

PD822

OREGON STATE FAIR
A DIVISION OF OREGON PARKS AND RECREATION DEPARTMENT
APPLICATION FOR FAIR-TIME TEMPORARY POSITIONS



DEPARTMENTS / JOB(S) TO APPLY FOR: (CHECK UP TO 3 BOXES)

- ART (PEP), OFFICE / CLERICAL (CHP), PHOTOGRAPHY (CRM), TICKET TAKER (NUM), FARM AND GARDEN (OFF), TRANSPORTATION - Requires VALID Driver's License (LNG), JANITORIAL (LEA), LIVESTOCK (DOT), CASHIERS (C/R), CUSTOMER SERVICE / INFO BOOTH (ALM), EVENT SETUP / MAINTENANCE (PCP), GROUNDS CLEANUP (GRD), HOME ARTS AND HOBBIES (CCP), PARKING (PRK), INTERNAL AUDIT (CAP), OTHER

NAME AND ADDRESS

Name (Last, First, MI), Social Security Number, Drivers License Number, Mailing Address, Daytime Phone, Evening Phone, City, State, Zip, Phone Other, Select one: Cell, Message, Other

Are you a current employee of the State of Oregon? Yes No If yes, what agency?
You cannot be an employee of the State of Oregon and work at the Oregon State Fair. Failure to disclose could result in immediate termination.
How did you hear about this position? Website Employee / Friend Hiring Manager Other

CERTIFICATION AND SIGNATURE

I understand that any verbal or written statement that is false, fraudulent or misleading that is contained in this application or attached materials, or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment, or dismissal from state service if discovered after employment.
I certify that all statements contained herein are true and complete whether made by me or others at my request.
I understand that if hired, I must prove that I am legally authorized to work in the United States.
I authorize the State of Oregon to check references and verify the education information provided.
I release the State of Oregon and all providers of information from any liability as a result of furnishing and receiving any information related to the State of Oregon's hiring process.

SIGNATURE AGREEMENT, DATE

SEND COMPLETED APPLICATION MATERIALS (PD822 and Criminal Record Disclosure & Request Authorization) to:

Oregon State Fair
Human Resources
2330 17th Street NE
Salem, OR 97303-3201

Applicants will be subject to a Driver and Motor Vehicle (DMV) record and criminal history check prior to any employment opportunity that may be offered. Failure to complete and sign the Criminal Record Disclosure & Request Authorization form and provide your driver's license number may result in denial of your application. Adverse background data may be grounds for immediate disqualification. Information obtained in this process will remain confidential.

OFFICE USE ONLY

Accepted Not Accepted (Reason Code), REVIEWER'S INITIALS / DATE, DATE STAMP, FINAL WIT MLS BLD ITC

KEEP A COPY OF YOUR APPLICATION MATERIALS. COPIES WILL NOT BE PROVIDED.

DUE TO THE HIGH VOLUME OF APPLICATIONS RECEIVED, OPRD CANNOT VERIFY RECEIPT OF YOUR APPLICATION.

WORK HISTORY (Paid or Unpaid)

Attach additional sheets if necessary on History or Work History

JOB NUMBER 1 (current or most recent position)

NAME OF EMPLOYER		EMPLOYER'S ADDRESS and PHONE NUMBER	
KIND OF BUSINESS		SUPERVISOR'S NAME and PHONE NUMBER	
FROM (MONTH - YEAR)	TO (MONTH - YEAR)	TOTAL TIME IN POSITION:	WEEKLY HOURS WORKED (Average)

DUTIES (List all duties you performed. No credit will be given if this section is not completed.):

JOB NUMBER 2

NAME OF EMPLOYER		EMPLOYER'S ADDRESS and PHONE NUMBER	
KIND OF BUSINESS		SUPERVISOR'S NAME and PHONE NUMBER	
FROM (MONTH - YEAR)	TO (MONTH - YEAR)	TOTAL TIME IN POSITION:	WEEKLY HOURS WORKED (Average)

DUTIES (List all duties you performed. No credit will be given if this section is not completed.):

JOB NUMBER 3

NAME OF EMPLOYER		EMPLOYER'S ADDRESS and PHONE NUMBER	
KIND OF BUSINESS		SUPERVISOR'S NAME and PHONE NUMBER	
FROM (MONTH - YEAR)	TO (MONTH - YEAR)	TOTAL TIME IN POSITION:	WEEKLY HOURS WORKED (Average)

DUTIES (List all duties you performed. No credit will be given if this section is not completed.):

KEEP A COPY OF YOUR APPLICATION MATERIALS. COPIES WILL NOT BE PROVIDED.

The Oregon State Fair is an equal opportunity, affirmative action employer committed to a diverse work place.

EXPLANATION OF CRIMINAL RECORDS CHECK PROCESS AND INSTRUCTIONS FOR COMPLETING REQUIRED CRIMINAL RECORD DISCLOSURE & REQUEST AUTHORIZATION FORM

Authority: Oregon Parks and Recreation Department (OPRD) is authorized by state law (ORS 390 and OAR 736-002) to complete criminal and other background checks on people who work or volunteer for the department.

Sources Checked: In doing this check OPRD may use any information provided by the Subject Individual, or received from Oregon State Police; Federal Bureau of Investigation; local, state and federal courts or other jurisdictions. OPRD may use information from other criminal justice, corrections or law enforcement agencies. Fingerprints may be requested by OPRD.

Challenging State Information: The subject individual may look at the criminal history information maintained by the Oregon State Police and may challenge information he/she believes is inaccurate, incomplete, or maintained in violation of any state or federal statute or regulation. To review your information, contact: Oregon State Police, Identification Services Section, 3772 Portland Road NE, Salem, Oregon 97303 (phone 503/373-1808).

Challenging FBI Information: The subject individual may obtain a copy of his/her FBI record from the FBI. He/she may challenge the accuracy and completeness of information in the FBI record if the subject individual believes it is incorrect. To obtain a copy and/or challenge the FBI record, write to "Federal Bureau of Investigation, Identification Division, Room 10104, Washington, DC 20537-9700.

Civil Rights: The subject individual may have rights under Title VII of the Civil Rights Act of 1964. Discrimination by an employer on the basis of arrests alone may violate federal civil rights law. Individuals wishing to obtain further information regarding their civil rights should contact the Oregon Bureau of Labor and Industries.

Recheck: A criminal records check may be repeated by the qualified entity at any time while the subject individual works or continues in the position requiring a criminal records check to qualify. The subject individual shall notify the department in writing, at the address on this form, if the subject individual is arrested or convicted for any crimes noted in OAR 736-002-0070 after this process is completed.

Subject Individual: You are a subject individual as defined in OAR 736-002-0030 and -0032 if you are being requested to complete the OPRD Criminal Record Disclosure & Request Authorization form, #63400-2053HR. You must complete boxes 1 through 16 on page 1, and boxes 17 through 22 on page 2 of the form.

Disclose All Requested History: Using this form, you must accurately and completely disclose all arrest history within the past five years and all conviction history regardless of the date of conviction. This includes all crimes noted in OAR 736-002-0070, including but not limited to felonies, misdemeanors, no contest plea, pending investigation or indictment, outstanding warrant, conditional discharge, deferred sentence, diversion programs, probation violations, juvenile adjudications, failures to appear. If you fail to list something, you may be disqualified. Serious traffic offenses identified as misdemeanors or felonies, such as "Reckless Driving," "Driving Under the Influence of Intoxicants" (DUI) and "Driving While Suspended" (DWS) **must** be listed. "Failure to Appear," even if for a minor traffic violation is a crime and **must** be listed. If you are not sure, you should list the offense. Be certain to list date (approximate if necessary) and location for each arrest and/or conviction listed.

If you have a history that you believe should have been expunged or removed from your record, but you do not **know** if it was expunged or removed, you should list it. A crime is not removed from your record until you go through the legal process to have it removed.

Arrests: In most cases, arrests alone will not result in disqualification. If, however, you falsify or provide incomplete information, including failure to list any require arrests or convictions, you may be disqualified. You are required to list any arrests within the last five years.

Convictions: You are required to list any convictions for any crimes, regardless of the date of conviction.

Federal Crimes: If the Federal Bureau of Investigation was involved in your arrest, or you committed a federal crime, be certain to note that in box 20.

Violations: Traffic violations, such as parking tickets, speeding, failing to stop at a stop sign or red light, are not classified as crimes and thus not required to be listed. If you are unsure if your driving offense was a violation or a criminal misdemeanor or felony, list it, and it can be verified. If it turns out to be a criminal offense and you do not list it, you may be disqualified.

Failure to Disclose: If you fail to list any required information, you may be disqualified.

Automatic File Closure: If you do not cooperate with this process, do not provide requested information in a timely manner, do not provide fingerprints as requested, your application file will be automatically closed without further consideration. Providing any false information on the form will result in a determination of being unfit to work for or volunteer with Oregon Parks and Recreation Department.

Information You Should Write in Box 20:

- Describe the nature of any crime conviction and any circumstances of your arrest and conviction.
- What did you have to do because of the arrest or conviction? Serve probation? Pay restitution?
- List any treatment, counseling program, alcohol or drug rehabilitation, or other remediation program.
- List employment demonstrating responsible behavior.
- You may attach documentation to support any information provided.

Deliver or Mail Completed Forms to:

Deliver or mail your completed **PD822** application and ***Criminal Record Disclosure & Request Authorization*** form to:

**Oregon State Fair
Human Resources
2330 17th Street NE
Salem, OR 97303-3201**

Make sure all sides are completed (double-sided) and you have signed both forms (signature is required for processing).

If you need this form or these instructions in larger print or in a different format, call the OPRD Human Resources Division at 503-986-0656 to make that request.



Oregon State Fair
HUMAN RESOURCES DIVISION
CRIMINAL RECORD DISCLOSURE & REQUEST AUTHORIZATION
 A DIVISION OF OREGON PARKS AND RECREATION DEPARTMENT

MI
FIRST
LAST NAME

1. Position Applied For <p align="center">Oregon State Fair – Temporary</p>		2. Status <input type="checkbox"/> New Hire <input type="checkbox"/> Rehire		3. Does this job include driving? <input type="checkbox"/> Yes <input type="checkbox"/> No 4. Does this job include working directly with visitors? <input type="checkbox"/> Yes <input type="checkbox"/> No																					
5. Name of Subject Individual / Applicant (PRINT)			6. Maiden Name		7. Social Security No.																				
8. Other Names Used (including married names)		9. Date of Birth Mo ____ / Day ____ / Year ____		10. Race	11. Gender <input type="checkbox"/> Female <input type="checkbox"/> Male																				
12. Mailing Address Street Address City, State, Zip		13. Phone Numbers Home (____) _____ Message (____) _____ Cell (____) _____																							
14. Current Driver's License Information Driver's License No. _____ State Issued _____ Expiration Date _____																									
15. Where have you lived during the last 5 years? <input type="checkbox"/> Full-time RV'er, list primary residences throughout years. <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:30%;">Address</th> <th style="width:20%;">City / County / Country</th> <th style="width:10%;">State</th> <th style="width:10%;">Zip</th> <th style="width:30%;">Driver's License No.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>						Address	City / County / Country	State	Zip	Driver's License No.															
Address	City / County / Country	State	Zip	Driver's License No.																					
16. Have you EVER been CONVICTED of a crime? Includes driving crimes (i.e., DUII, DWIS, Failure to Appear, etc.). <input type="checkbox"/> Yes <input type="checkbox"/> No Have you been ARRESTED in the PAST FIVE YEARS? <input type="checkbox"/> Yes <input type="checkbox"/> No <p align="center">IF YOU ANSWERED YES TO EITHER QUESTION, COMPLETE PAGE 2 AND SIGN.</p> <p align="center">IF YOU ANSWERED NO TO BOTH QUESTIONS, SIGN PAGE 2.</p>																									
DO NOT WRITE BELOW THIS POINT – OFFICE USE ONLY																									
<input type="checkbox"/> LEDS-CCH		<input type="checkbox"/> DMV – Out-of-State		<input type="checkbox"/> Eligible for hire.																					
<input type="checkbox"/> DMV – In State		<input type="checkbox"/> Open On-line Out-of-State Criminal Check		<input type="checkbox"/> Not eligible for hire.																					
<input type="checkbox"/> Date Sent Disqualified Letter.																									
<input type="checkbox"/> Date posted to database.																									
Comments																									
Processed by				Date																					

COMPLETED BY SUBJECT INDIVIDUAL

COMPLETED BY OPRD

17. Name of Subject Individual (PRINT)

18. List ALL arrests in the past five (5) years. (Use additional paper if necessary.)

Date of Arrest (month / year)	Charge	Disposition – Outcome	Location (City, County, State)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

19. List ALL convictions regardless of how long ago. (Use additional paper if necessary.)

Date of Conviction (month / year)	Charge (Including felonies, misdemeanors, probation violation, failure to appear, reckless driving, DUII, DWS.)	Location (City, County, State)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

20. Use this space to explain the circumstances for your arrest and/or conviction. (Use additional paper if necessary.)

21. CERTIFICATION

I understand a criminal history check must be completed on me before employment or a volunteer assignment is offered. I CERTIFY THIS INFORMATION IS COMPLETE AND ACCURATE. I understand that if I provide any false or incomplete information on this form, I may be disqualified from this position. I also understand after this process is completed, I must notify Human Resources in writing within 10-days of being arrested for or convicted of any misdemeanor or felony including driving crimes.

22. SIGNATURE. Failure to sign will result in application file being closed.

Signature of Subject Individual

Date

Oregon State Fair
2330 17th Street NE • Salem, OR 97303-3201 • Phone 503-986-0656