

NAME: (LAST, First, <u>Full</u> middle name)	
E-mail Address:	Phone # :
Position Title :	Posting / Position Number:
Business Center :	
ORG # / Hiring Department :	
Contact Name :	

Date :
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**This position requires driving a University vehicle, or a personal vehicle, on behalf of the University.**

The incumbent is required to possess and maintain a valid driver's license in their state of residence.

**Please obtain your official/certified driving history from all issuing state(s) to cover at least 36 months.**

**Oregon license holders will request a Certified Court Print;** the quickest way to acquire this is to walk into your local DMV office and request it in person.

When requested, many states will fax your driving history at no additional charge to 541.737.7771

**OR** You may also submit an electronic copy to [chcemployment@oregonstate.edu](mailto:chcemployment@oregonstate.edu)

**OR** you may submit a hard copy to:

Office of Human Resources  
Attn: Employment  
1600 SW Western Suite 175  
Corvallis, OR 97333-4085

Your potential start date is dependent on these results being processed. Please let me know if I can be of assistance and thank you for your interest in **Oregon State University**.