



Land of Cheese, Trees and Ocean Breeze

Department of Human Resources
201 Laurel Avenue
Tillamook, Oregon 97141

APPLICATION INSTRUCTIONS

1. Only fully-completed Tillamook County application forms will be considered for any recruitment. Carefully read through all of the materials before you begin, front and back.
2. Be sure to review the Job Posting. Failure to include additional paperwork as required on a Job Posting, such as a DMV record, will disqualify your application.
3. Type or legibly print all information as neatly as possible. Answer all questions to the best of your ability. Do not leave blanks. If a question does not apply, write “Not Applicable” or “NA”. Resumes are optional and do not replace the County application form. Completing any section of your application by writing “see resume” or “see attached” will disqualify your application.
4. In the *Employment Experience* section of the application, begin by listing previous employment with your present, or most recent, position. Be sure to include the both the month and year of employment and the salary you received. If you are currently unemployed, write “Unemployed” in the first box.
5. Please explain any gaps in your employment history on a separate sheet of paper.
6. If you have never been employed, please provide three additional personal references in the *Additional Information* section of the application. Be sure to include addresses and telephone numbers for all references
7. You must sign and date your application. An application without a signature will not be considered

WHERE TO SEND YOUR APPLICATION

Send your application to the Tillamook County Office of Personnel, 201 Laurel Avenue, Tillamook, OR 97141 or deliver it to the Personnel Office at that address. Completed applications must be received in the Personnel Office no later than 5:00 p.m. on the closing date (postmark date accepted). Applications returned by FAX or E-mail will not be considered. **ONLY COMPLETED, SIGNED APPLICATIONS WILL BE CONSIDERED. RESUMES ARE OPTIONAL AND DO NOT REPLACE THE COUNTY APPLICATION FORM.**

INTERVIEWING

Our screening, selection, and interview process begin when a Job Posting closes. You will receive an acknowledgement letter that will notify you of our deadline for interview selection. We will be reviewing many applications, and we ask your patience in allowing us to thoroughly evaluate them. Inquiries are not necessary, and will only slow the process. If you are selected as an interview candidate, we will contact you to schedule a date and time. Telephone interviews are generally not an option, and the County is unable to reimburse you for your interview expenses. The interview panel usually consists of the direct supervisor of the position, the department head, and a representative from Personnel management. We want to ensure that we hire the best possible candidates for our County Team. We appreciate your interest in becoming a Tillamook County employee.

ELIGIBILITY

Under the provisions of the Immigration Reform and Control Act of 1986, Tillamook County requires any person hired or rehired to provide evidence of identity and eligibility for employment on the date of hire. Tillamook County is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, creed, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status.