

CITY OF OROVILLE
INSTRUCTIONS FOR EMPLOYMENT

1. **Part of the evaluation process for all applicants includes consideration of each applicant's ability to follow instructions, as well as the neatness and completeness of the application form and the submital of all required documents.**
2. Complete the "Application" form and submit it with a current resume and at least 3 professional references including names, affiliations and contact information to the City of Oroville, Attention: Personnel, 1735 Montgomery Street, Oroville CA 95965. Be sure to complete all sections of the "Application" form. All applications must be received by the closing date. **Applications will be rejected for the following reasons:** If you do not sign and date the application, if you do not send a resume and at least 3 professional references with contact information with your application. Late, postmarked, or faxed applications will also be rejected. Applicants may email the required documents to hr@cityoforoville.org; however, the application must contain your original signature.
3. After the closing date of the position each candidates' application shall be reviewed for experience, education and qualification for the position applied for. When your "Application" forms are received, they will be placed on file for each position for which you have applied. If you qualify for an examination and/or interview, you will be notified of the time and place via email, US Mail, or phone contact.
4. If you change your address or telephone number, please notify the City of the change so that your "Application" can be kept current. Please indicate the position or positions you applied for when submitting notice of such change.
5. Candidates must possess all the minimum qualifications for each position applied for. If you are a person with a disability and require accommodation in the application process, please contact the Oroville Personnel Office at (530) 538-2407 for assistance.
6. All applicants who qualify for employment and are placed on an Employment Eligibility List may be subject to fingerprinting, photographing, credit checks, reference checks, and other appropriate examination of the applicant's background relating to suitability for employment.
7. Applicants must be able to perform the essential functions of the positions for which they are applying, with or without reasonable accommodation. All candidates for permanent city positions may be examined by the city's physician, at its expense, following an offer of employment and before appointment is finalized. Such examination may include x-rays, if indicated. The city will take reasonable measures to accommodate the limitations of a person with a disability.
8. In compliance with the Immigration Reform and Control Act of 1986, the city requires all new employees to show proof of their legal right to work in the United States. At the time of hire, the new employee must present original documentation (photocopies not accepted) to establish both identity and work authorization. If you have questions regarding the type of documentation required, please call the Personnel Office (530) 538-2407. Additionally, the employee must sign a form under penalty of perjury, attesting that they have a legal right to work in the United States.
9. All positions require the possession and maintenance of, or the ability to obtain a Class C California Driver License, unless otherwise specified. Employees of the city may be required to use their personal vehicles from time to time on agency business, in which case mileage reimbursement is provided. Employees must be able to show proof of and maintain during their employment a valid and current automobile liability insurance coverage.

DISCRIMINATION COMPLAINT PROCEDURES: All applicants and employees will be considered for employment only based on job related qualifications and potential, without regard to race, national origin, politics, religion, age, sex, disability, or other non-merit factors. Applicants who feel they have been denied an employment opportunity based on race, national origin, politics, religion, age, sex, disability, or other non-merit factors may file a written complaint with the City Administrator within 30 calendar days from the date of the alleged discriminatory incident. Information regarding the complaint procedures and appropriate forms are available upon request.

CONFLICT OF INTEREST DISCLOSURE INFORMATION: Following an appointment, employees in certain designated city positions may be required to disclose any conflicts of interest which may exist between their city employment and outside interests. The city reserves the right to disqualify any employee whose outside interests would adversely impact their employment with the city.