



CITY OF CORNELIUS

Employment Opportunity Library Intern-Latino Outreach

LIBRARY INTERN – LATINO OUTREACH

Library Intern: The City of Cornelius is hiring a bilingual intern to support our Latino Outreach Program. Responsibilities will include promoting the library and providing special programs directly to Spanish speakers. Fluency in English and Spanish is required. Current enrollment in a college program required.

This is a fifteen hour per week position for the length of one school term. Starting pay begins at \$14.54 per hour; weekends and/or evenings required. Funding is provided by the Institute of Museum and Library Services through the Library Services and Technology Act Grant of the Oregon State Library.

How to Apply: All interested individuals may apply by submitting a cover letter **and** a completed City of Cornelius application to the Human Resources Department, Cornelius City Hall, 1355 N Barlow Street, Cornelius, OR 97113. Review of applications will begin immediately and continue until the position is filled or ending November 9, 2012. Applications are available on our website at www.ci.cornelius.or.us.

October 23, 2012

CITY OF CORNELIUS EMPLOYMENT APPLICATION

1355 N. Barlow Street, Cornelius, Oregon 97113-8912

503-357-9112 Fax 503-357-7775

An Equal Opportunity Employer

Please Print or Type

Position applied for _____

Phone _____

Name _____
Last First MI

Message phone _____

Mailing Address _____
Street

Work phone _____

_____ City State Zip

May we contact you at work? yes no

Email _____

EDUCATION

	Name and Location of School	Dates		Graduated		Credit hours Earned	Type of Degree, Diploma, or Certificate	Course of Study/Major
		From	To	Yes	No			
High School or GED								
Vocational, Tech, or Jr. College								
College or University								
College or University								
Other								

EMPLOYMENT HISTORY

Please complete this section even if you attach a resume. List your work experience, most recent first, during the **past ten years**. Include military and volunteer experience. Attach additional sheet if necessary.

Present or Last Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		

Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		
Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		
Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		
Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		

REFERENCES

List the names of three persons other than former employers and relatives having knowledge of your character, experience, or ability.

NAME	ADDRESS	RELATIONSHIP	PHONE

Do you claim veteran's preference? Yes No
 (Copy of Federal DD 214 or 215 or a veteran's disability preference letter from the US Department of Veterans Affairs **must** be attached.)

Have you ever been convicted of a felony? Yes No
 (Please exclude cases processed in the juvenile court or expunged convictions.)

Conviction does not necessarily disqualify you from employment.

RELEASE OF INFORMATION

I understand that this application does not represent a contract of employment. I also understand that if I am employed by the City of Cornelius, my employment can be terminated with or without cause during my probationary period or seasonal/temporary status of employment, and thereafter in accordance with City policy which may be revised by the City periodically.

I affirm that each answer to the questions incorporated into this application and all other information otherwise furnished by me is and shall be true, complete, and correct. I understand that falsification, misrepresentation or omission of information on my application may result in disqualification of my application, or dismissal from employment if I am employed. I also understand that failure to sign the application form below may disqualify me from the employment selection process. Within not more than three (3) days of employment, I will provide proof as required on the US Government, I-9 Form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with federal Law, I understand that I will be terminated.

I understand that criminal and civil court/law enforcement records, motor vehicle driving records, education verification and reference checks will be conducted on final candidates prior to an offer of employment.

I have read and understand that by signing this application, I authorize the City of Cornelius to conduct and hold the City of Cornelius harmless from any result of the reference and background check that the City makes. I hereby authorize and release from all and any liability whatsoever all former employers and their employees, educational institutions, law enforcement agencies, and/or other government agencies, who I hereby request to provide/release information to and candidly respond to any inquiries of the City of Cornelius and its agents regarding my employment, character, job performance, ability, education, criminal and civil court/law enforcement records, and motor vehicle records, that may be in their possession.

Applicant's Signature: _____

Date: _____

CITY OF CORNELIUS
APPLICANT AUTHORIZATION FOR REFERENCE CHECKS

I hereby authorize my past employers to release information to the City of Cornelius regarding my employment. This release of information covers my employment record in general, including information on the following questions:

1. Dates of employment
2. Position(s) held
3. The quality and quantity of my work
4. My attendance habits (excluding workers' compensation, pregnancy, disability FMLA and other protected absences)
5. My relationship with co-workers, supervisors and managers
6. My attitude toward work (cooperative? positive? etc.)
7. Reason for leaving and eligibility for rehire (would the employer rehire if they had to do it all over again?)
8. Strong and weak points
9. Willingness to comply with policies and standards
10. Whether I have had outbursts of temper, threatened, provoked fights with or assaulted others, engaging in hostile or violent behavior
11. Other relevant information regarding my performance, skills, ability, suitability for employment sought, etc.

I agree that all former employers who provide such information are indemnified and released from liability arising from such disclosures. I also understand that if I do not sign this Authorization, my application will be rejected.

Print Name

Signature

Date

CITY OF CORNELIUS

Intern

Class: H2

FLSA Designation: Non-Exempt

Nature of Work

This is responsible staff work, usually of a project nature, involving research, analysis, communications, liaison, and other staff duties.

Work involves responsibility for determining project needs, performing research and analysis and developing recommendations. Work requires the exercise of judgment within the framework established by an administrative supervisor.

Assignments are received in the form of general outlines or desired results and the incumbent is expected to develop methods to achieve these results.

Supervision is received from an administrative supervisor, but the incumbent is expected to be able to work with little direct supervision. Supervision of other staff is not normally a requirement of this classification.

Illustrative Examples of Work

(Any single position of a class will not usually involve all of the duties listed and many positions will involve duties which are not listed.)

Participates in and conducts research and studies; prepares reports containing proposed solutions or courses of action.

Makes oral presentations.

Acts as staff member to a board or commission; prepares agendas; takes minutes.

Coordinates activities with affected City departments, employees, and/or public and private agencies.

Assists in development of policy and procedures manuals or other departmental manuals.

Performs related work as required.

Work Qualifications

Current standing as a graduate or undergraduate student at a college or university with major course work in public administration, business administration, or field related to area of project assignment; and any combination of training and experience which provides the following knowledges, skills, and abilities:

Knowledge of the principles, practices, and techniques of business and public administration.

Knowledge of area of assignments and some understanding of issues involved.

Ability to assemble, organize, and present statistical, financial, and factual information derived from a variety of original and secondary sources.

Ability to work independently and to schedule time effectively.

Ability to prepare written reports.

Ability to make effective oral presentations.

Ability to coordinate meetings and individuals and groups involved.

Ability to establish and maintain effective working relationships with employees, officials, and the public.