

## How to Apply for a Job at the City of Woodburn

- First time users should create an account, select a username and password and build an application. This application is saved and can be used again to apply for open positions.
- For problems with the online application system, such as a forgotten password, call NeoGov at 855-524-5627.
- To be considered for a job you must submit an online application by the posting closing deadline. Resumes are not accepted in lieu of the online application. It is important that your application show your complete employment history as well as any other background relevant to the position for which you apply (i.e., volunteer, intern, extern, etc. experience; education; training; and skills, knowledge, and abilities). Applications submitted without completing the entire work experience section will disqualify you from consideration.
- The City accepts applications for open positions only. The list of current job openings is updated as new jobs open. Please check back frequently or complete a job interest card by subscribing to class s.
- Veterans Preference: Per Oregon Revised Statutes [408.225](#) and [408.230](#) the City of Woodburn grants preference in hiring and promotion of veterans and disabled veterans as defined by state law.

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the U.S. Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the U.S. Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' Preference documentation must be submitted with your application by the posting closing deadline.

- The City of Woodburn considers its employees to be its most valuable asset and is concerned about their safety, health and wellbeing In keeping with this commitment the City of Woodburn has a strict policy regarding the inappropriate use and possession of drugs and alcohol. All newly selected finalists for city employment may be subject to criminal background check and testing for illegal drugs and marijuana.
- All recruitments may be used to create a qualified hiring list to fill current and future vacancies up to six months.