



210 Laurel Avenue • Tillamook, OR 97141
phone 503-842-2472 • fax 503-842-3445

Complete job description and application may be picked up at Tillamook City Hall, 210 Laurel Avenue, Tillamook between 8:00 a.m. and 4:00 p.m., Monday-Friday, or go to www.tillamookor.gov for announcement, job description and application. A resume is required. **Announcement will remain open until filled. EOE.**

Thank you for your interest in becoming an employee of the City. Below is a list of items required for application and inclusion on your résumé (required in addition to the application).

EMPLOYMENT APPLICATION INSTRUCTIONS:

1. Fill out the application *completely* and sign it.
2. Attach a copy of your résumé including (but not limited to) the following information:
 - a. Highest year of education completed;
 - b. Colleges/Universities attended;
 - c. Vocational Schools Attended;
 - d. Special Licenses/Certificates;
 - e. Previous employment experience including:
 - i. Employer: name/address/phone;
 - ii. Titles, duties, hours per week, number of people supervised;
 - iii. Supervisor's name and contact information;
 - iv. Dates employed, last salary (per month);
 - v. Reason for leaving.
 - f. List three (3) *personal* references (not employers or relatives.)
3. Letters of recommendation are acceptable (but not required).
4. If you need reasonable accommodations, please fill out the request attached to the application.
5. The City of Tillamook is an EQUAL OPPORTUNITY EMPLOYER. In accordance with Federal guidelines for Equal Opportunity Employment, a *voluntary* supplemental information form is also included with the application. Submission of this form is completely voluntary and will not affect your consideration for employment purposes.
6. *Veterans applying should submit a copy of their DD214 with the application.*
7. Return your application to City Hall at 210 Laurel Avenue in Tillamook by 4:00 p.m. of the job posting's closing date.

If you have any questions regarding the position for which you are applying, or the application process, please call the City of Tillamook's Human Resource Department at 503-374-1821. Thank you for applying!