



**STATE OF OREGON
DEPARTMENT OF JUSTICE**

Applicant's Authorization to Release Information

As an applicant for a position with the Oregon Department of Justice, I am voluntarily furnishing information for use in determining my qualifications and suitability to fill the position. I understand that any or all information contained in my application for employment may be subject to verification or investigation by the Department of Justice

For these purposes, I consent to the release of information concerning my qualifications and suitability by employers, educational institutions, law enforcement agencies, and other relevant individuals and agencies to any duly authorized agent of the Department of Justice.

I further consent to allow a photocopy of this release form, when presented by a duly authorized agent of the Department of Justice, to serve as a valid release even though the photocopy does not contain my original writing of my signature.

Note: Providing your social security number is voluntary. In the event you are considered a finalist, the department will use your social security number for criminal and driving record investigative purposes.

Applicant's Signature: _____

Date Signed: _____

Applicant's Printed or Typed Name: _____

All Previous Names Used by Applicant: _____

Social Security Number: _____

Driver's License Number/State: _____

Prior residency in other states/countries: _____

All criminal charges for which applicant

was convicted, or pled guilty or no contest,

including dates of conviction or plea and

jurisdiction: _____

(For Office Use Only)

Job title of position applied for: _____

Position Number: _____

Required to: drive handle money access LEADS



Department of Justice Attorney Application Form

- This application must be filled out in detail. Please complete all sections and remember to sign the application. If your response to any item requires more space than is provided, please attach an extra sheet bearing your name and the number of the requested response item.
- You only need to submit one application form per year. This application will be kept on file for that timeframe, however, to apply for future vacancies, you must contact the Department of Justice in writing indicating interest in each position.

Personal Information					
Name:					
Address:					
City:			Oregon State Bar Number:		
State:		Zipcode:			
Home Phone:		Work Phone:		Message Phone:	
FEDERAL REGULATION: ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?				Yes	No

The Federal Immigration Reform and Control Act requires individuals to provide to an employer, documented proof that they are authorized to work in the United States. **THIS PROOF MUST BE PROVIDED TO THE DEPARTMENT NO LATER THAN THREE BUSINESS DAYS AFTER THE DATE OF HIRE.**

Academic Background					
Law School:	Degree:	Class Rank:	GPA:		
College:	Degree:	Major:	GPA:		
College:	Degree:	Major:	GPA:		
Significant Activities, Honors, Publications, Other Accomplishments:					
Bar Memberships					
Are you currently a member of the OR Bar?	Yes	No	Date Admitted:	Active	Inactive
Other Bar Associations	State	Federal	Date Admitted:	Active	Inactive
Other Bar Associations	State	Federal	Date Admitted:	Active	Inactive
Other Bar Associations	State	Federal	Date Admitted:	Active	Inactive
Professional organizations of which you are a member					

Employment Record

INSTRUCTIONS:

- Give **specific** information about the nature and responsibilities of your work
- List past employment including military service and self-employment
- Start with your present or most recent employer
- Account for significant unidentified time spans

Employment Record									
Name of Employer:							Telephone:		
Address:									
Total Time Worked:	From:	To:	Full Time	Part Time	Hours worked per week:				
Last Supervisor's Name:			Reason for Leaving:						
Position/Title:			Specific Duties:						
May we contact this employer for a reference?				Yes	No	Last Salary:	Monthly:	Yearly:	
Name of Employer:							Telephone:		
Address:									
Total Time Worked:	From:	To:	Full Time	Part Time	Hours worked per week:				
Last Supervisor's Name:			Reason for Leaving:						
Position/Title:			Specific Duties:						
May we contact this employer for a reference?				Yes	No	Last Salary:	Monthly:	Yearly:	
Name of Employer:							Telephone:		
Address:									
Total Time Worked:	From:	To:	Full Time	Part Time	Hours worked per week:				
Last Supervisor's Name:			Reason for Leaving:						
Position/Title:			Specific Duties:						
May we contact this employer for a reference?				Yes	No	Last Salary:	Monthly:	Yearly:	
Name of Employer:							Telephone:		
Address:									
Total Time Worked:	From:	To:	Full Time	Part Time	Hours worked per week:				
Last Supervisor's Name:			Reason for Leaving:						
Position/Title:			Specific Duties:						
May we contact this employer for a reference?				Yes	No	Last Salary:	Monthly:	Yearly:	

General

Location/Interest (check as many as apply)	Eugene	Portland	Salem	Full Time	Part Time
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Please provide three references

Name	Address	Telephone
Name	Address	Telephone
Name	Address	Telephone

Have you ever been convicted of a crime?	Yes	No	If so, provide details:
Have you ever been denied admission or disciplined by a bar or a court?	Yes	No	If so, provide details:

YOU MUST ATTACH A NONRETURNABLE RECENT LEGAL WRITING SAMPLE AND A DETAILED LETTER OF INTEREST FOR THE POSITION IN WHICH YOU ARE APPLYING. APPLICATIONS WILL NOT BE CONSIDERED FILED WITHOUT THIS SUBMITTAL.

How did you learn of employment possibilities with the Department of Justice (please list names of resources)

Newspaper/Publication Advertisement	Please list
Law School Placement Office	Please list
Word of Mouth	
Department of Justice Website	
Department of Justice Personnel Office	
Other	Please list

NOTICE: Any oral or written statement that is false, fraudulent or misleading contained in this application or made in the course of any related employment process whether made by you or by others at your request may result in rejection of your application, denial of employment, dismissal from state service if discovered after employment and in appropriate circumstances prosecution of a crime.

I certify and affirm that I have read the notice above, personally completed this application or requested its completion, and that all statements contained herein are true and complete.

Signature	Date
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**Return to: Attorney Recruitment
Department of Justice
1162 Court Street
Salem, OR 97301-4096**

AFFIRMATIVE ACTION, NONDISCRIMINATION AND REASONABLE ACCOMMODATION

Your answers are strictly voluntary. If you choose not to supply some or all of the data requested, you will not be affected in any way. However, we urge you to complete this section to assist us in our effort to provide equal employment opportunities for all persons.

Applicants needing reasonable accommodations to complete the application, due to a disability, should contact the Attorney Recruitment Coordinator at the address on the previous page or call (503) 378-5555, (503) 378-5938 TTY. If you are selected for an interview and need reasonable accommodations for the interview, please inform the person scheduling the interview. If you have a disability, the department will consider reasonable accommodations for your disability that may be necessary for you to perform the duties of the job.

ETHNIC BACKGROUND

- Asian of Pacific Islander:** Persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Phillipine Islands and Samoa.
- African American (not of Hispanic origin):** Persons having origins in any of the black ethnic groups
- Hispanic:** Persons having origins in any of the Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures, regardless of ethnicity.
- Native American or Alaskan Native:** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- Caucasian (not of Hispanic origin):** Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

GENDER: **Male** **Female**