

CITY OF OROVILLE
INSTRUCTIONS FOR EMPLOYMENT

1. Complete the "Application" form and all other required materials, and return them to 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 with your application, or any faxed, emailed or late applications.
2. 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 US Mail.
3. If you change your address or telephone number, please mail a notice of the change to the above address so that your "Application" can be kept current. Please indicate the position or positions applied for when mailing notice of such change.
4. **Part of the evaluation procedure for all applicants includes consideration of each applicant's ability to follow instructions, as well as the neatness and completeness of the Application form.**
5. Process and whether the candidate will proceed in the recruitment process. Candidates must possess all of 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 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 of, or the ability to obtain prior to appointment, a Class C California Driver License. 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 valid, current automobile liability insurance coverage.

DISCRIMINATION COMPLAINT PROCEDURES: Applicants who feel they have been denied an employment opportunity on the basis of race, color, national origin, sex, age, religion, or disability 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 is 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.

HIRING PROCEDURES: Applicants must achieve a seventy-percent (70%) or higher on both the written examination and the oral board interview before the candidate will be placed on the eligibility list. The most qualified individuals will be considered for appointment. Eligibility lists remain in effect for one year unless sooner exhausted or terminated, or extended by the city under the provisions of the Personnel Rules.

SMOKING PROHIBITION: It is Oroville's policy to discourage smoking by its employees. In order to protect the health of non-smoking employees and members of the general public, smoking is prohibited in all of our offices.