



List of Required Forms for Participation in the HIRE System

Initial Referral Forms

HIRE System Referral - Part 1

This form identifies that the applicant meets the criteria for the HIRE System. This form is completed and signed by the Counselor and the applicant. (HIRE System Referral - Part 1 is included in the following forms.)

HIRE System Referral - Part 2

This form identifies each classification that the applicant is interested in applying for. This form also provides Counselor contact information. (HIRE System Referral - Part 2 is included in the following forms.)

Public Sources of Income

This information is for statistical purposes only and will not be shared with state agencies. It is confidential and compiled in a separate protected database from the applicant's personnel file. (The Sources of Public Income form is included in the following forms.)

PD 100

This is the required State of Oregon application form. Only one PD 100 is required to be submitted with a HIRE System referral - even if you list more than one classification on the Referral -Part 2. Your PD 100 must clearly show that you meet the qualifications listed for each classification. In some cases you may choose to submit more than one PD 100 geared to specific classifications. (Use the following link to download a copy of the application form: <http://www.oregonjobs.org/>)

Skill Code Sheets

Required only for certain classifications. (Refer to the list of classifications that require skill code sheets, immediately following the forms. Skill code sheets are included following the list of classifications.)

Supplemental Referral Forms

HIRE System Referral - Part 2 - Supplement

This form is used to submit additional classifications after the applicant has become an active HIRE System applicant. (Referral - Part 2 - Supplement is included in the following forms.)

Referral - Part 2 - Supplement identifies each classification that the applicant is interested in applying for. This form also provides Counselor contact information. HRSD staff will work directly with the referring counselor if there are questions regarding the referral.

A PD 100 and skill code sheets (for listed classifications) are required with supplemental referrals. HIRE System Referral - Part 1 and the public income information *are not* required for a supplemental referral.

Qualification Notice

Qualification Notice - Original Referral

A qualification notice is a letter sent in response to a referral for HIRE services, notifying the applicant (with a copy to the counselor) of 1) the classifications the applicant is qualified for, 2) the classifications the applicant is not qualified for, and 3) suggested classifications the applicant may be qualified for.

Qualification Notice – Supplemental Referral

A qualification notice - supplemental referral is a letter sent in response to a supplemental referral for additional classifications, notifying the applicant (with a copy to the counselor) of 1) the classifications the applicant is qualified for, 2) the classifications the applicant is not qualified for, and 3) suggested classifications the applicant may be qualified for.