GENERAL INFORMATION

- Obtain a recruitment announcement from:
  a. the State's Jobs Page at:
     www.oregonjobs.org; or

  b. local Oregon Employment Department field offices; or

  c. most state agency personnel offices; or

  d. kiosk sites that are strategically located in public places (such as malls, libraries, grocery stores, etc.) throughout the state. Local Employment Department offices can advise on kiosk locations.

- Complete a separate application for each job you apply for unless the announcement gives different instructions. Legible photocopies are acceptable.

- Submit only the application materials requested on the recruitment announcement.

- Your application must be received at the address listed in the "How to Apply" section of the recruitment announcement by the date and time stated or it may not be accepted.

- Type or print clearly in dark ink. Be sure to sign your application.

- Don't include this cover/instruction page with your application materials.

- Incomplete or illegible applications (including faxed applications) will not be accepted. The State of Oregon is not responsible for applications that are misdirected, lost in the mail, or lost as a result of transmitting by fax or email.

- The State of Oregon is an equal opportunity and affirmative action employer, and has zero tolerance policy against substance abuse, unlawful harassment and violence in the workplace.

- By submitting your application electronically, you are agreeing to the conditions stated in the certification and signature section, and agree that this section is enforceable as if you had signed it.

- **Please keep a copy of your application materials. Copies will not be provided.**

SOCIAL SECURITY NUMBER

Please provide your Social Security number. The state will use it for recruitment identification and tracking purposes as authorized by OAR 105-040-0001. In the event you are hired, your social security number will also be used for employee records, payroll and insurance purposes pursuant to OAR 105-040-0001(1)(b)(A). Providing your social security number is voluntary.

However, if you fail to do so, you will be assigned a number for purposes of identification and processing your application for employment, and you will be required to provide the assigned tracking number during the processing of your application.

VETERANS' PREFERENCE

As of October 23, 1999, Oregon ORS 408.230 and 408.235 relating to Veterans' Preference for public employment have been amended. To obtain Veterans' Preference points when applying with the State of Oregon, you must meet **ALL** of the following criteria:

5 points (Veteran):

- You must have served in the Armed Forces for a period of more than 180 consecutive days unless you were discharged because of a service-connected disability.

- You must have been discharged or released from service within the last 15 years. However, if you are an eligible disabled veteran there is no time limit.

- You must have been released or discharged with other than dishonorable discharge.

- You must attach a copy of your DD214/DD215 to your State Application Form (PD100).

10 points (Disabled Veteran):

- You must have served in the Armed Forces for a period of more than 180 consecutive days unless you were discharged because of a service-connected disability.

- You must have been released or discharged with other than dishonorable discharge.

- You must attach the following to your State Application Form (PD100):

  - A copy of your DD214/DD215 form;
    and
  - A copy of your veterans' disability preference letter from the Department of Veterans' Affairs.

Once you have used preference to attain regular employee status with the State of Oregon, you may not use the preference again. This limitation does not apply to certain disabled veterans.

For additional information on Veterans' Preference eligibility requirements, including definition of the terms "veteran" and "disabled veteran," please contact the Oregon Department of Veterans' Affairs at 1-800-692-9666.