



Community Action

Application for Employment (11/11)

Submit to: HR, 1001 SW Baseline Street, Hillsboro, Oregon 97123 503-648-6646

www.communityaction4u.org

Community Action is an equal opportunity employer and does not discriminate on the basis of age, race, sex, color, religion, gender or gender identity, sexual orientation, disability, marital status, veteran status, genetic history, or any other protected status in accordance with applicable state and federal equal employment opportunity laws. Applicants with disabilities may request accommodation to complete the application and selection process. Please notify Human Resources at least (3) working days in advance of the need. Community Action reviews all applications carefully and verifies their receipt. Applicants selected for interview will be contacted by Human Resources and/or the hiring department. Please note that applications are kept on file in active status for six months. Within that six month period you can contact Human Resources should you want your active application applied toward another advertised opening.

General Information: (Please print clearly. You may attach a resume but the application must still be completed.)

Position Applied For: _____ **Date of Application:** _____

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Telephone Number () _____ E-mail: _____

ANSWER ALL QUESTIONS BELOW – DO NOT LEAVE BLANKS

Are you legally eligible for employment in the United States? **Yes** **No** (*Proof will be required upon employment*)

Are you under age 18? **Yes** **No**

Have you EVER been convicted of a misdemeanor or felony crime? **Yes** **No**

Do not include minor motor vehicle violations. A conviction may be relevant if job-related, but does not automatically bar you from employment. If yes, please explain: _____

Aside from any expunged juvenile convictions, have you been convicted of, pleaded guilty to, or served time in prison for any criminal offense involving any form of child abuse or neglect, or violence against others? **Yes** **No**

If you answered yes, please list the dates and explain: _____

Do you have any pending or prior criminal arrests or charges relating to child sexual abuse? **Yes** **No**

If you answered yes, please provide the date(s) and explain the disposition of such arrest(s) or charge(s)**: _____

** An inquiry may be made into your criminal background. An arrest or conviction will not necessarily bar you from employment.



Employment Desired

Type of employment desired: Full-Time Part-Time Temporary Casual/On-Call

Are you available for overnight/shift work if required? Yes No

What days of the week are you **NOT** available to work (check all days that you **are NOT** available to work):
 Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Date you can start: _____ What is your minimum hourly salary requirement? \$ _____/hour.

Have you ever been employed by Community Action before? Yes No If yes, when? _____

How did you hear about us? Advertisement in/on - _____ Employee: _____
 State Employment Agency Walk-In Relative Our Web Page Other: _____

Education

Please list below any education or training you have received which qualifies you for the position for which you are applying.

Name of School, College or University	Dates Attended	GPA/Class Rank	Degree/Diploma Received
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

If required, do you have a license and/ or certification in the State of Oregon to perform the duties of the position you are seeking? (e.g. CDL, First Aid, Food Handlers Card, etc.) Yes No

If Yes: License # _____ Type of License: _____ Expires: _____

Certification # _____ Type of Certificate: _____ Expires: _____

Skills and Qualifications: Summarize special skills and qualifications acquired from employment or other experiences that relate to the position for which you are applying.

Language(s): If the position for which you are applying requires or has a preferred qualification for proficiency in a language other than English, please list those language(s) below. Please indicate by each language name: (SF) if you Speak it Fluently, (SM) if you Speak it Moderately such as asking or giving directions, (RWF) if you Read/Write Fluently meaning you are able to do complex highly accurate written translation or (RWM) if you Read/Write it moderately meaning you can read or write simple sentences with a minimum of mistakes.

Language(s): _____



Employment History: List below any paid and unpaid work experience. Begin with your current or most recent position. Include relevant military experience. Explain any/all gaps in employment. Attach additional sheets if needed.

Most Recent First

1. _____
(Company Name) (Address) (City, State, Zip) (Telephone)

(Position Held) (Name of Supervisor) (Hourly or Annual Salary)

Employed From: ____/____/____ to ____/____/____ **May be Contacted:** Yes No

Major Duties & Reason for Leaving: _____

2. _____
(Company Name) (Address) (City, State, Zip) (Telephone)

(Position Held) (Name of Supervisor) (Hourly or Annual Salary)

Employed From: ____/____/____ to ____/____/____ **May be Contacted:** Yes No

Major Duties & Reason for Leaving: _____

3. _____
(Company Name) (Address) (City, State, Zip) (Telephone)

(Position Held) (Name of Supervisor) (Hourly or Annual Salary)

Employed From: ____/____/____ to ____/____/____ **May be Contacted:** Yes No

Major Duties & Reason for Leaving: _____



4. _____
 (Company Name) (Address) (City, State, Zip) (Telephone)

 (Position Held) (Name of Supervisor) (Hourly or Annual Salary)

Employed From: ____/____/____ to ____/____/____ **May be Contacted:** Yes No

Major Duties & Reason for Leaving: _____

References: List at least three **including address and phone number.** Indicate type (e.g. personal or professional).

Name	Address	City/State/Zip	Phone	Type
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID.

I authorize investigation of all statements contained in this application for employment. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education and qualifications. In the event I am offered and accept employment, I understand that false or misleading information given in my application (and resume and any supplemental information) or interview(s) may result in discharge. Under state and/or federal law, some positions require pre-employment criminal record checks and, possibly, fingerprinting, and/or other screenings for detection of illegal substances. If offered a position, I understand that my offer of employment with Community Action Organization of Washington County (hereafter referred to as Community Action) may be subject to satisfactorily passing such screening. Further, I understand that refusal to consent to such screening will disqualify me from consideration for a position.

I also understand that no representative of Community Action has any authority to enter into any employment contract for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment. If hired, I understand I will be responsible for familiarizing myself with and abiding by all rules and regulations of Community Action as they presently exist or are later modified. I understand that this application is not a contract of employment, and that, if hired, my employment is at-will and can be terminated, by me or by Community Action at any time and for any or no reason.

I have read, and understand the above, and I certify that the answers I have given are true and complete to the best of my knowledge.

Signature of Applicant: _____ Date _____