1/2 assignment with an Employees' Association (EA) department or the North Clackamas Parks and Recreation District (NCPRD) for another six months.

<1/2 Time Temporary Employee (EA Departments & NCPRD)

A temporary employee who is working less than half-time (<1/2) is not subject to a time limit and the assignment may be ongoing for an indefinite duration. A temporary employee who is working more than one job in which the combined total hours of all the jobs is less than half-time is not subject to a time limit.

Continuing Temporary Employee (NCPRD)

A temporary employee who is working in a position in the NCPRD which is specifically listed in the collective bargaining agreement (Article IX) is considered a continuing part-time employee and is not subject to a time or hours limit except as defined under Federal and State law.

If You Work for NCPRD

Temporary employees who are employed by NCPRD are eligible to receive a meritorious raise of \$0.25 (twenty-five cents) above their starting base hourly rate. In order to qualify for this raise, you must be employed by NCPRD for a minimum of six months without a documented disciplinary action and respond to all offers of work.

EA <1/2 RPT and Temporary Union

Temporary employees working in EA departments or in NCPRD are part of the Employees' Association - <1/2 Regular Part Time and Temporary Union. Union dues will be deducted from your paycheck and remitted to the Association. Temporary employees do not receive fringe benefits such as health insurance, sick leave, or vacation accrual. If you have questions or wish to inquire about your union benefits, please call EA's message extension at x8519.

PERS Eligibility and Deductions

As a temporary employee you have the potential to be eligible for membership in the Public Employees Retirement System (PERS). There are different eligibility requirements depending on your situation. Please refer to one of the categories below that best fits your situation.

New PERS membership: If you have never been a member of the PERS and are working in a position requiring at least 600 hours per a 12 month period, you may become a PERS member after a six month waiting period. A six percent deduction will automatically be taken from your paycheck. If you are not qualified for PERS, the amount deducted will be refunded to you. Receipt of your refund would depend on your specific situation.

Previous PERS membership: If in your previous employment you were a member of the Public Employees Retirement System (PERS) you may be eligible to continue participating in PERS at the time of employment with Clackamas County. If you currently have an active account, work at least 600 hours, and are not receiving benefits, PERS will be contacted automatically by Payroll to notify PERS of your change of employers. A six percent deduction will automatically be taken from your paycheck.

Working concurrently for another PERS Employer: If you are working for another PERS employer while also working for Clackamas County and work 600 hours or more, you are eligible for PERS on the date of hire. PERS will be updated automatically by Payroll. A six percent deduction will automatically be taken from your paycheck.

Terminated PERS membership: If you have withdrawn your account balance and terminated your membership, in order to keep your refund, you must not be on the payroll of any PERS employer for the remainder of the month your terminated plus the full calendar month following. If your break in covered service is less than this time period, you must contact PERS to discuss repayment of moneys received. A PERS membership counselor can be reached at 229-5824. If you are working in a position requiring at least 600 hours per a 12 month period, you may renew your PERS membership after a six month waiting period. A six percent deduction will automatically be taken from your paycheck. If you are not qualified for PERS, the amount deducted will be refunded to you. Receipt of your refund would depend on your specific situation.

PERS Retired Members: If you are currently receiving benefits under PERS, you are limited to work 599 hours or the social security limit in a calendar year. If you exceed these limits, you can lose your retirement benefits. A PERS membership counselor can be reached at 229-5824 if you have any questions about your situation.

Regular Employment

If you are looking for regular employment with the County, we invite you to call our job hotline at 655-8894. This number is accessible 24 hours a day and provides a list of current County positions that are open for application. Temporary employees may apply for any position designated as open recruitment. If you do gain employment as a regular status employee, time employed as a temporary does not count toward waiting periods or service accruals. Any applicable benefits, service accruals, waiting periods, and seniority start on the date of hire to the regular status position.

Again, we would like to welcome you to the County. If you have any questions regarding temporary employment, please call the Personnel Division at x8459.

ATTACHMENT 4
NOTIFICATION OF EXPIRATION OF TEMPORARY APPOINTMENT
NON-EMPLOYEES' ASSOCIATION

TO: *DEPARTMENT CONTACT*
DEPARTMENT - DEPARTMENT NUMBER

FROM: Personnel Division

DATE:

SUBJECT: End of 6-month period for Temporary Employment

The Personnel Ordinance and County collective bargaining agreements limit appointments of equal to or greater than half-time temporary employees to positions of six (6) months or less. According to our records,

EMPLOYEE NAME

is a temporary employee who has almost reached the maximum employment time under the Personnel Ordinance. This employee must either be dismissed for "End of Temporary Assignment" or reduced to less than half-time status as of *DATE*.

A temporary employee is limited to a maximum six (6) month assignment at equal to or greater than half-time in any twelve (12) month period. Once the employee completes six (6) months in this status, they may not return to this status until such time it would not cause the employee to work more than six (6) months in any twelve (12) month period at equal to or greater than half-time.

If you have an questions about this notice, or about the use of temporary positions under the Personnel Ordinance, please contact Karen Pearson at extension 8272.

c: *NAME*

**ATTACHMENT 5
NOTIFICATION OF EXPIRATION OF TEMPORARY EMPLOYMENT
EMPLOYEES' ASSOCIATION UNION**

TO: *DEPARTMENT CONTACT*
DEPARTMENT NAME - DEPARTMENT NUMBER

FROM: Personnel Division

DATE:

SUBJECT: End of 6-month Temporary Assignment

The Employees' Association Temporaries and Part-Time collective bargaining agreement, and the County's Personnel Ordinance, establish limits to the length of temporary employment.

A temporary employee may work greater than half-time for a maximum of six (6) continuous months in a twelve (12) month period. Once an employee works a pay period at greater than half-time, the six (6) month assignment begins, and continues regardless of actual hours worked.

According to our records, the following employee has almost reached their maximum temporary employment:

EMPLOYEE NAME

Six (6) months end: *DATE*

This employee must either be dismissed for "End of Temporary Assignment," or be reduced to less than half-time status, as of the date specified above. **Temporary assignments of greater than or equal to half-time status may not be extended beyond six (6) months. A Personnel Action form must be received in DES -- Personnel by the Personnel cut-off date prior to the end of 6 month assignment.**

Failure to dismiss the employee or reduce the employee's time to less-than half-time will violate the collective bargaining agreement. An employee who has completed the six (6) month period may not work a pay period at equal to or greater than half-time until one (1) year has passed from when the employee began working equal to or greater than half-time.

If you have any questions regarding this notice, or the use of temporary employees as provided in the Employees' Association Temporaries and Part-Time collective bargaining agreement, please contact Karen Pearson at x8272.

c: *NAME*

ATTACHMENT 6

APPLICATION FOR TEMPORARY EMPLOYMENT

Applications and employment interviews must be limited to inquires which can be proven to be job-related. For this reason, the attached application form should be used when assessing individuals for temporary employment. The Supervisor's Guide To Interviewing and EPP #23 provide further information.

The Bureau of Labor cites examples of inappropriate and appropriate questions on employment applications and job interviews. Guidelines for pre-employment inquiries are as follows:

AGE: appropriate inquire would be "Are you 18 years of age or over?" An inappropriate inquiry would be to ask for "date of birth" or "age." This may be followed-up by requiring verification. **Do not document date of birth directly on the employment application, however.**

HEIGHT AND WEIGHT: These statistics should only be asked by a medical provider using a preapproved employment related physical exam. This data must be taken into consideration with other information obtained from the physical exam. It is inappropriate to request such information on the application form during a job interview.

SEX AND RACIAL STATUS: Such inquiries are only appropriate when gathering data for affirmative action recordkeeping. If this is the purpose of the inquiry, the reason should be clearly stated along with a statement to the applicant that providing the information is optional. The information should be requested on a perforated tear-off portion of the application or a separate card attached to the application so as to further differentiate it from being a required portion of the application. Currently, Personnel maintains this data on those hired to temporary position, via the Personnel Action form.

PREVIOUS INJURIES: It is illegal to discriminate against someone due to disability status or because someone has previously applied for Workers' Compensation. EPP #3 on the Americans with Disabilities Act provides more information on how to interview for positions without making any inappropriate inquires regarding an applicant's disability status.

Representatives from Personnel are available to discuss and assist in redesigning the attached application to meet any particular needs of your department. Please contact Policy and Administration of the Personnel Division to set up an appointment. Additional copies of the application may be obtained through the Personnel Division

CLACKAMAS COUNTY - APPLICATION FOR TEMPORARY EMPLOYMENT

PLEASE PRINT IN INK

Current Date: _____

Date Available For Work: _____

POSITION APPLIED FOR: _____

Name: _____
Last First M.I. Social Security #

Address: _____
and Street City State Zip

Home Phone: _____ Daytime or Message Phone: _____

If Required For The Position For Which You Are Applying:

Valid Driver's License: _____
Number State Class Expiration Date

Are You 18 Years Of Age Or Over? Yes No

WORK EXPERIENCE: Please list prior experience (paid or volunteer). Start with the most recent employment.

Employer	Address	From: Mo/Yr	To: Mo/Yr
Title	Supervisor	Phone	

Duties (include equipment Operated): _____

Reason for Leaving: _____

Employer	Address	From: Mo/Yr	To: Mo/Yr
Title	Supervisor	Phone	

Duties (include equipment Operated): _____

Reason for Leaving: _____

Employer	Address	From: Mo/Yr	To: Mo/Yr
Title	Supervisor	Phone	

Duties (include equipment Operated): _____

Reason for Leaving: _____

APPLICATION CONTINUED ON OTHER SIDE

EDUCATION:

Circle Highest Grade Completed

1 2 3 4 5 6 7 8	9 10 11 12	13 14 15 16	17 18	19 20 21 22
Grade School	High School	College/Graduate School		

High School Attended: _____
 Name _____ Location _____

College/Vocational Schools Attended: _____
 Name _____ Location _____

Major: _____

To the best of your knowledge, are you able to perform the duties of the position for which you are applying, with or without reasonable accommodation?

REFERENCES:

1. _____
 Name _____ Address _____ Phone _____

2. _____
 Name _____ Address _____ Phone _____

Address of next of kin or someone to be notified in case of emergency:

Name _____ Address _____ Phone _____

Doctor (In Case of Accident):

Name _____ Address _____ Phone _____

My signature affirms that I release from liability any employer, person, or employee supplying reference information regarding me and my previous employment. I also release Clackamas County from all liability which may result from making any investigation of information provided in the application materials. All information on this application is true to the best of my knowledge. I understand that falsification or misrepresentation may result in disqualification from employment consideration.

Applicant Signature _____ Date _____

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

FOR OFFICE USE ONLY

Eligible Ineligible Date Interviewed: _____

Notice of Results Sent: _____

Date Started: _____ Classification: _____

Range: _____ Step: _____ Hourly Rate: _____

Division/Section Assigned: _____